



(For Graduating Students) Student iCON users
Google Takeout Guide to Back up Student iCON Data
v1.2 | 4 October 2025

Note to Students:

The following groups of students will **need to back up or export your Student iCON data by 31 Dec 202X**.

- **Pri 6** students proceeding to private or overseas educational institutions, etc.;
- **Sec 4/5** students proceeding to polytechnics, Institute of Technical Education (ITE) or private/overseas educational institutions, etc.;
- **JC2/MI3** students proceeding to universities, polytechnics or private/overseas educational institutions, etc. and;
- Students from **other levels** proceeding to private or overseas educational institutions, etc.

Overview

1. Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)..... Page 4

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2. Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)..... Page 15

Note on use of different browser windows for transfer of content

For a more optimal experience when transferring your content with Google Takeout, you are recommended to **use 2 different browser windows** for **login to Student iCON account and personal Gmail account**. Please refer to the following for more information for the various web browsers.

Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this [link](#) on how to browse in Incognito mode.

Microsoft Edge web browser – 1 browser window for login to Student iCON account and 1 InPrivate window for login to personal Gmail account. Refer to this [link](#) on how to browse in InPrivate mode.

Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) (for iPAD) and this [link](#) (for Mac) on how to browse in Private mode.

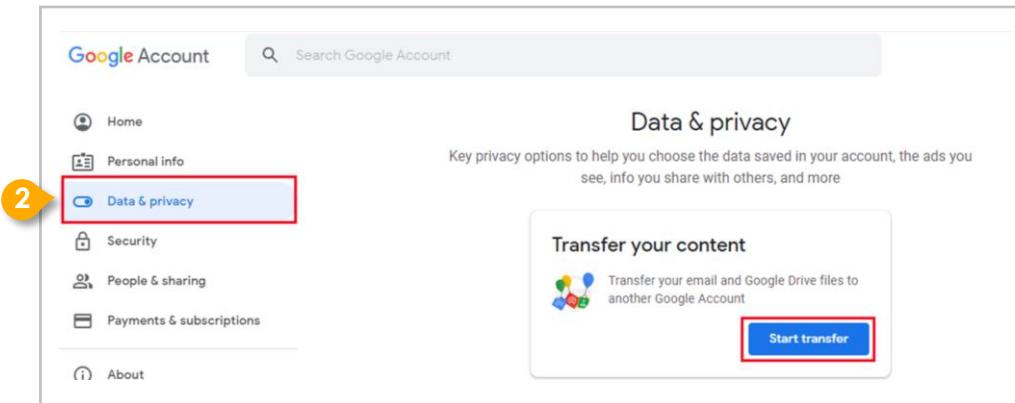
Firefox web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) on how to browse in Private mode.

Part 1 - Backup Student iCON data to your personal Gmail Account

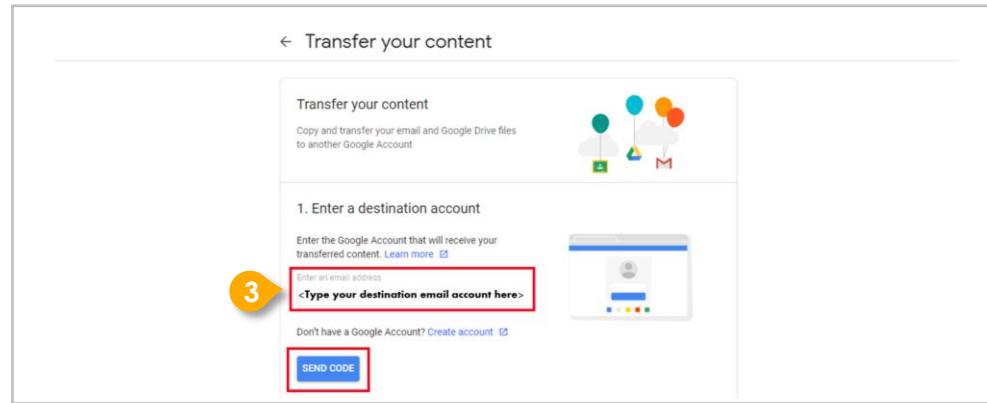
Option A: Transfer your content (applicable to Gmail and Drive apps)

Before logging in below, refer to **slide 4** for more information on the use of the various web browsers.

- 1 Login to Student iICON:
<http://myaccount.google.com/>
- 2 Under "Data & privacy", Click on "**Start transfer**" on the "Transfer your Content" widget
- 3 Enter your destination account to transfer your data.
→ Click "**SEND CODE**"



The screenshot shows the 'Data & privacy' section of the Google Account settings. On the left, there's a sidebar with links: Home, Personal info (highlighted with a red box), Data & privacy (highlighted with a yellow arrow labeled '2'), Security, People & sharing, Payments & subscriptions, and About. On the right, under 'Data & privacy', it says 'Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more'. Below that is a 'Transfer your content' box with a 'Start transfer' button, which is also highlighted with a red box.

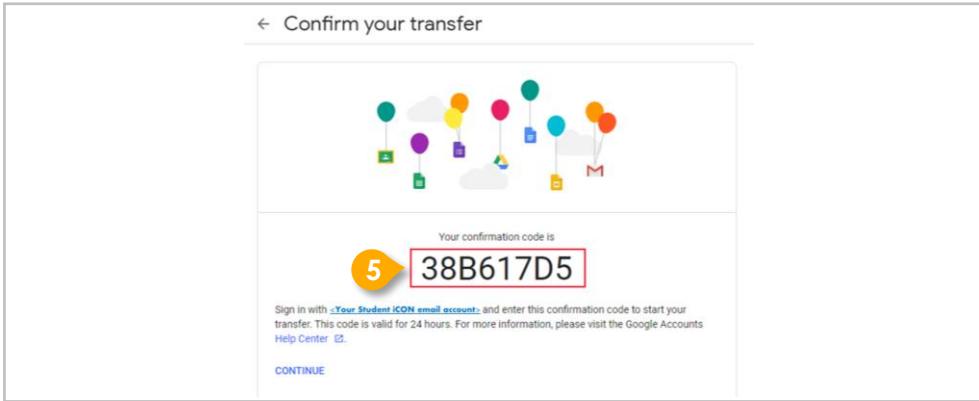
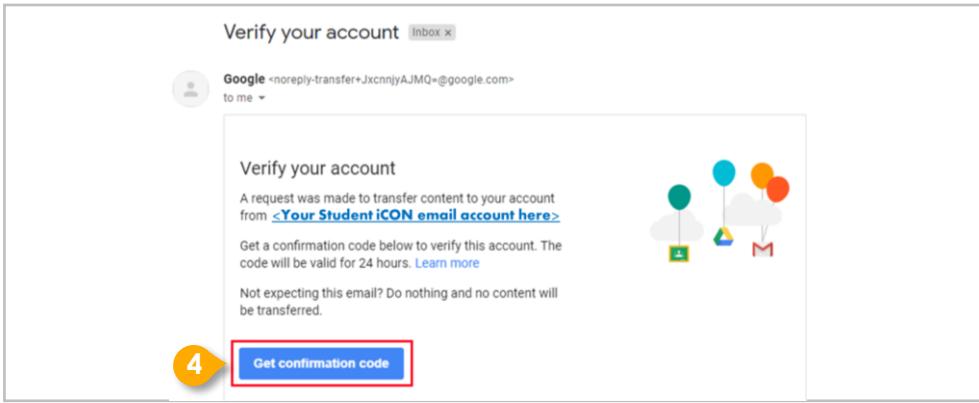


The screenshot shows the first step of the 'Transfer your content' wizard. It asks for a destination account, with a text input field containing placeholder text: '<Type your destination email account here>'. A yellow arrow labeled '3' points to this input field. Below the input field is a 'SEND CODE' button, which is also highlighted with a red box.

Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 4 Check your destination email account inbox. You will receive an email to Verify your account.
→ Click "**Get confirmation code**"
- 5 Copy the confirmation code generated.



Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 6 Return to Google Takeout.
→ Enter the code under “Verify your destination account”
→ Click “VERIFY”

← Transfer your content

✓ 1. Code sent to <[Your destination email account](#)>

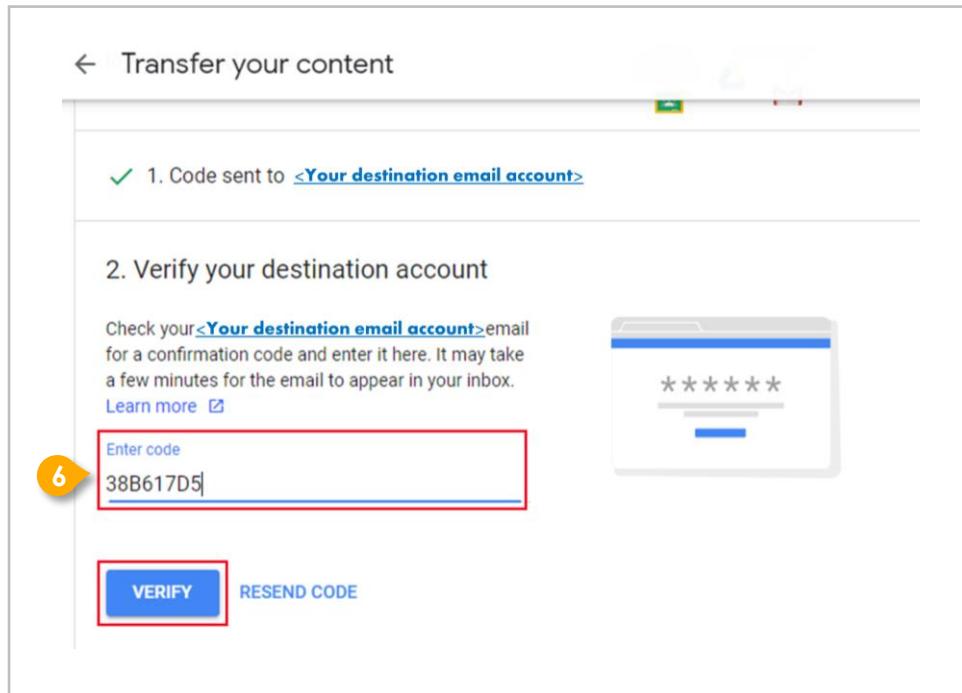
2. Verify your destination account

Check your <[Your destination email account](#)> email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox.
[Learn more](#)

Enter code
38B617D5

6

VERIFY RESEND CODE



Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 7 Once destination account has been successfully verified,
→ Click "**START TRANSFER**"

← Transfer your content

✓ 2. Account verified

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



 <Your Student iICON email> →  <Your destination email>

Product	Details	
Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to [<Your destination email>](#) Change

7 **START TRANSFER**

Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

8 All set!

You'll receive an email once the export is complete.

8

Transfer your content



✓ You're all set

Your copy and transfer to <Your destination email> is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)



Google <noreply-account-migration@google.com>
to me ▾

Your content has arrived!

The Google content transfer you started on Oct 15, 2021 is done.

[Spread the word](#)

...

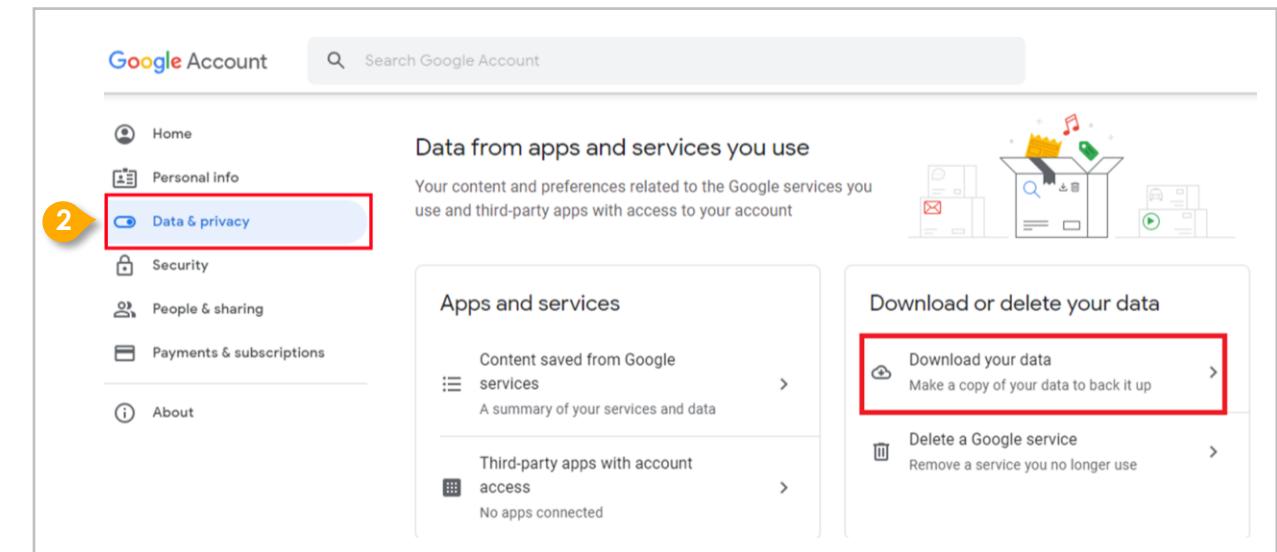
This message was sent to you because you recently used Google's
[Transfer your content](#) service. [Privacy Policy](#) | [Terms of Service](#)

Google

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Click "Data & Privacy" and scroll down.
→ Click "Download your data"

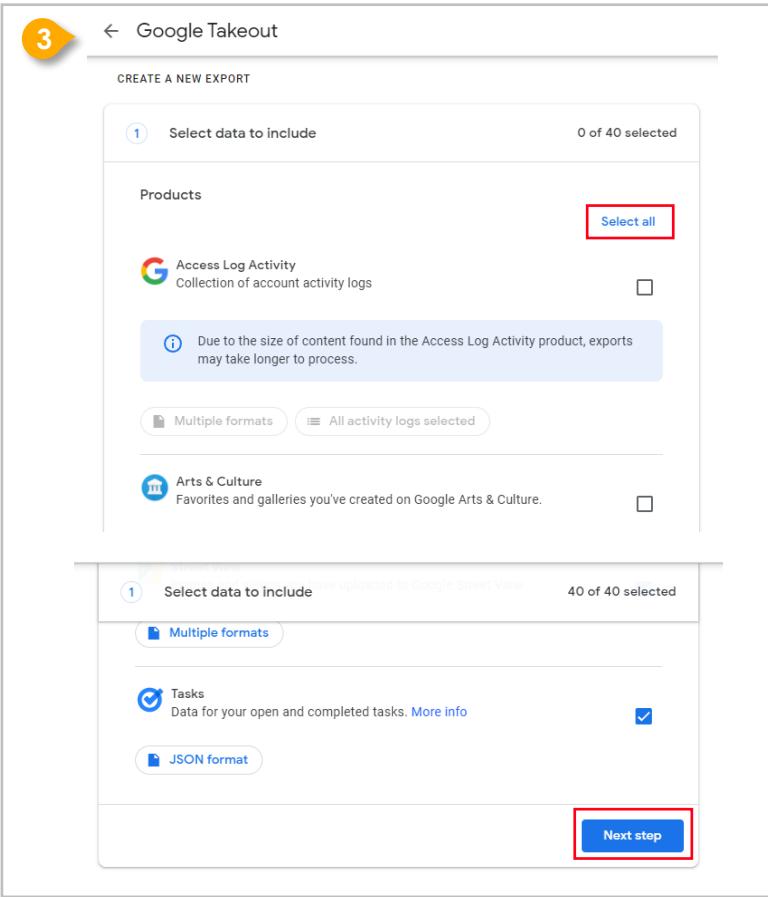


The screenshot shows the Google Account settings interface. On the left, a sidebar lists options: Home, Personal info, Data & privacy (which is highlighted with a red box and has a yellow arrow pointing to it), Security, People & sharing, Payments & subscriptions, and About. The main content area is titled "Data from apps and services you use" and includes a sub-section "Apps and services". Under "Apps and services", there are two items: "Content saved from Google services" (with a summary of services and data) and "Third-party apps with account access" (with a note that no apps are connected). To the right, there is a section titled "Download or delete your data" with a button "Download your data" (also highlighted with a red box).

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

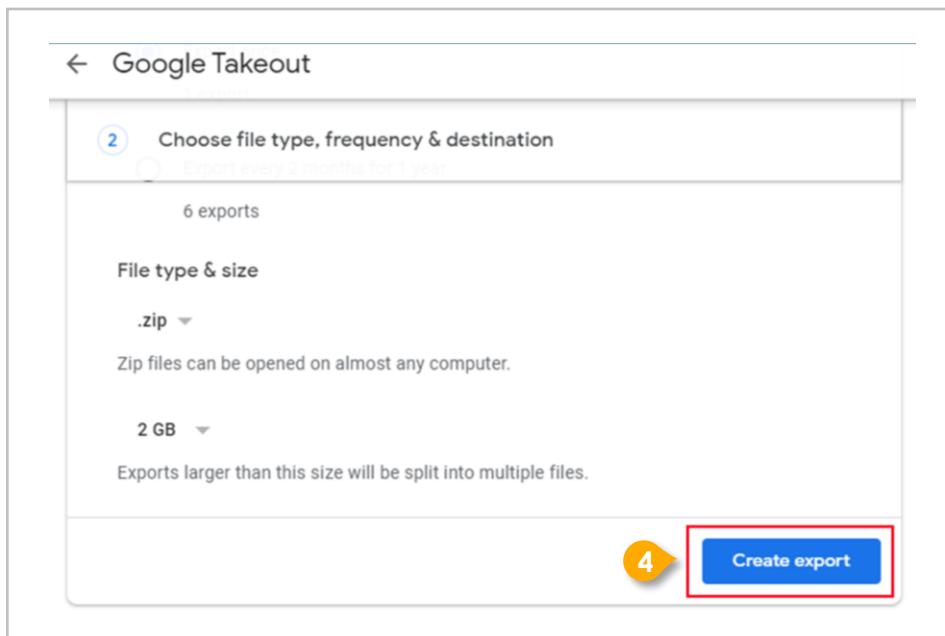
- 3 Under "Select data to include"
→ Click "**Select all**"
→ Scroll down & Click "**Next step**"



Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

- 4 Under "Choose file type, frequency & destination"
→ Click "**Create export**"

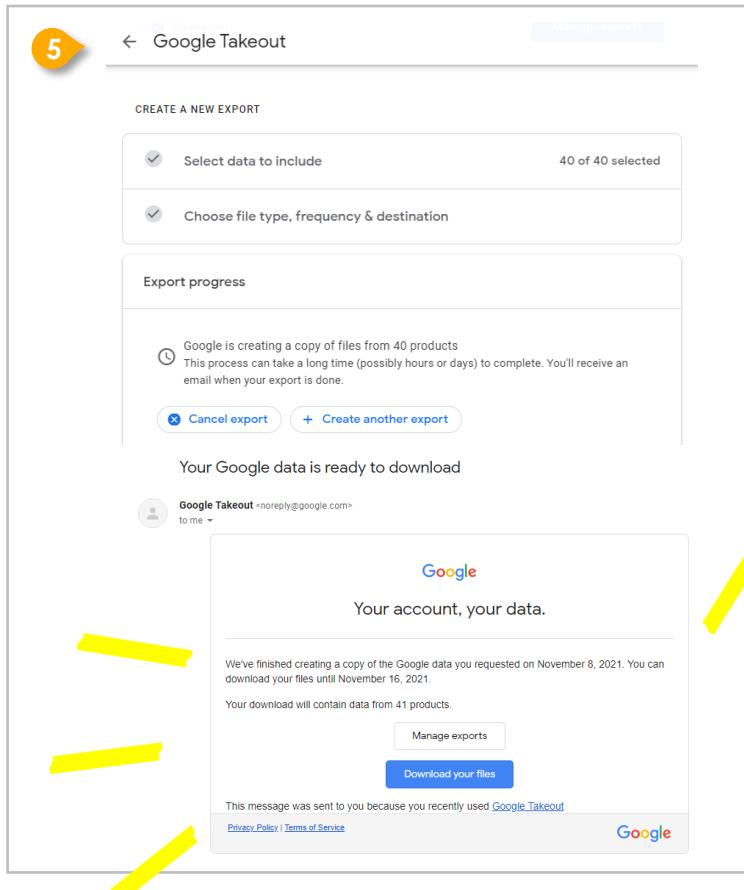


Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.



Note to Students:

For more info on transferring your Student iCON data to personal Google account:

<https://support.google.com/accounts/answer/6386856>

For more info on how to download your Student iCON data:

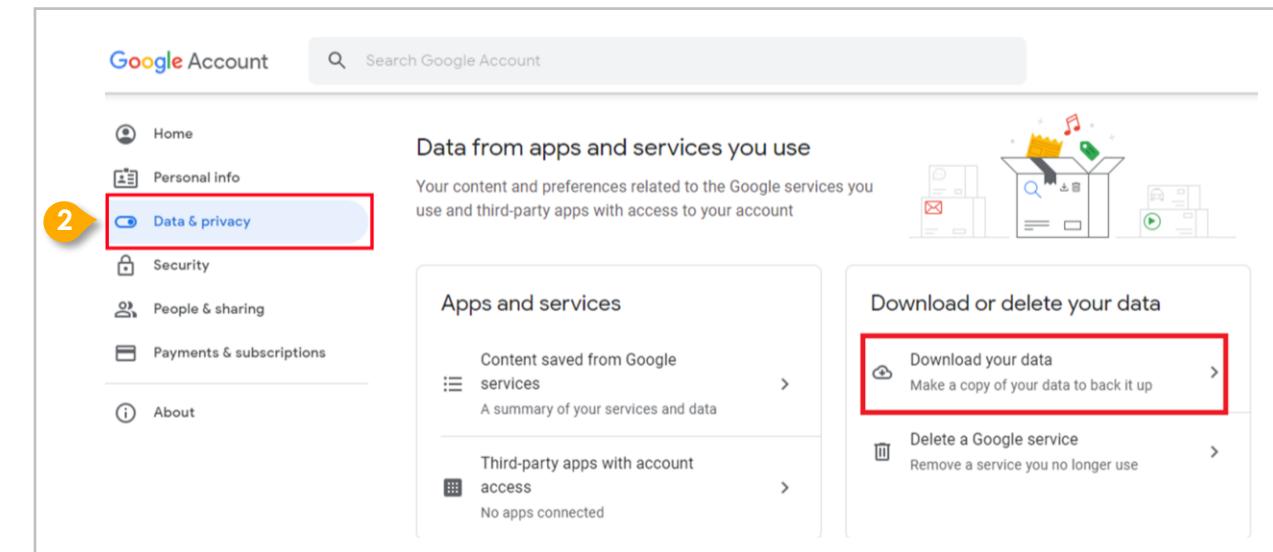
<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Click "Data & Privacy" and scroll down.
→ Click "Download your data"

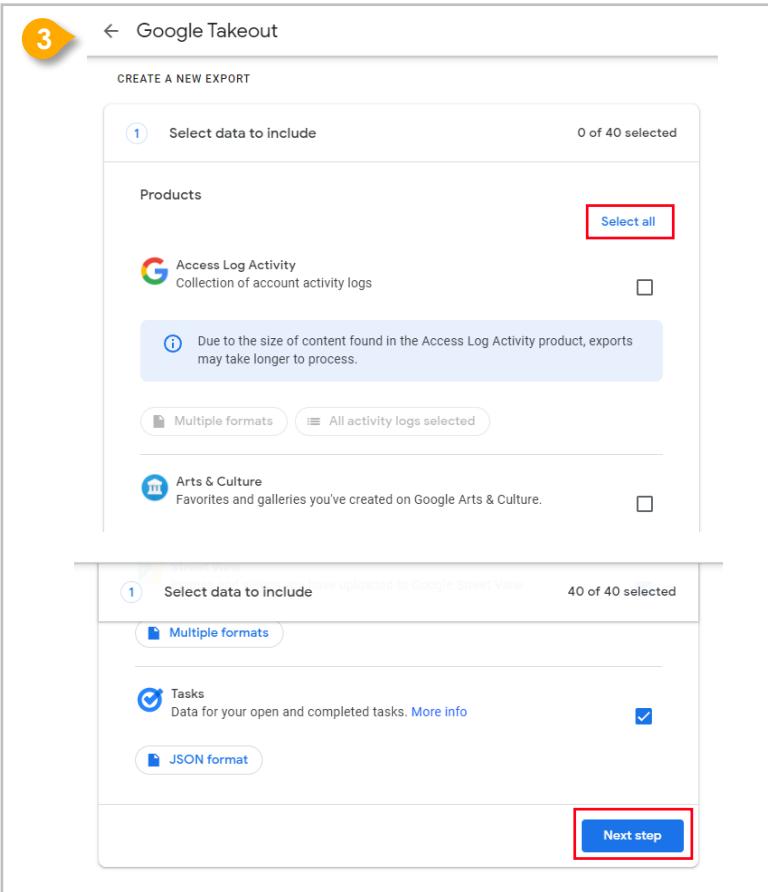


The screenshot shows the Google Account settings interface. On the left, a sidebar lists options: Home, Personal info, Data & privacy (which is highlighted with a red box and a yellow arrow), Security, People & sharing, Payments & subscriptions, and About. The main content area has two sections: 'Data from apps and services you use' and 'Apps and services'. The 'Data from apps and services you use' section includes an illustration of a box with a crown and musical notes. The 'Apps and services' section includes illustrations of a smartphone, a laptop, and a document. On the right, there's a 'Download or delete your data' section with a red box around the 'Download your data' button, which has an illustration of a download icon and the text 'Make a copy of your data to back it up'. Below it is a 'Delete a Google service' section with an illustration of a trash bin.

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

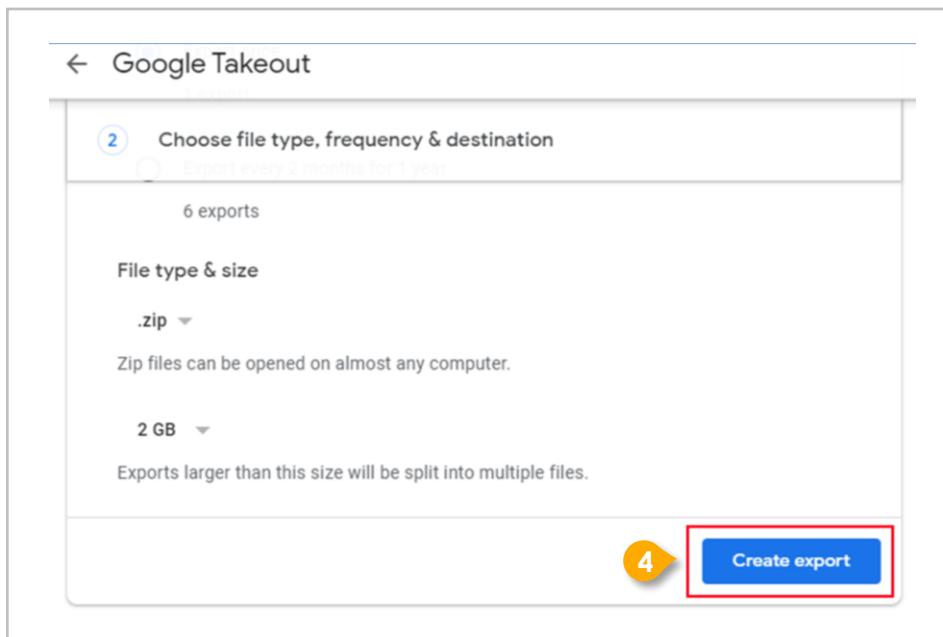
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→ Click "**Select all**"
→ Scroll down & Click "**Next step**"



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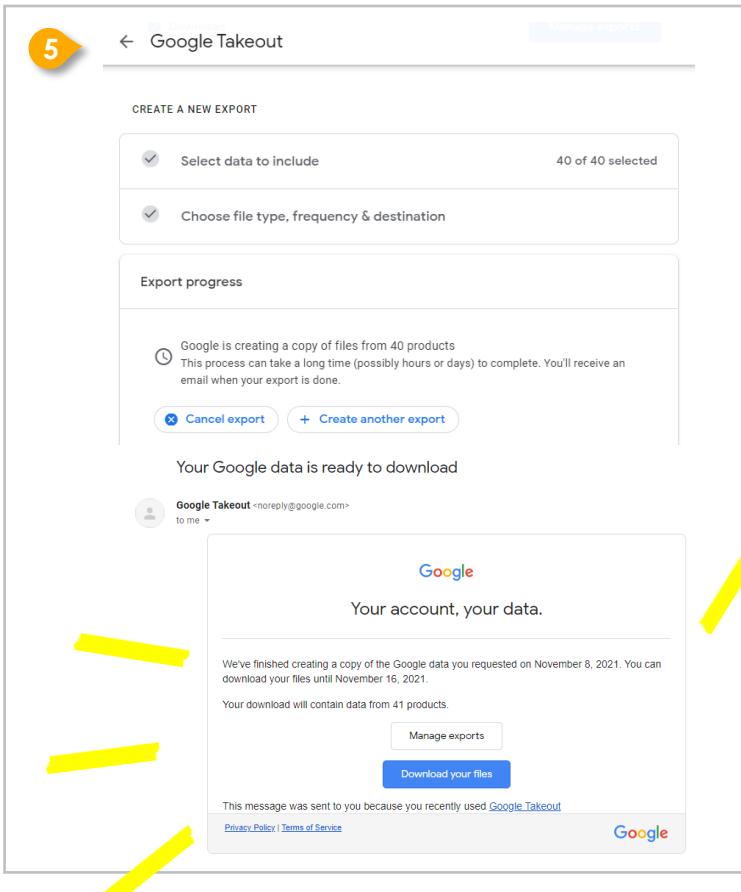


Part 2 - Backup Student iCON data without personal Gmail Account

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Note to Students:

For more info on how to download your Student iCON data:
<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.