Guide for Students

Back up your Student iCON data by 31 Dec 2022

Please update your email address with the relevant educational institutions or organisations which you have provided with your Student iCON email address previously.

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

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

Step 1: Login to Student iCON: **http://myaccount.google.com/**

Note:

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.

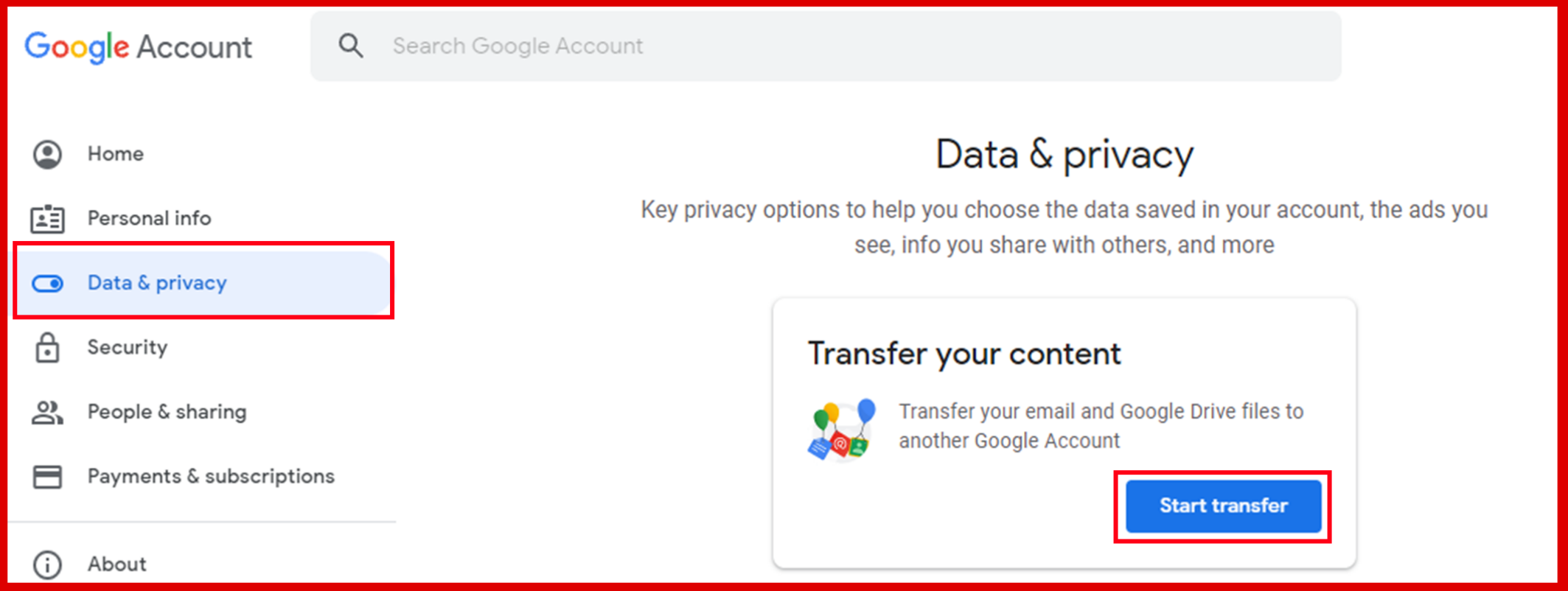
Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this link on how to browse in Incognito mode.

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.

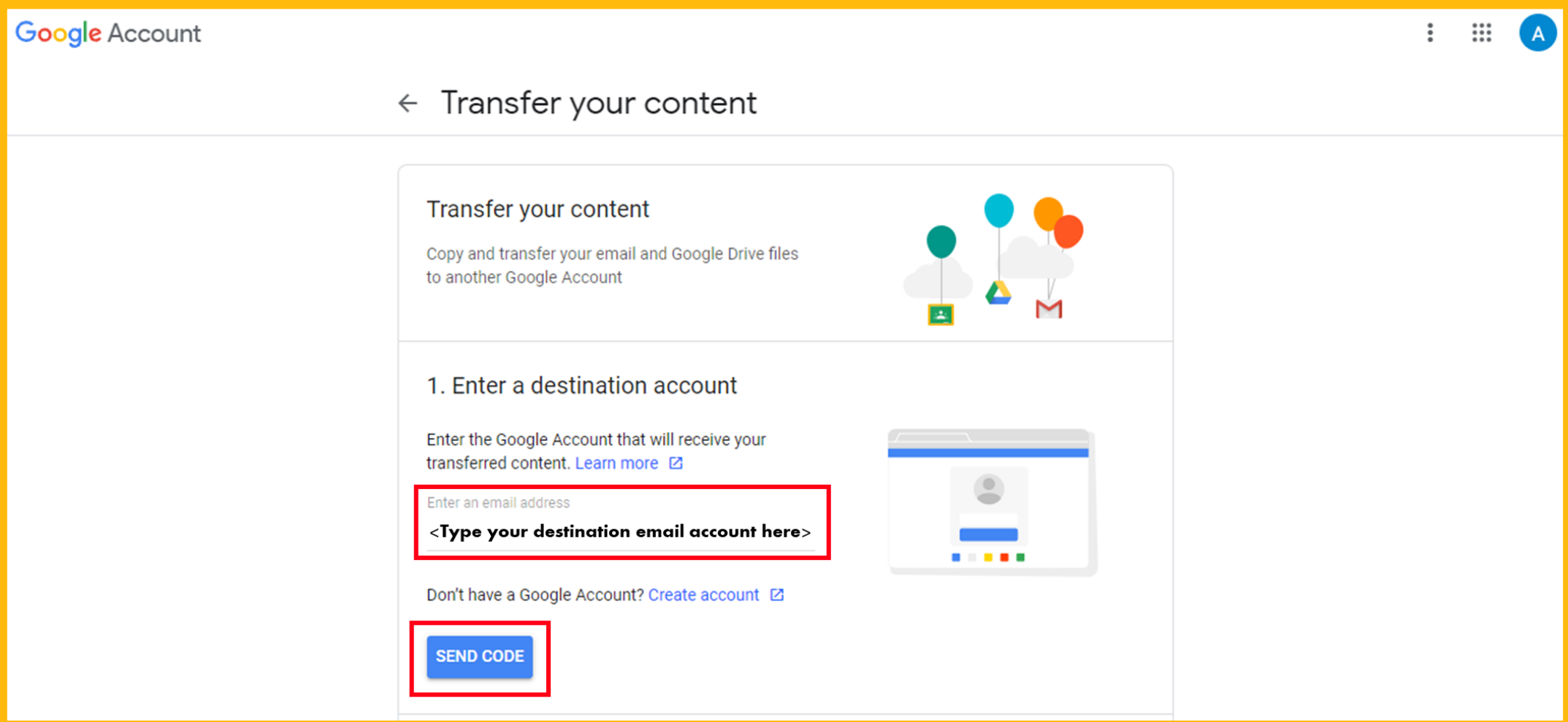
Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this link (for iPAD) and this link (for Mac) on how to browse in Private mode.

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.

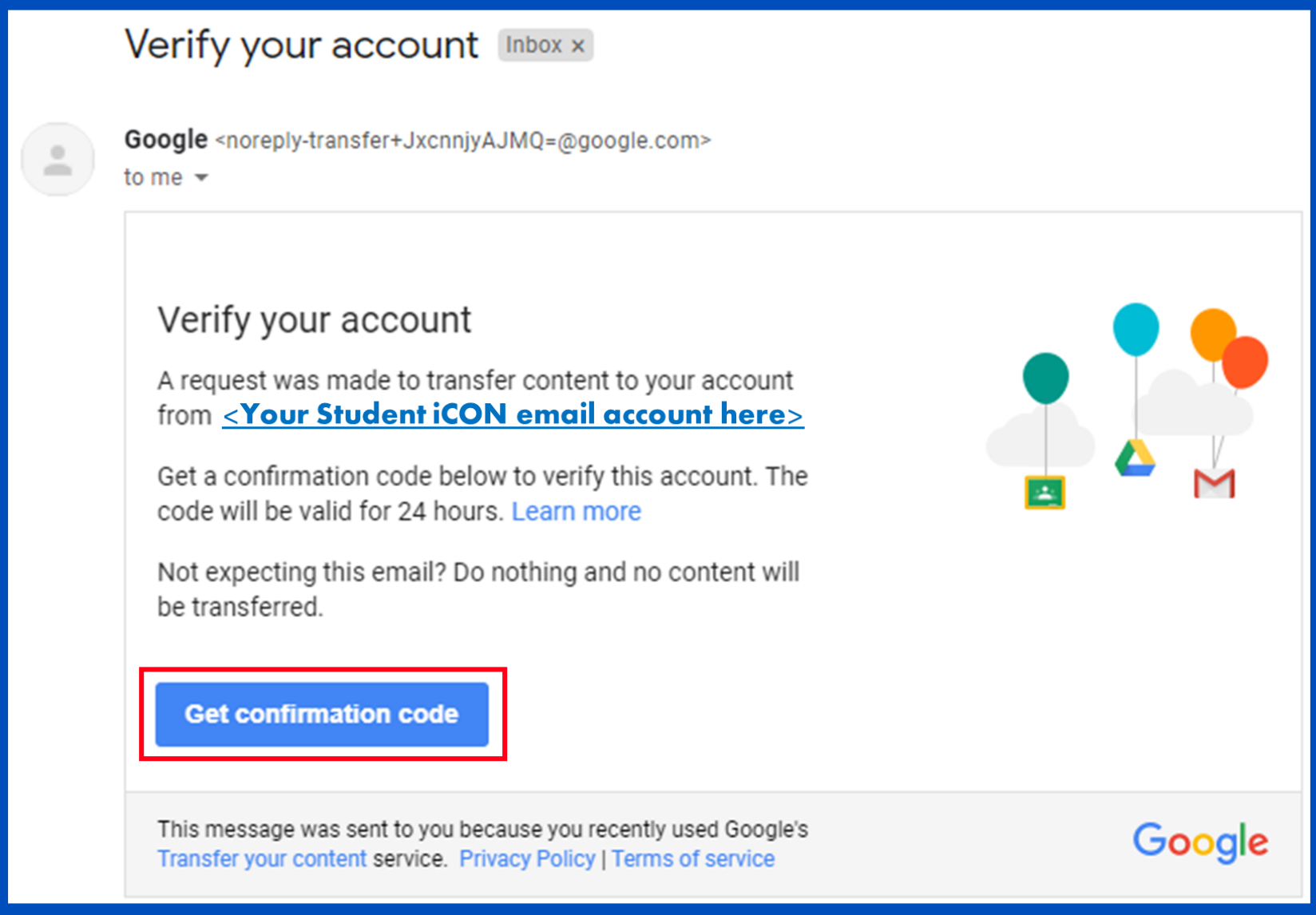
Step 2: Under “**Data & privacy**”,
Click on “**Start transfer**” on the “**Transfer your Content**” widget



Step 3: Enter your destination account to transfer your data.
-> Click **“SEND CODE”**

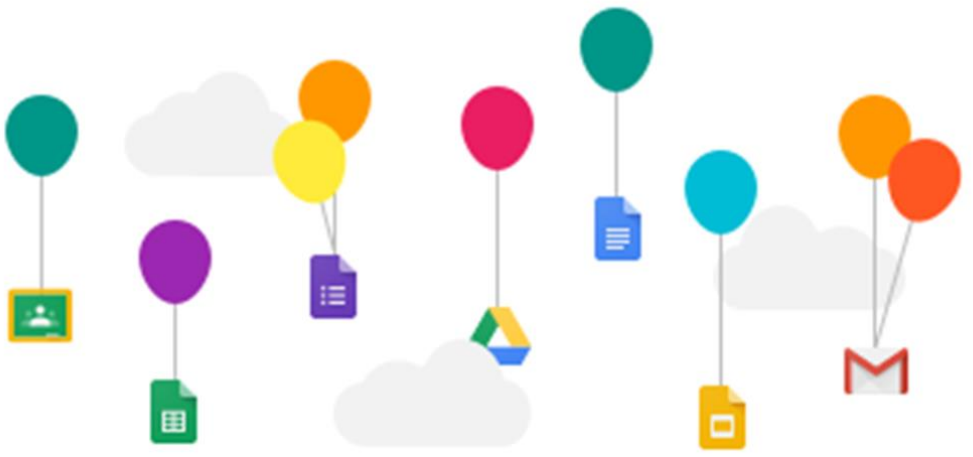


Step 4: Check your destination email account inbox. You will receive an email to **Verify your account**.
-> Click **“Get confirmation code”**



Step 5: **Copy the confirmation code** generated.

← Confirm your transfer



Your confirmation code is

38B617D5

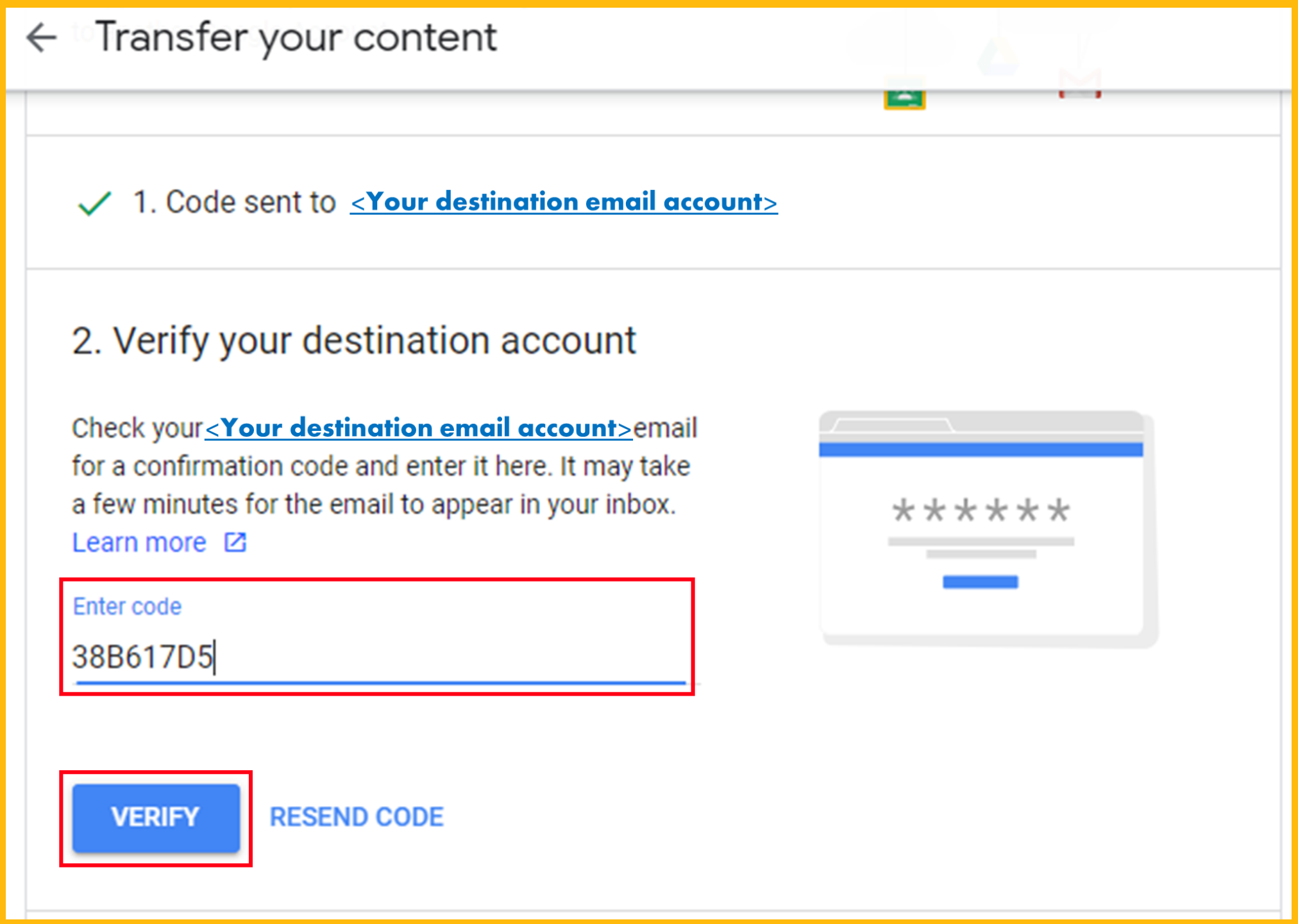
Sign in with <**Your Student iCON email account**> and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts Help Center.

CONTINUE

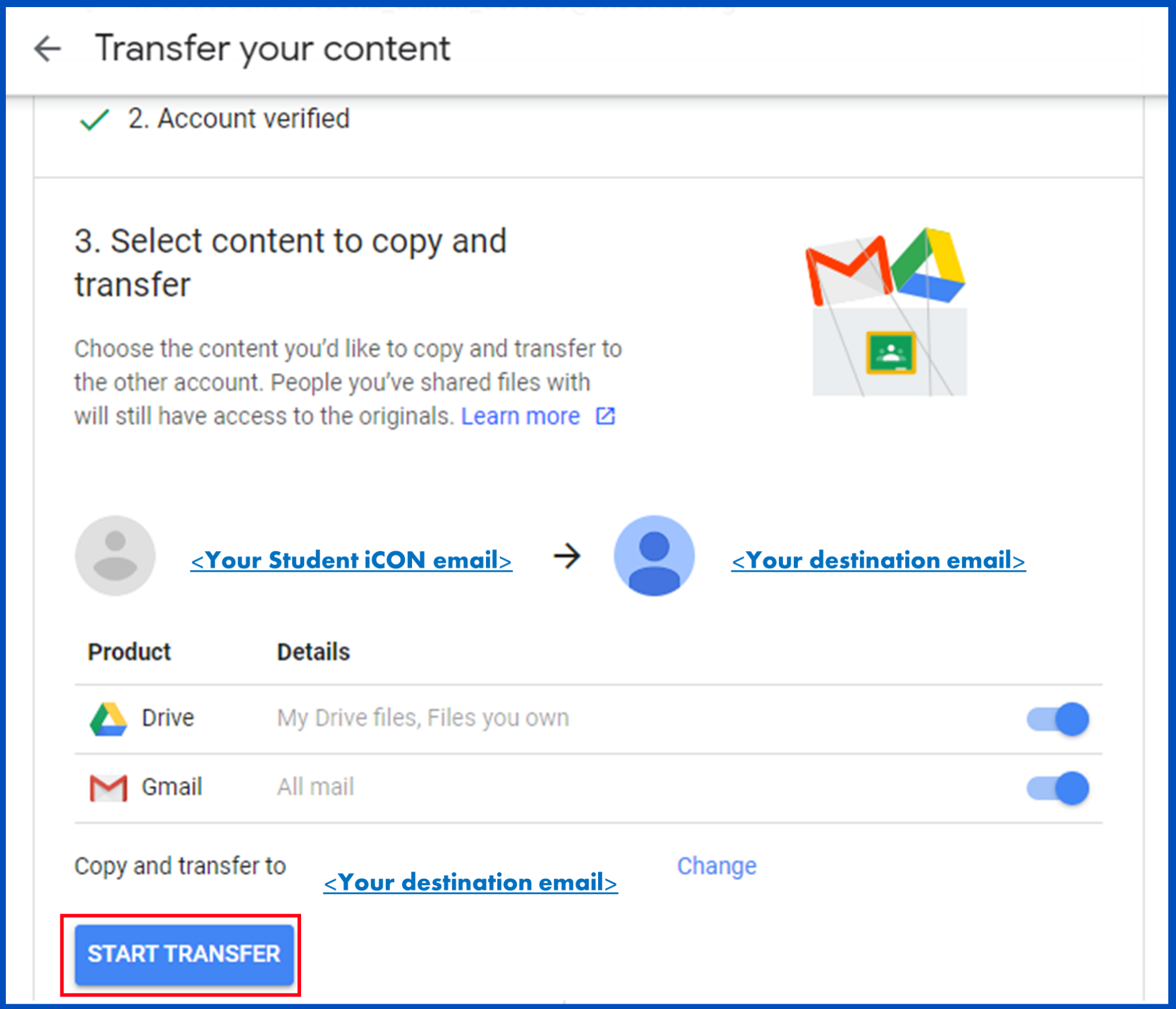
Step 6: Return to Google Takeout.

-> Enter the code under **“Verify your destination account”**

-> Click **“VERIFY”**

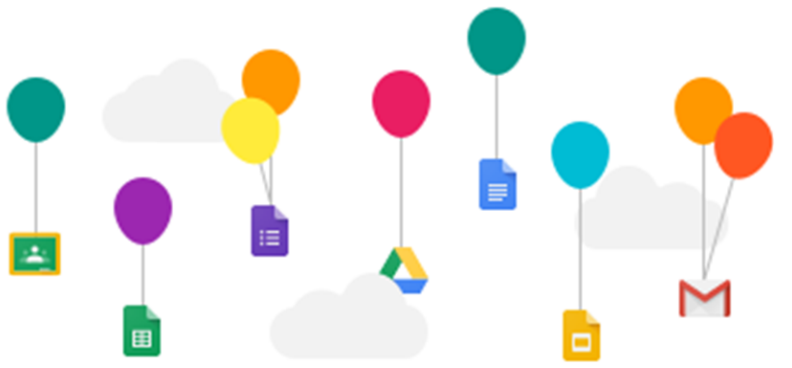


Step 7: Once destination account has been successfully verified,
-> Click **“START TRANSFER”**



Step 8: All set!

← 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

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

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

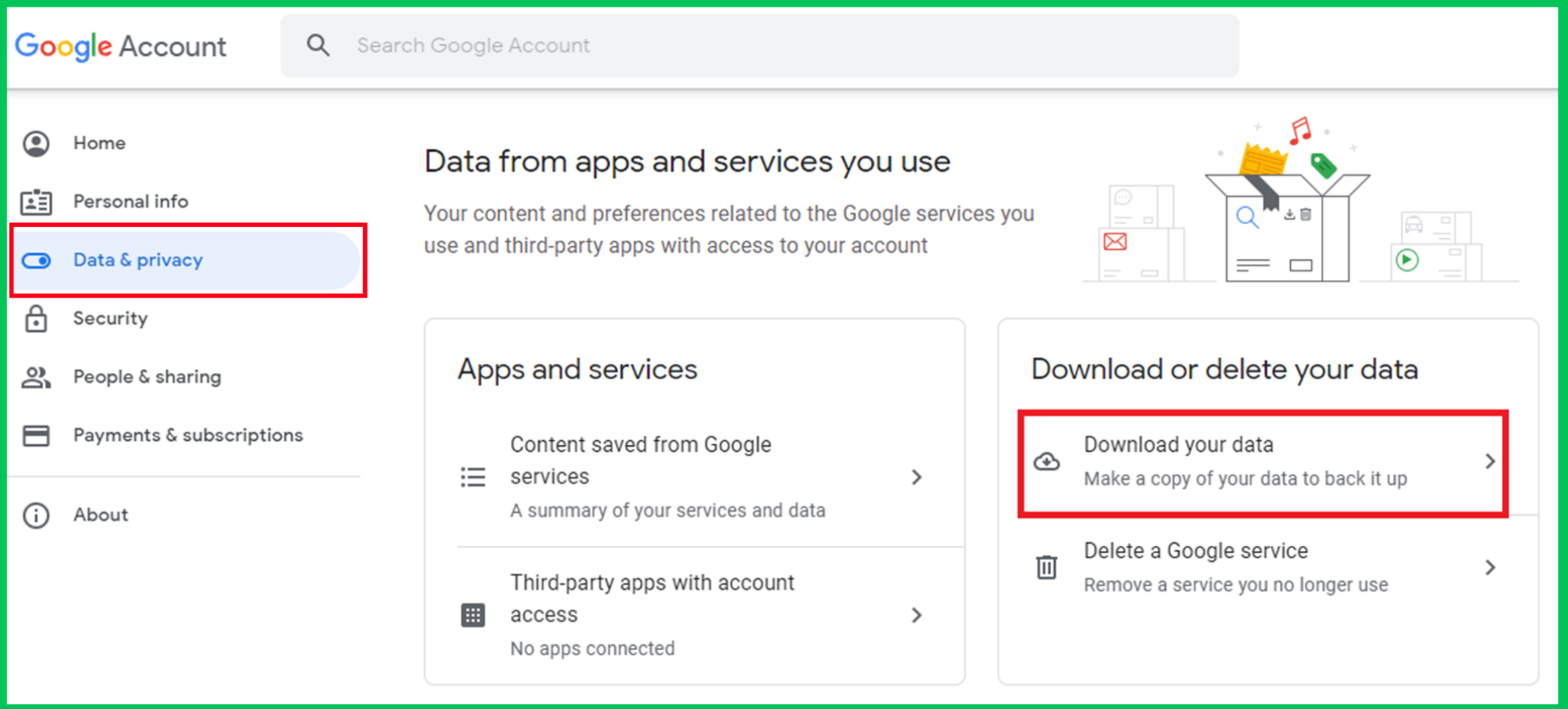
Google

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

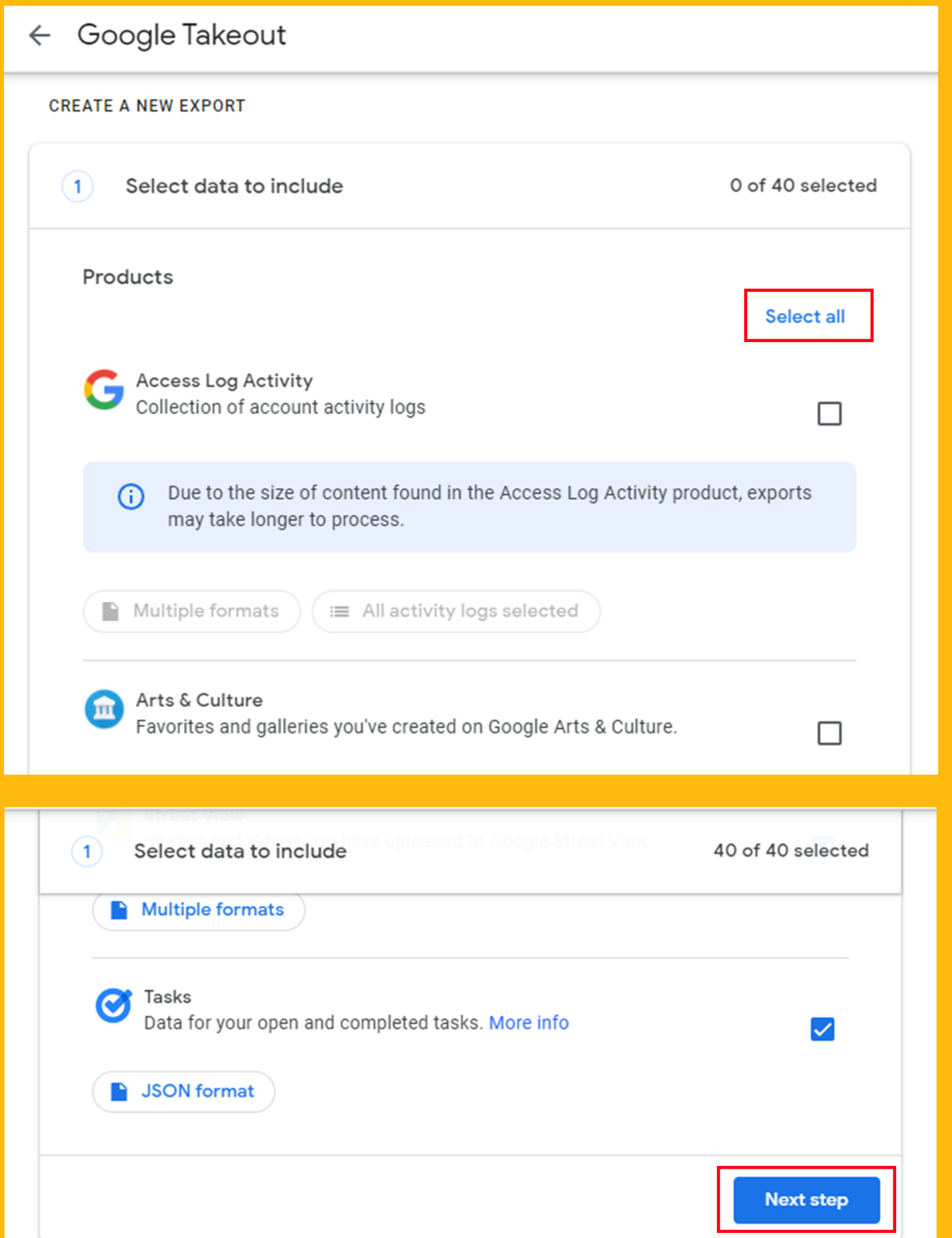
Option b: Download your data (*applicable to all Google apps*)

Step 1: Login to Student iCON: **http://myaccount.google.com/**

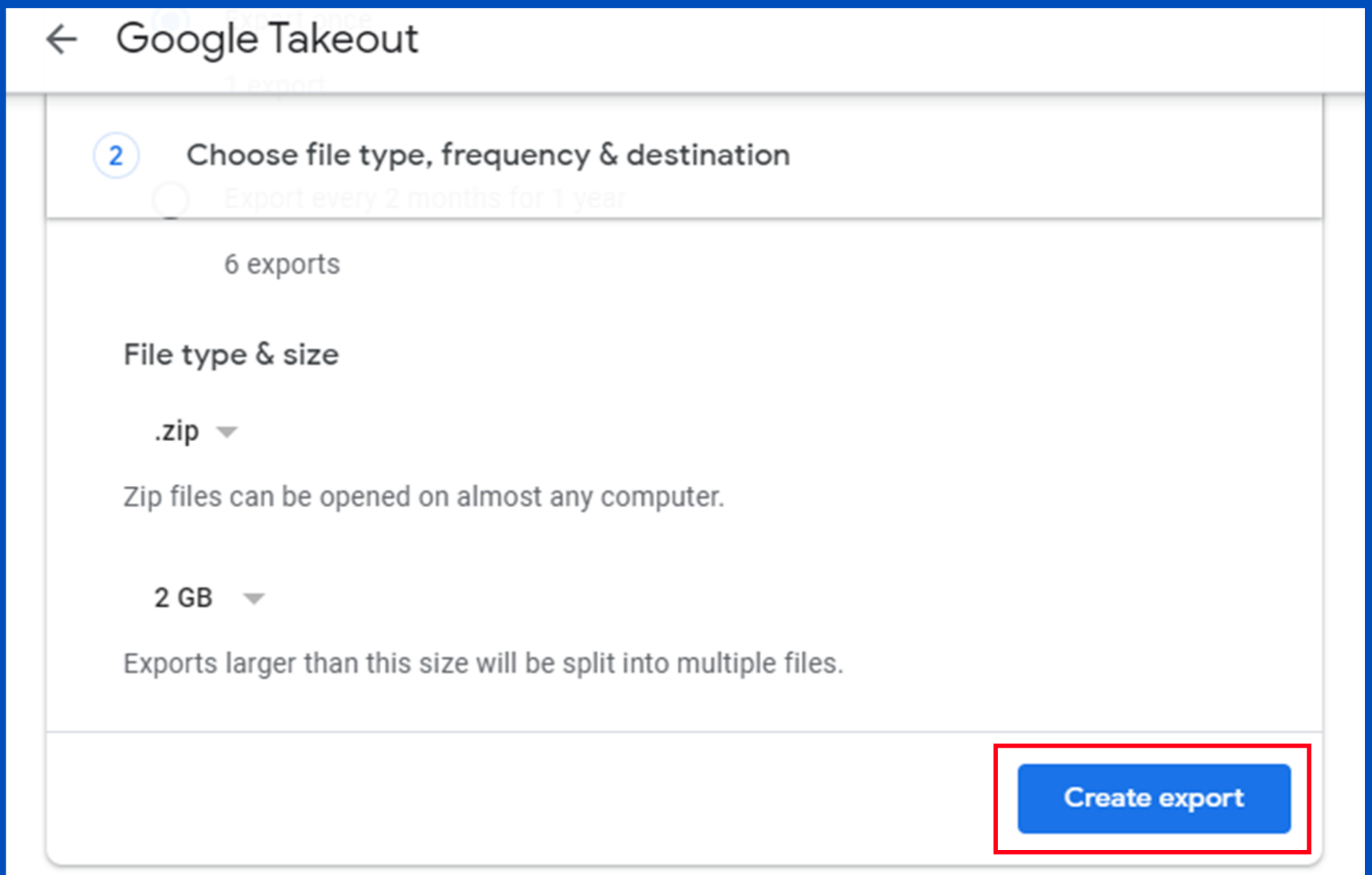
Step 2: Click **”Data & Privacy”** and scroll down.
-> Click **“Download your data”**



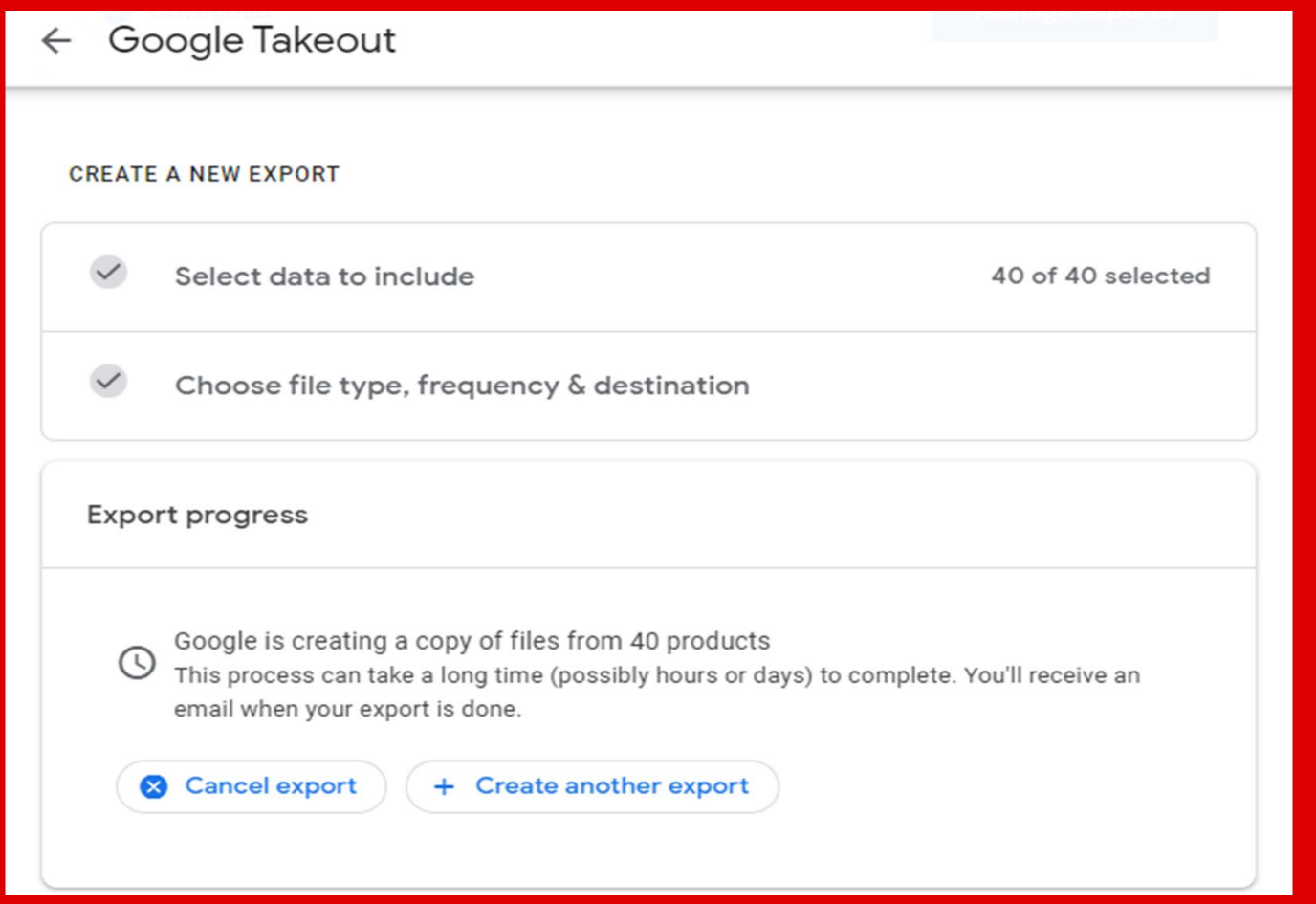
Step 3: Under **“Select data to include”**
-> Click **“Select all”**
-> Scroll down & Click **“Next step”**



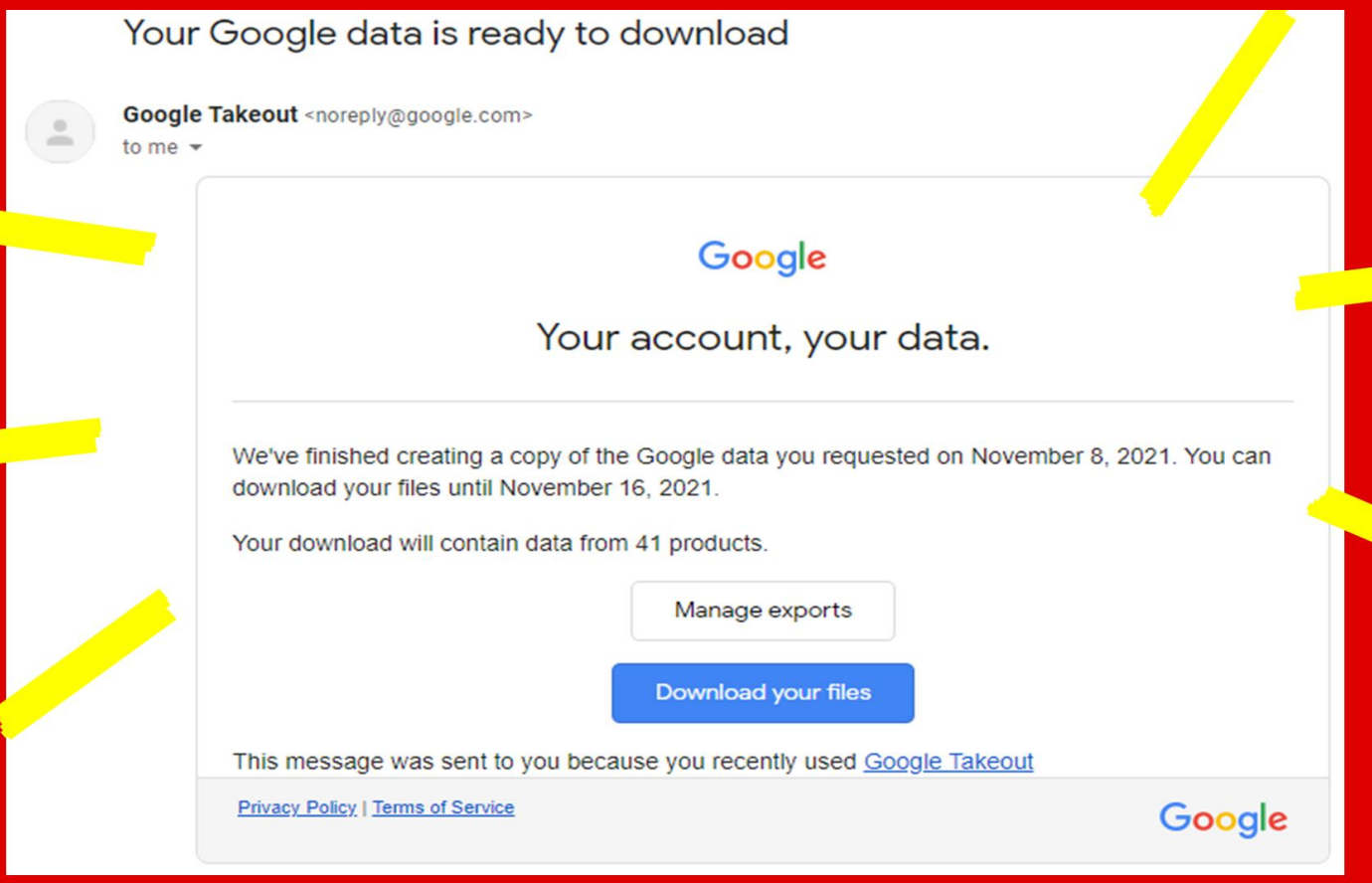
Step 4: Under **“Choose file type, frequency & destination”**
-> Click **“Create export”**



Step 4: All set!



You'll receive an email to download your files once your export is complete



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

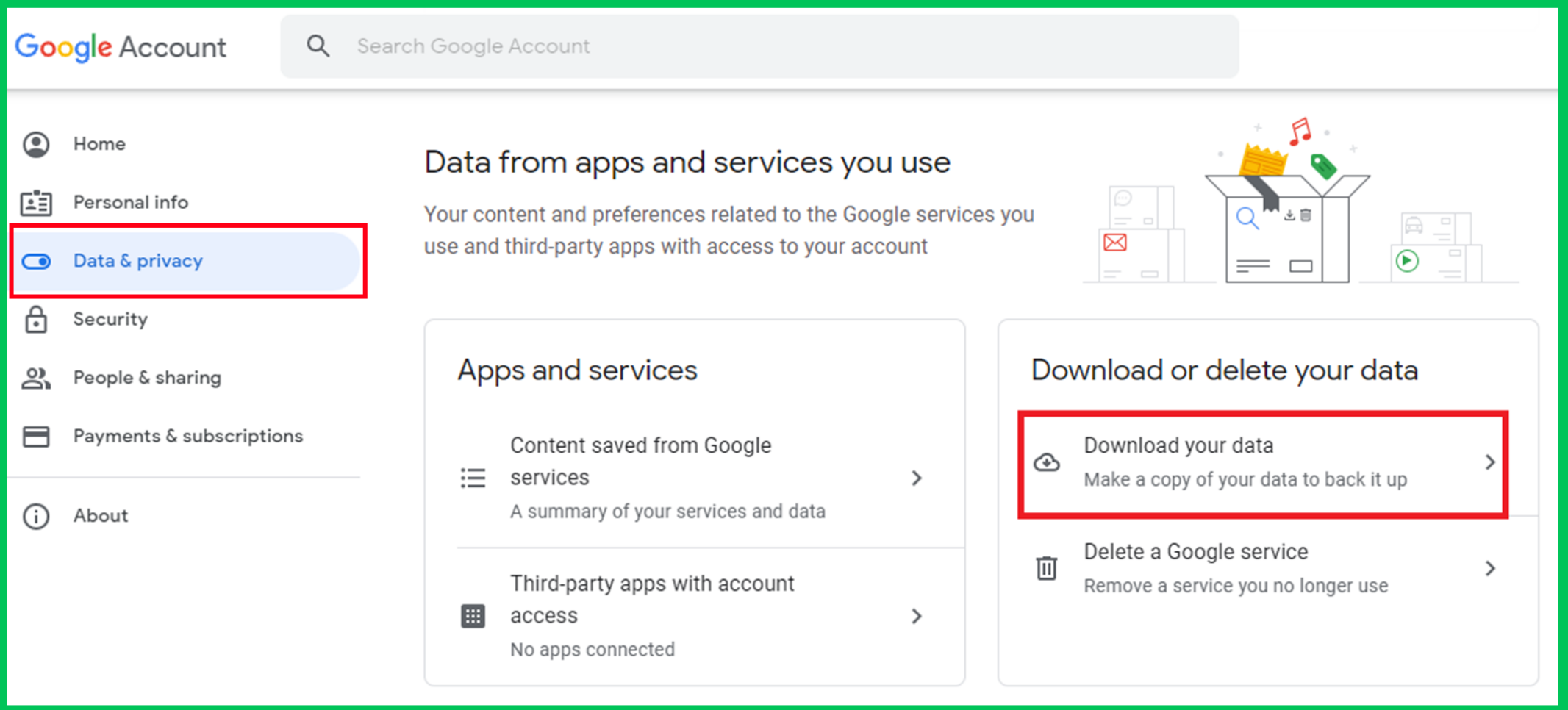
If you encounter any issues, kindly approach your teachers for help.
They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

Part 2 - Backup Student iCON data without personal Gmail Account

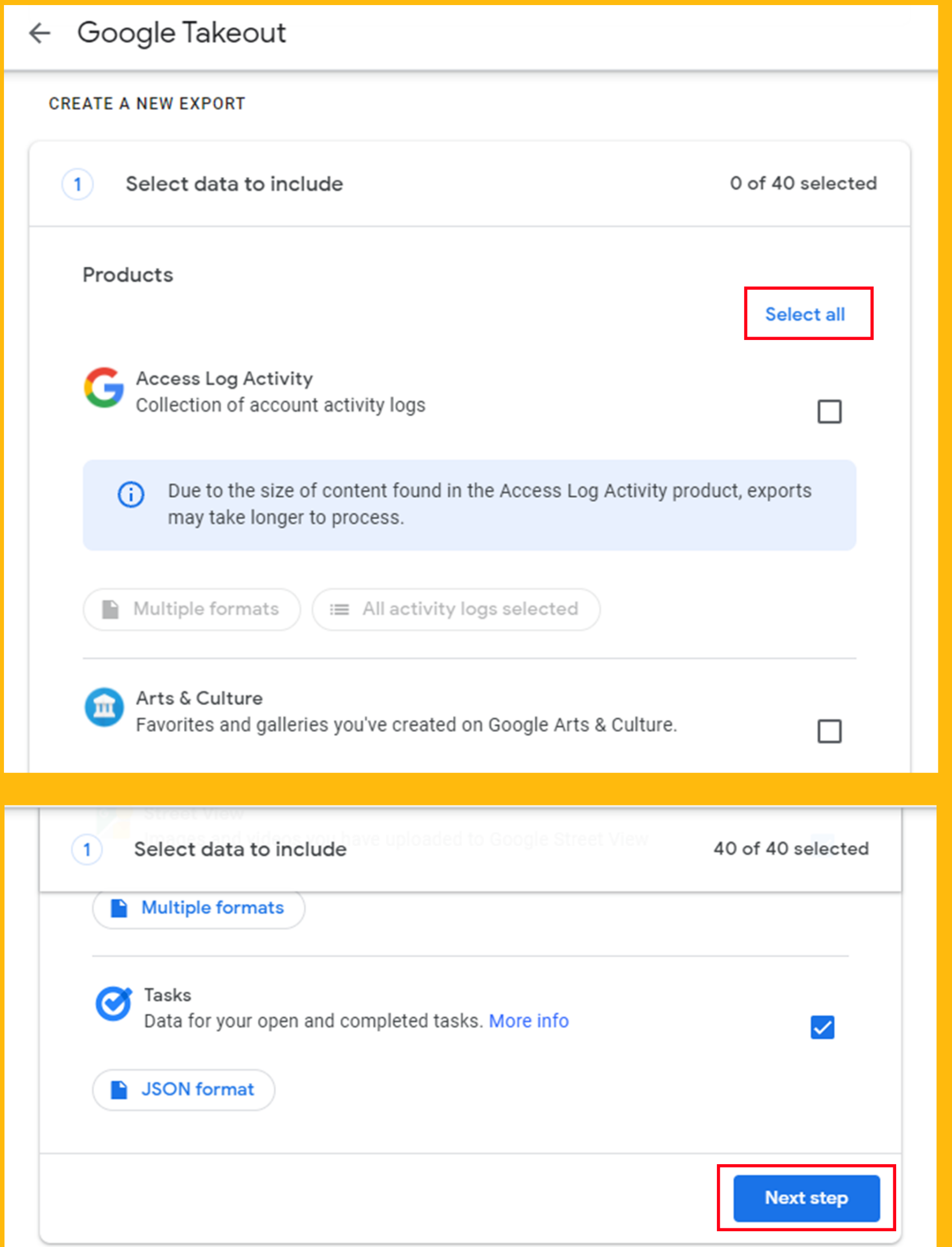
Option a: Download your data (*applicable to all Google apps*)

Step 1: Login to Student iCON: **http://myaccount.google.com/**

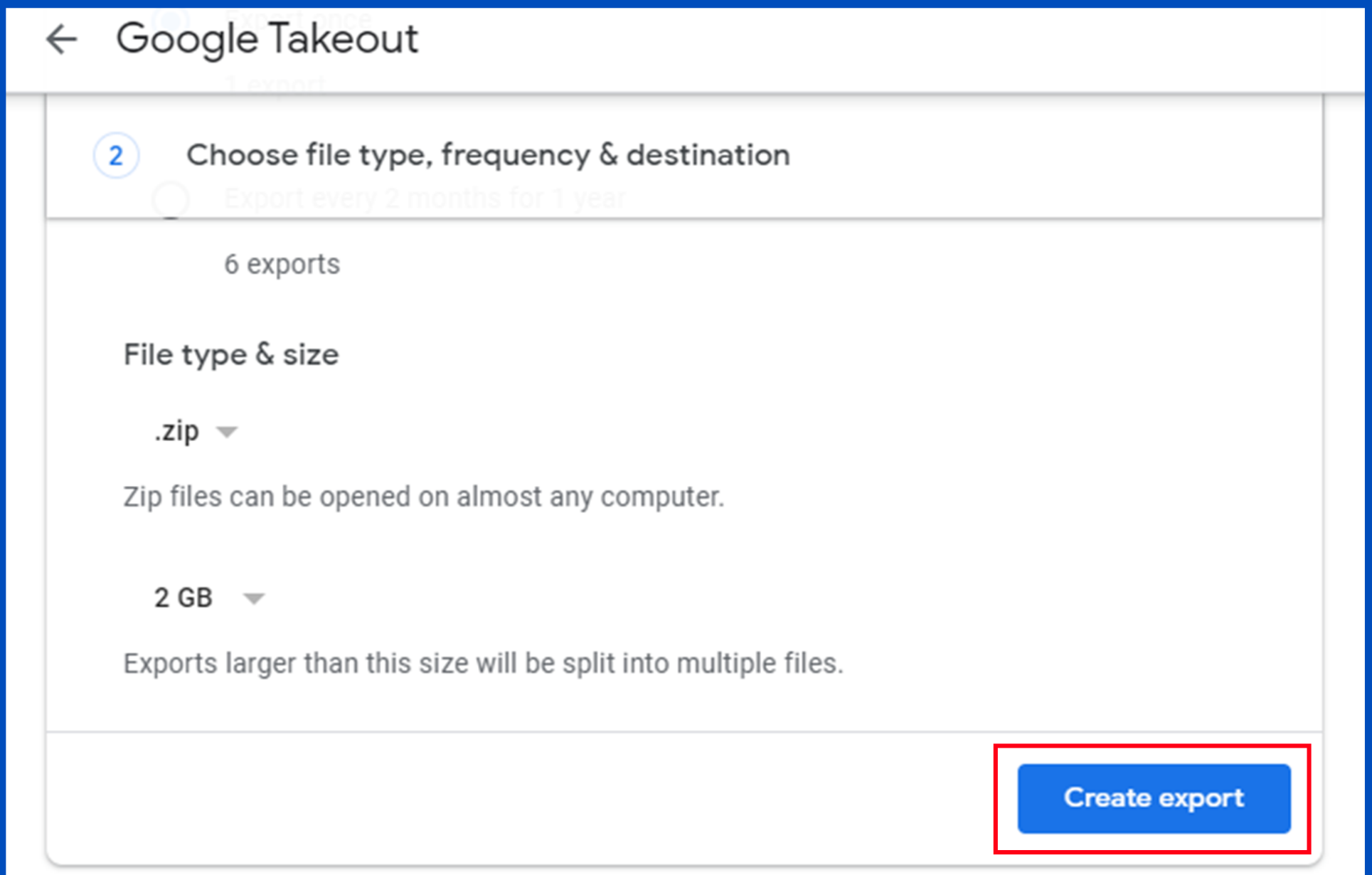
Step 2: Click **”Data & Privacy”** and scroll down.
-> Click **“Download your data”**



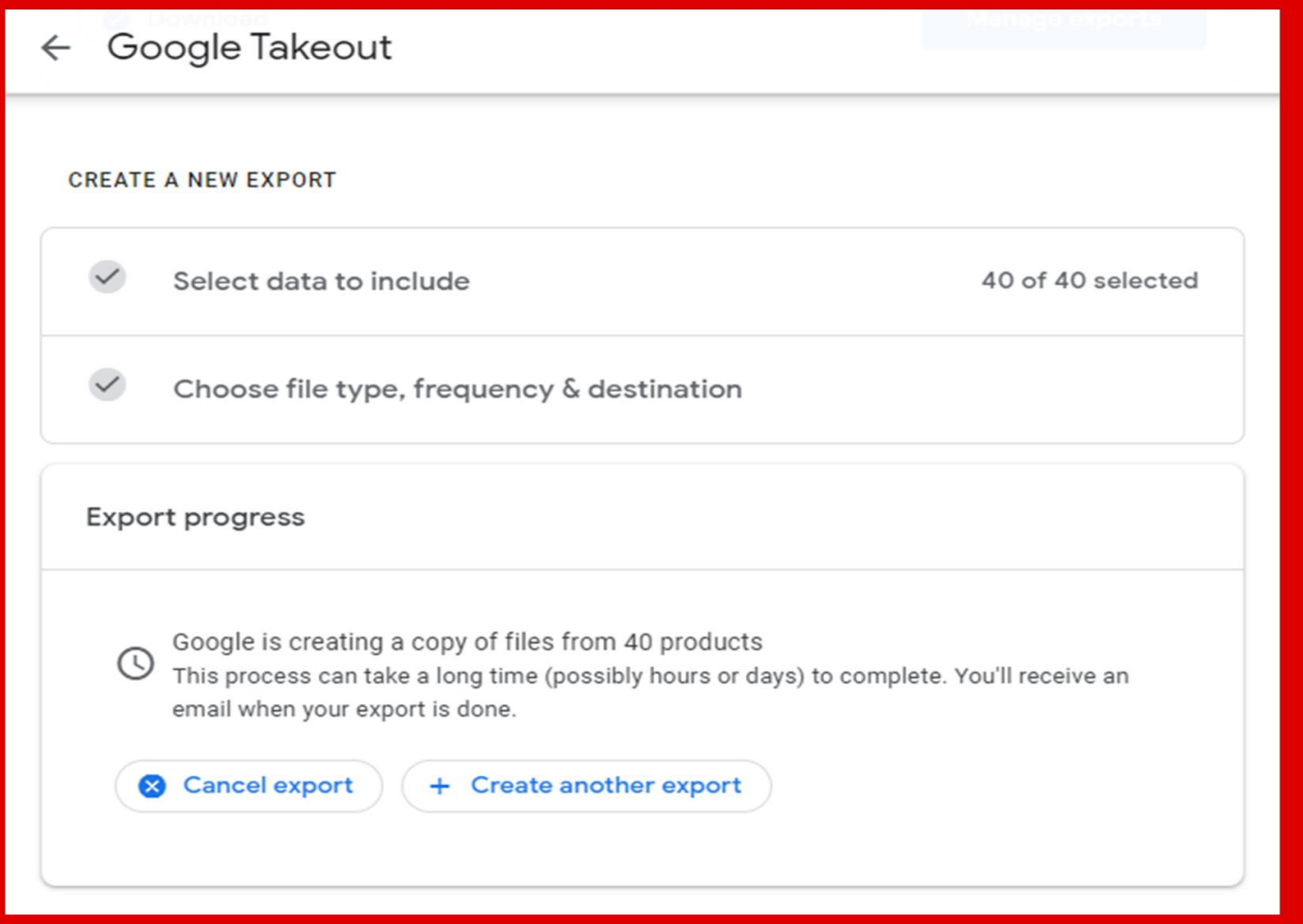
Step 3: Under **“Select data to include”**
-> Click **“Select all”**
-> Scroll down & Click **“Next step”**



Step 4: Under **“Choose file type, frequency & destination”**
-> Click **“Create export”**



Step 4: All set!



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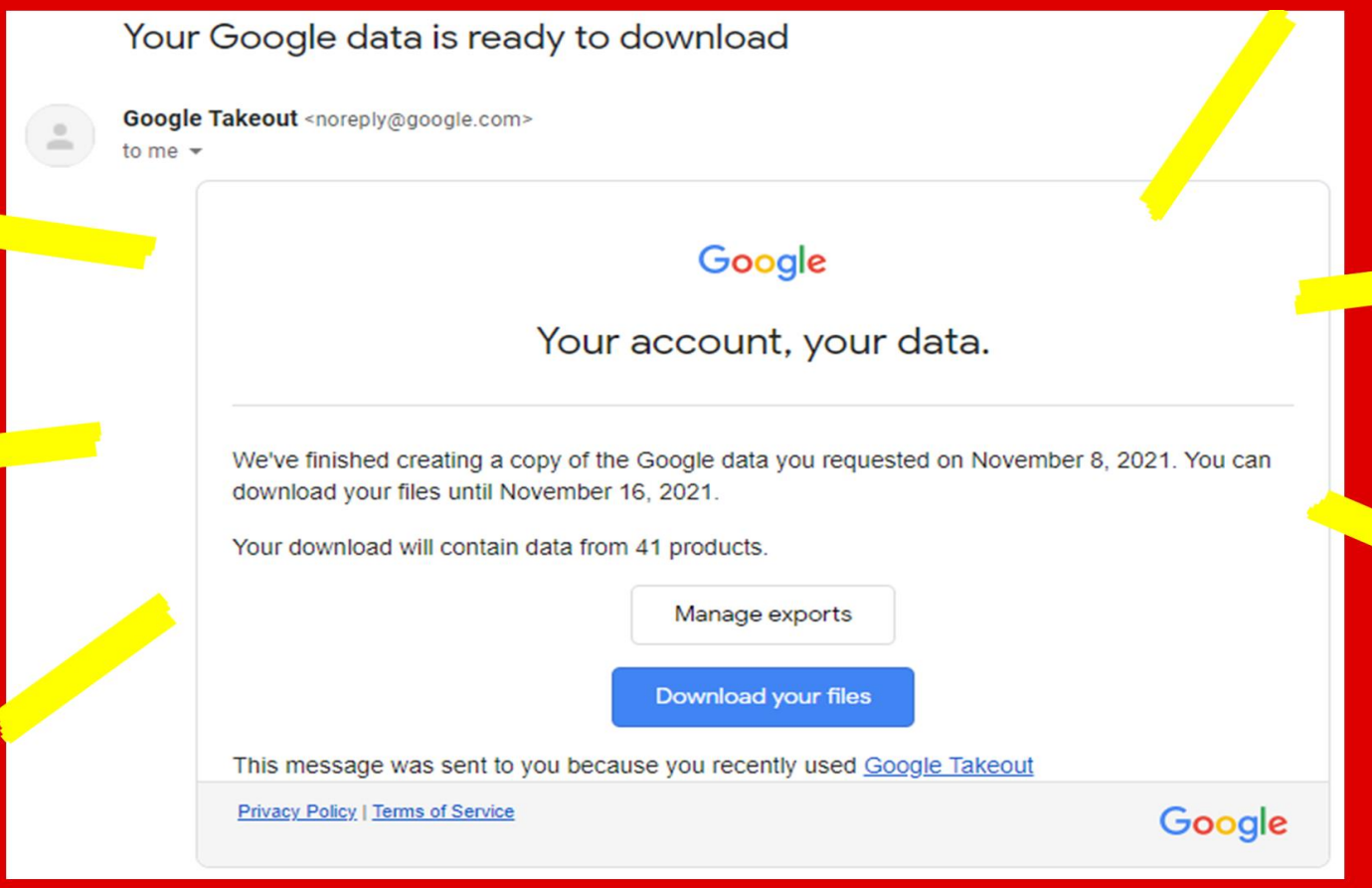

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