



HOW TO DOWNLOAD EMAIL IN GMAIL (.MBOX FILE)

What is Gmail?

Gmail is a free Web-based e-mail service currently being tested at Google that provides users with gigabyte of storage for messages and provides the ability to search for specific messages. The Gmail program also automatically organizes successively related messages into a conversational thread.

Steps to download email in Gmail

1. Login to Gmail using valid credentials.

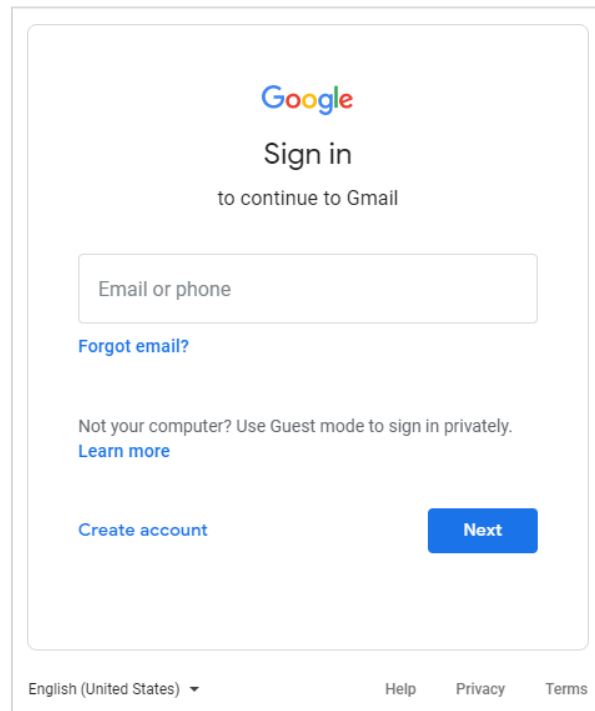


Figure 1. Login Gmail

2. Create a label in order for you to easy download the file
 - a. Click the box to select the email you want to include in the label

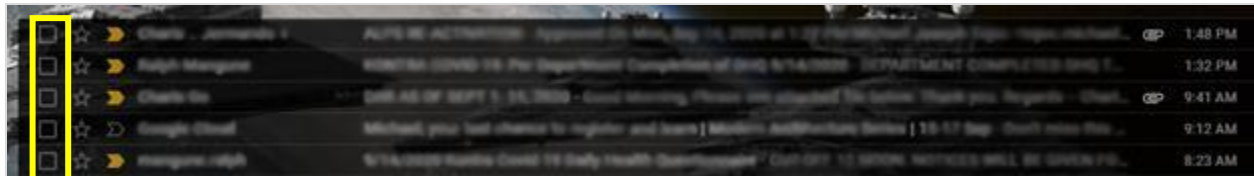



Figure 2. Inbox Display Screen

- b. Once selected, click this icon “” on the upper middle part of the email. Then, enter a name of the label.

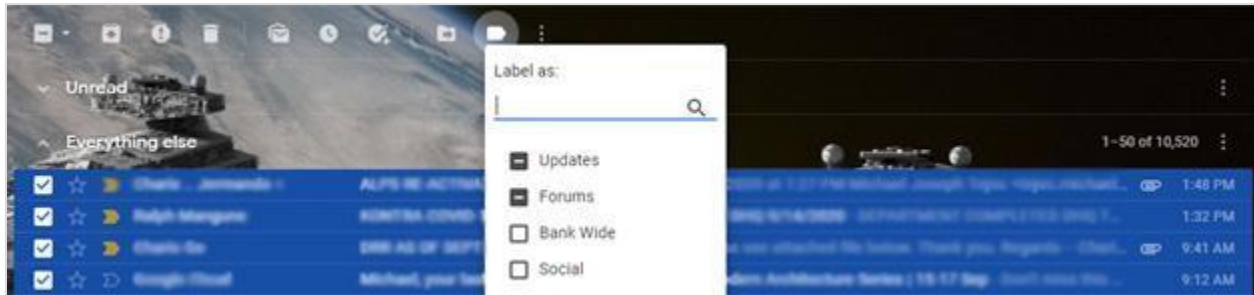


Figure 3. Label Button

- c. The label you created will be displayed on the left side, below the **Draft** field.



Figure 4. Newly Created Label

- d. Click Google Account on the upper right corner, then, click manage your Google Account.

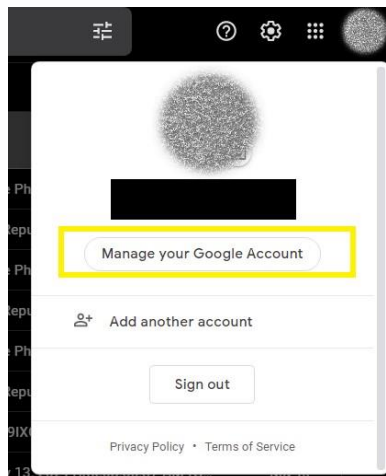


Figure 5. Manage Google Account

3. Click Manage your data & personalization.
4. Scroll down then click download your data.

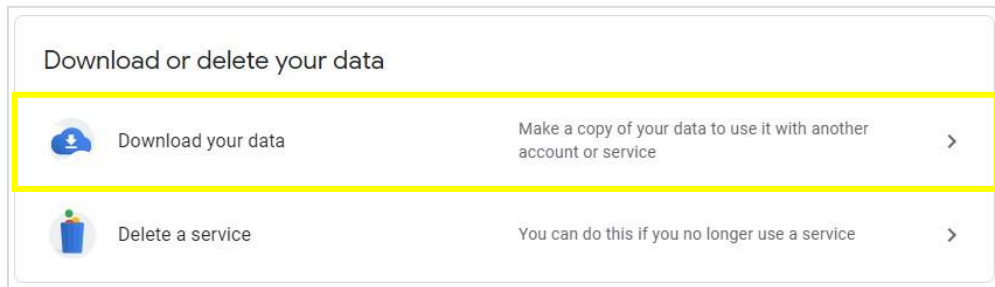


Figure 6. Download Data

5. Uncheck all products except “Mail”.
6. Click the “All Mail data included” beside the multiple formats button.

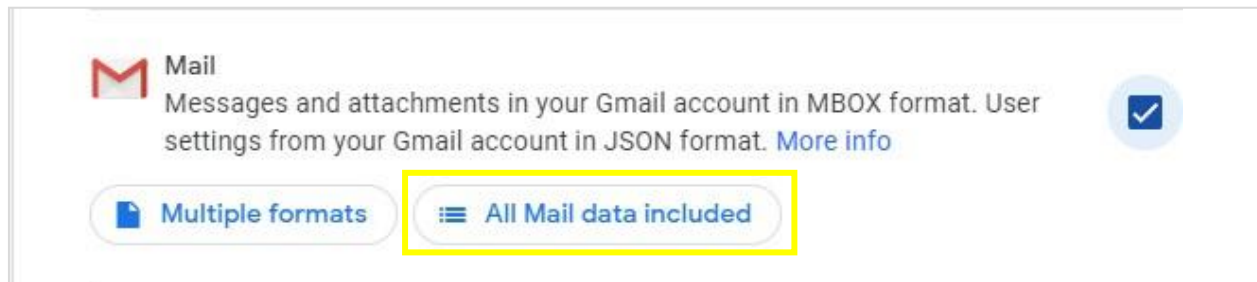


Figure 7. All Mail data Included

7. Uncheck the “Include all messages in “Mail”. Uncheck all except the label you created.

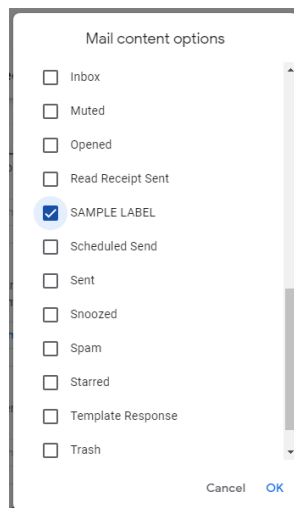


Figure 8. Mail Content Option

8. Click “Next Step” button below.

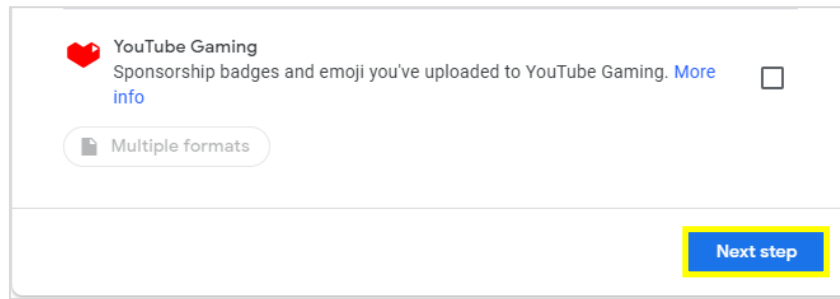


Figure 9. Next Step Button

9. Click “Create Export”.

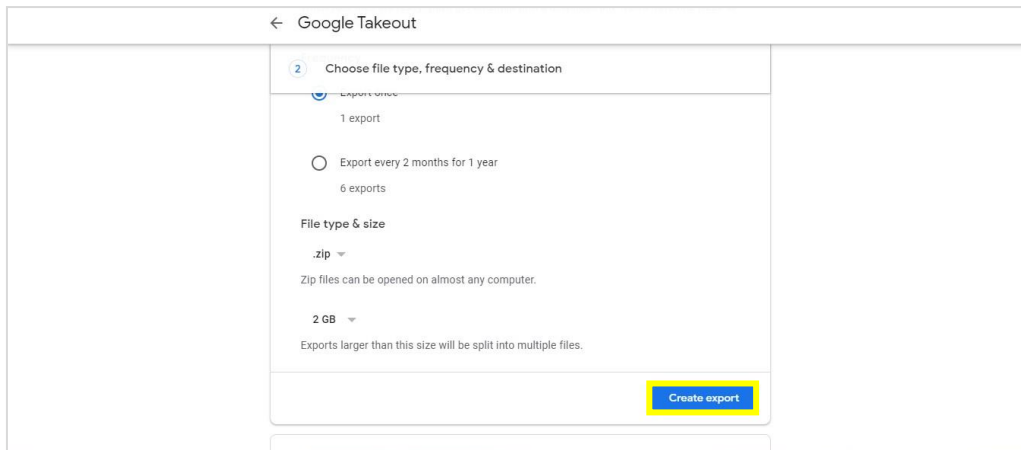


Figure 10. Create Export

10. After the archive is finished, you will receive an email with a link to download a .zip file containing your mail archive.



Export	Created on	Available until	Details
Mail 19.9 MB	September 13, 2020	September 20, 2020	 Download 

Figure 11. Download Archive

11. Extract the file.