Where to look

For each program: where the size is, where the copy is, and what to pick.

- If a size shows MB or KB, write it in Notes just as it shows.
- No size? If a copy downloads right away, read its size. If not, write "couldn't find it" in Notes.
- Skip any copy that takes days.

Program	Where the size is	Where the copy is	Pick
Google, company email and files	admin.google.com, Show more (on the left), Storage. The first number at the top.	Google lets every company get a full copy. (Admin page, menu, Data, Data import & export, Data export. Only the main admin can run it. Don't start one: it runs for days.)	**Yes**
Google, an address ending in gmail.com	Google Drive, then Storage on the left.	Google lets you download everything (takeout.google.com).	**Yes**
Microsoft 365 (Outlook, OneDrive, Teams): one row	Admin center, Reports (under "Show all" if hidden), Usage. Two numbers: files (SharePoint, Storage tab, Total usage) and email (Exchange, Mailbox usage). Write both in Notes, and say which is which.	Files: Download in OneDrive or SharePoint. Email: Outlook, File, Open & Export.	**Partial, unless your IT person says the whole account can be exported**
Slack	On the Export page, start an export and it should show the size. If it doesn't, leave it empty.	Your company's name (top left), Tools & settings, Workspace settings (or Admin, on the left). Then Security, Import & export data, Export.	**Partial on most plans. Years: if you don't pay for Slack, write 1. It only keeps a year.**
QuickBooks Online	Not shown. Click Export to Excel, then read the file's size in your Downloads.	The gear, Tools, Export data, It's a backup, Continue.	**Yes**
QuickBooks on a computer	Open it and press the F2 key. Copy the File Size number into Notes.	File, Back up Company.	**Yes**
Dropbox	Admin console, Storage explorer.	Download from dropbox.com, or the desktop app for big folders.	**Yes**
HubSpot	Not easy to find. Leave it empty.	Settings, Data management, Backup & Restore.	**Yes on a paid plan. Partial on the free one.**
Salesforce	Setup, Storage Usage.	Setup, Data Export.	**Yes**
Zendesk	Not easy to find. Leave it empty.	Admin Center, Account, Tools, Reports, Export.	**Yes if you see Export there. If not, Not sure (their support has to turn it on).**
A folder on an old computer	Right-click the folder. Windows: Properties, read Size (not Size on disk). Mac: Get Info.	You can copy the folder.	**Yes**
An old program you can't open	Leave it empty.		**Not sure**
Boxes of paper	Count the boxes. Write the number in Notes.		**Not sure**
Payroll, payments, e-signature, your phone system, the program you run jobs in. Outlook without Microsoft 365.	Use the general way from the film: Settings or Admin, then look for the word Storage.	Look for the word Export, Download or Backup.	**Usually Yes**

Still can't find it? Ask the company that makes the program. Copy this:

How do I download a backup copy of all my company's data, and about how big is it?