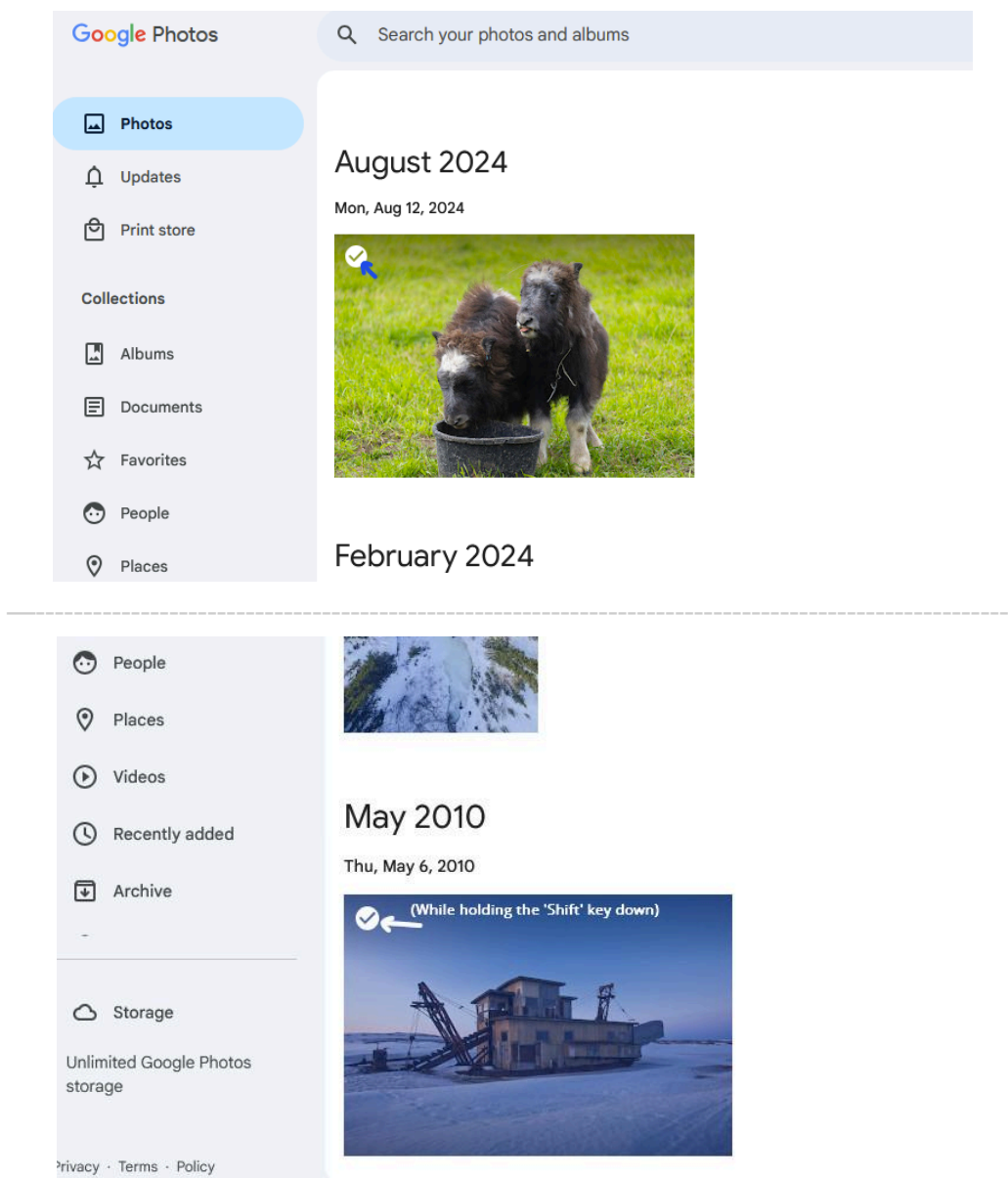# Downloading or Transferring Google Photos

## Method 1: Using Google Photos

**Step 1.** While logged into your UA account, navigate to photos.google.com.

**Step 2.** Select all of the photos you want to back up. *(You can easily select a range of photos by selecting the first photo, then holding the Shift button and selecting the last photo.)*

## To Download to Your Computer or Hard Drive:

Click the three dots at the top right of the page, then 'Download'. *(Depending on your browser, you may have to select a location for them to be downloaded to.)*
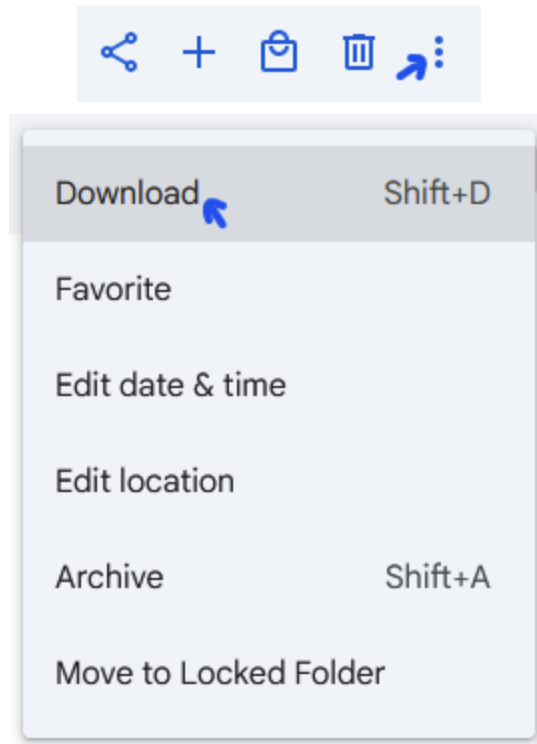


*That's it!* Your photos will be saved as a .zip file, which can be opened in Finder or File Explorer, backed up to a physical hard drive, or backed up to a different cloud service!
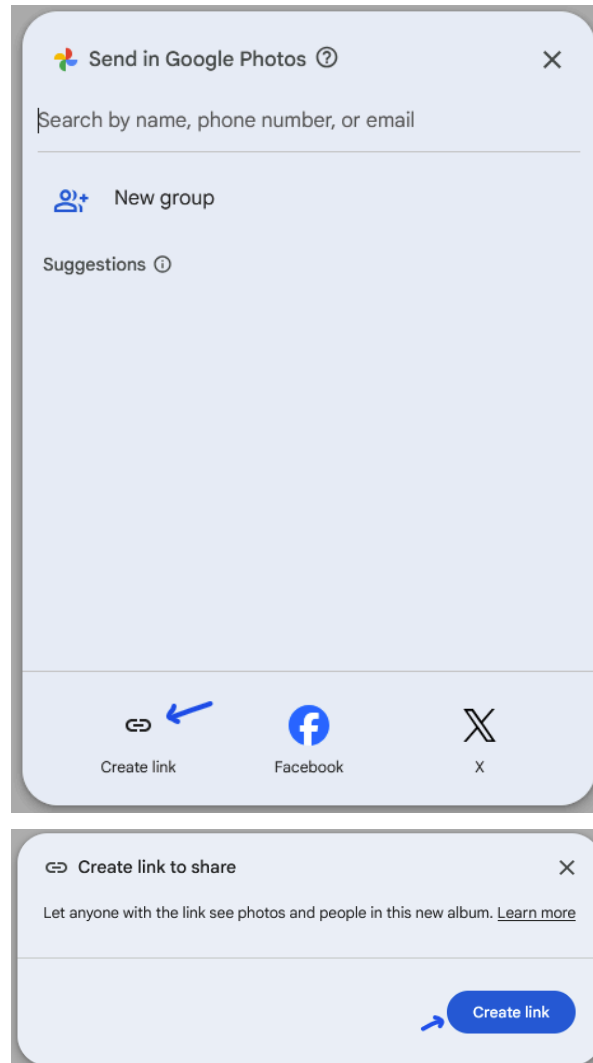
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## To Transfer to Another Google Account:

**Step 1.** With the desired photos selected, click the 'Share' button at the top right of the page.
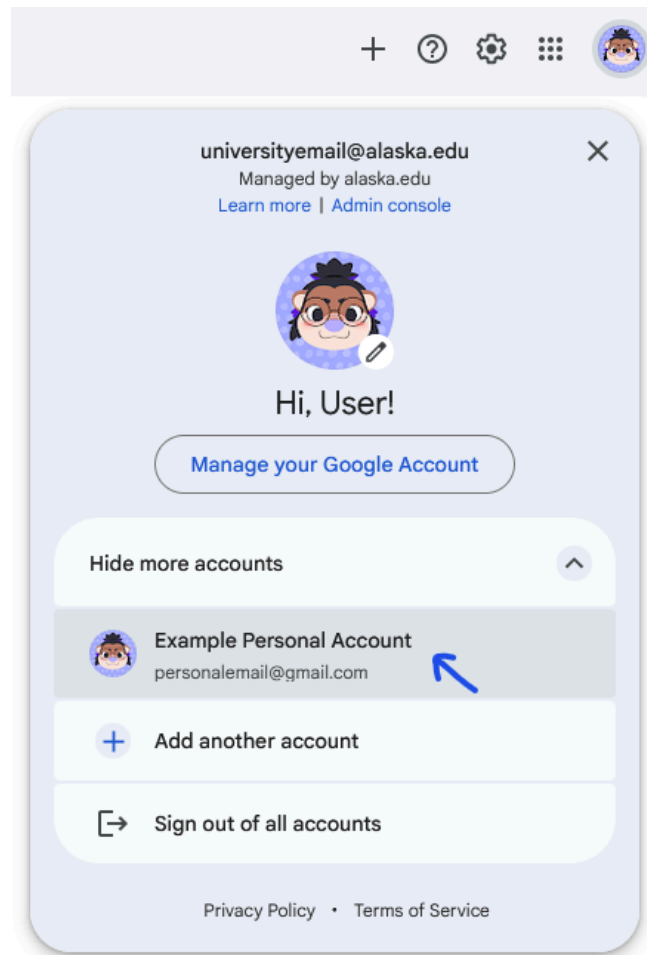
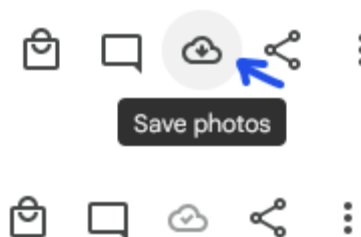**Step 2.** Select 'Create Link,' then again in the following prompt.



**Step 3.** Copy the link that is created. Switch to the account you would like to transfer the photos to *(you may have to add it to your current session or use a private window)*, and open that link.
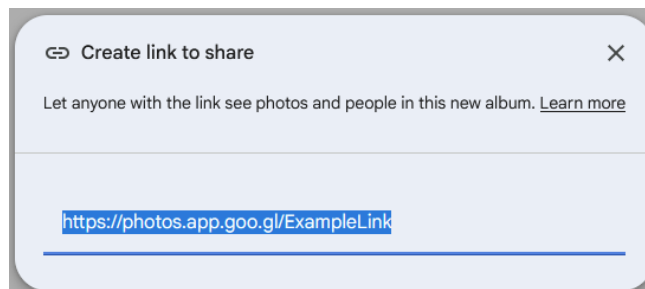
**Step 4.** Click the 'Save photos' button at the top right
*(icon appears as a cloud with a downward-pointing arrow).*



*Your photos have successfully been copied to your personal Google Photos storage!*

# Method 2: Using Google Takeout

Google Takeout is a service that allows you to make backups of many kinds of Google account data, including from Google Photos.

**Step 1.** While logged into your UA Google account, navigate to:
https://takeout.google.com/settings/takeout/custom/photos

**Step 2.** Select your preferred backup method. Each method has its own options; if you aren't sure which is the most appropriate for you, don't hesitate to reach out!



*That's it!* Depending on your selected method, you may need to wait for the backup to process. This will continue even if you leave the webpage or shut down your computer.

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**Please remember to delete the originals from your UA account once backed up!**
If correctly transferred, the copies on your personal account or hard drive will not be affected.

If you need any further assistance with this process, please contact the NTS Service Desk by phone, email, or chat. Thanks so much for your cooperation during this transition!