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## Back Up Your Google Hangouts Data

Kyle Oliveira - 2022-09-22 - Comments (0) - Google Workspace

### Google Hangouts shutdown

Starting November 1, 2022, <u>Google Hangouts</u> on the web will begin redirecting to <u>Google Chat</u> on the web and, Hangouts will no longer be available. You should already be seeing this notice when using Hangouts on the web:

#### **△** Move to Google Chat now

**Hangouts is shutting down soon.** In preparation, some features won't work as expected. Your organization has moved to Chat, where you can continue any previous conversations. <u>Learn more</u>

Go to Google Chat

Most Hangouts conversations will be migrating to Chat, but some users' conversations or portions of their conversations won't automatically migrate.

#### Backing up your data

If you wish to keep a copy of your remaining Hangouts data, you can perform a Google Takeout and download your information. To do this, perform the following steps. Please ensure that you're signed into your **Brown Gmail a**ccount prior to performing these steps. Use an incognito window or different browser, if necessary:

- 1. Go to Google Takeout: <a href="https://takeout.google.com/">https://takeout.google.com/</a>
- 2. Click on **Deselect all**.
- 3. Scroll down to **Hangouts** and enable that selection.
- 4. Scroll down to the bottom and click on **Next step**.
- 5. For "Transfer to", you can leave "Send download link via email".
  - 1. Once the export is done, you'll receive an email with a link to download your conversations locally on your computer.
  - 2. Other backup options are available. Including backing up to Drive.
- 6. Leave all other options as is and click on **Create export**.
- 7. You will receive an email when your export is ready to download.

1. You can visit <a href="https://takeout.google.com/">https://takeout.google.com/</a> to check on the status of your export.

# **Related Google Support Articles:**

- Learn about the switch from Google Hangouts to Google Chat
- How to download your Google data