



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.

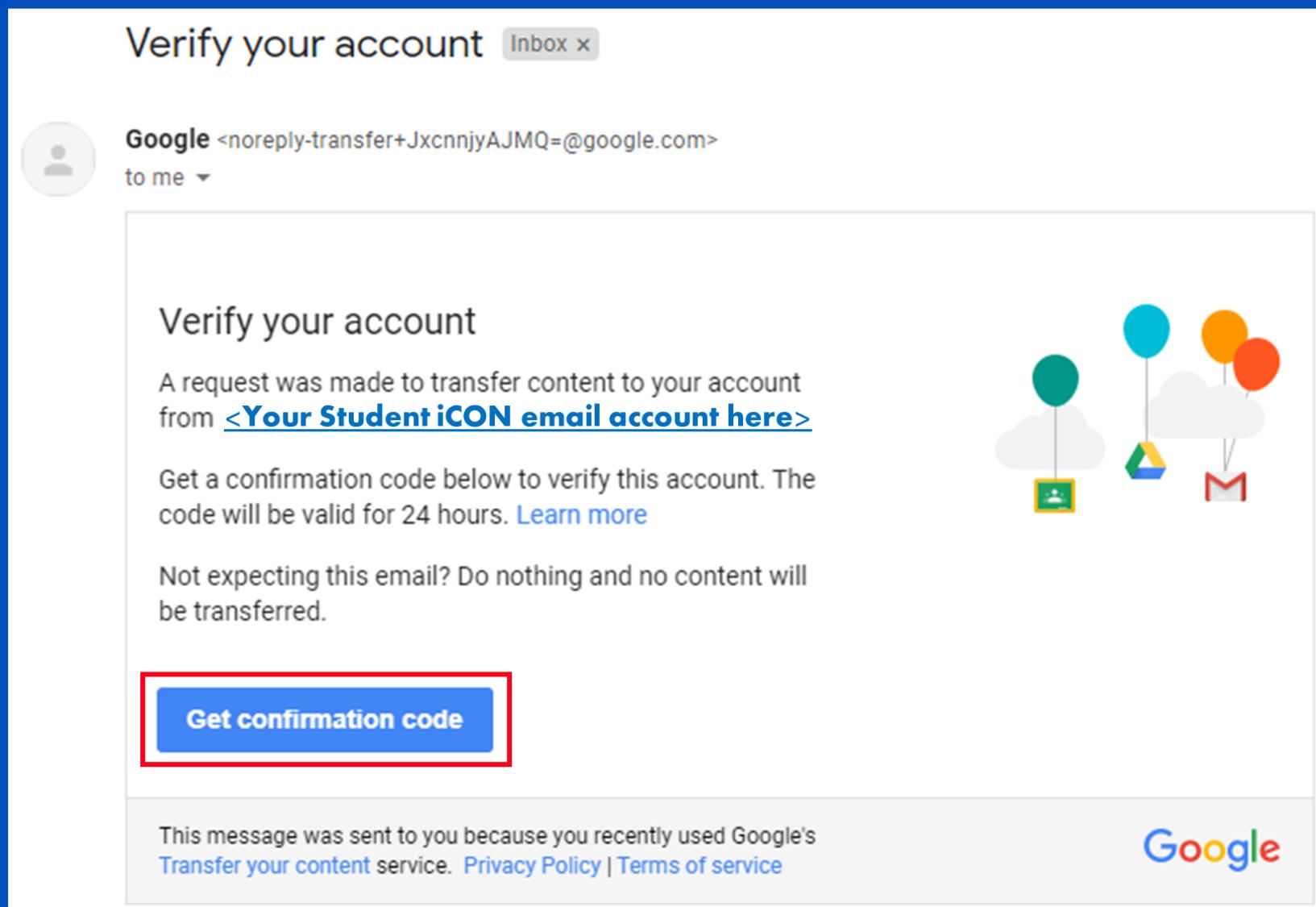
**Step 2: Under “Data & privacy”,
Click on “Start transfer” on the “Transfer your Content” widget**

The screenshot shows the Google Account interface. On the left, there's a sidebar with links: Home, Personal info, Data & privacy (which is highlighted with a red border), Security, People & sharing, Payments & subscriptions, and About. The main area is titled "Data & privacy" and contains a sub-section titled "Transfer your content". This section features a "Transfer your email and Google Drive files to another Google Account" button with three balloons icon above it. A blue "Start transfer" button is located at the bottom right of this section. The entire "Transfer your content" box is also outlined with a red border.

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

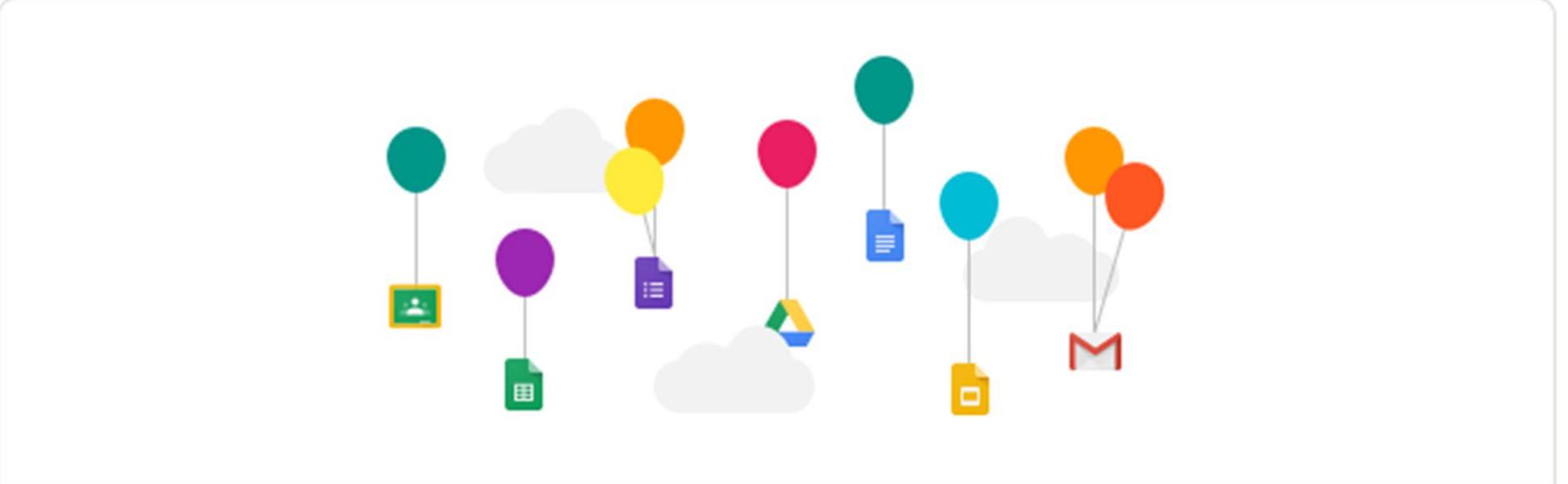
The screenshot shows the 'Transfer your content' section of the Google Account transfer tool. At the top, there's a heading 'Transfer your content' with a sub-instruction 'Copy and transfer your email and Google Drive files to another Google Account'. Below this is a graphic of three clouds containing icons for Google Photos, Google Sheets, and Gmail. The main step is '1. Enter a destination account', which asks for a Google Account email address. A red box highlights the input field with the placeholder '**<Type your destination email account here>**'. Below the input field is a link 'Don't have a Google Account? [Create account](#)' and a blue 'SEND CODE' button, also highlighted with a red box.

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 [\[link\]](#).

[CONTINUE](#)

Step 6: Return to Google Takeout.

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

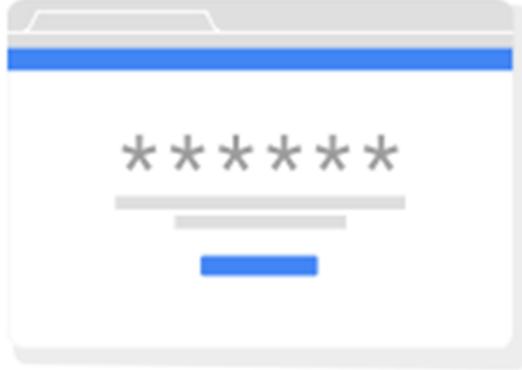
← Transfer your content

✓ 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



VERIFY [RESEND CODE](#)

Step 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 iCON email> →  <Your destination email>

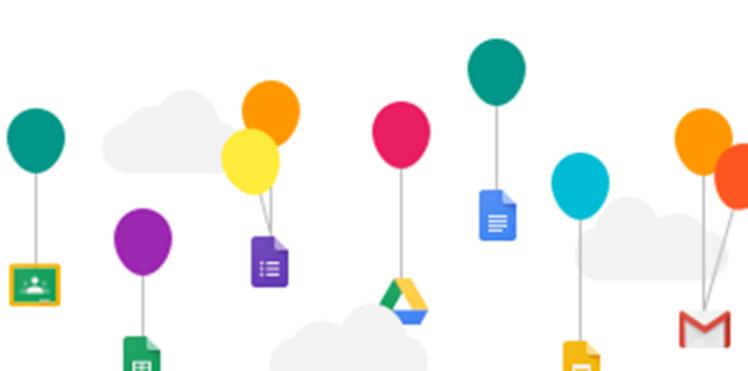
Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

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

START TRANSFER

Step 8: All set!

← Transfer your content



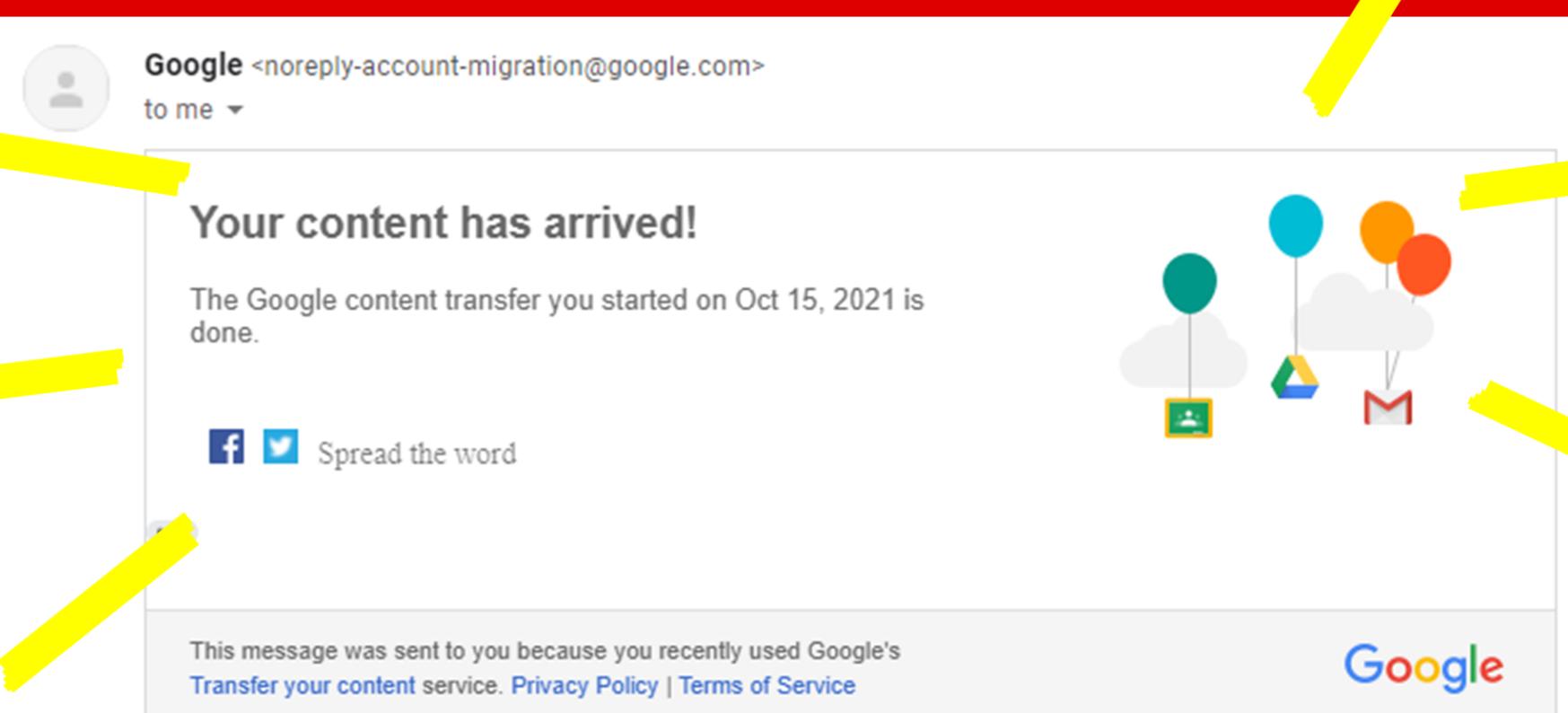
✓ You're all set

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.

[f](#) [t](#) 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”**

The screenshot shows the Google Account dashboard. On the left, a sidebar lists navigation options: Home, Personal info, Data & privacy (which is highlighted with a red box), Security, People & sharing, Payments & subscriptions, and About. The main content area is titled "Data from apps and services you use" and describes content and preferences related to Google services and third-party apps. It features two sections: "Apps and services" (listing Content saved from Google services and Third-party apps with account access) and "Download or delete your data" (listing Download your data and Delete a Google service). A red box highlights the "Download your data" option under the "Download or delete your data" section.

Step 3: Under “Select data to include”

-> Click “Select all”

-> Scroll down & Click “Next step”

← Google Takeout

CREATE A NEW EXPORT

1 Select data to include

0 of 40 selected

Products

Select all



Access Log Activity

Collection of account activity logs



Due to the size of content found in the Access Log Activity product, exports may take longer to process.



Multiple formats



All activity logs selected



Arts & Culture

Favorites and galleries you've created on Google Arts & Culture.



Select data to include

40 of 40 selected



Multiple formats



Tasks

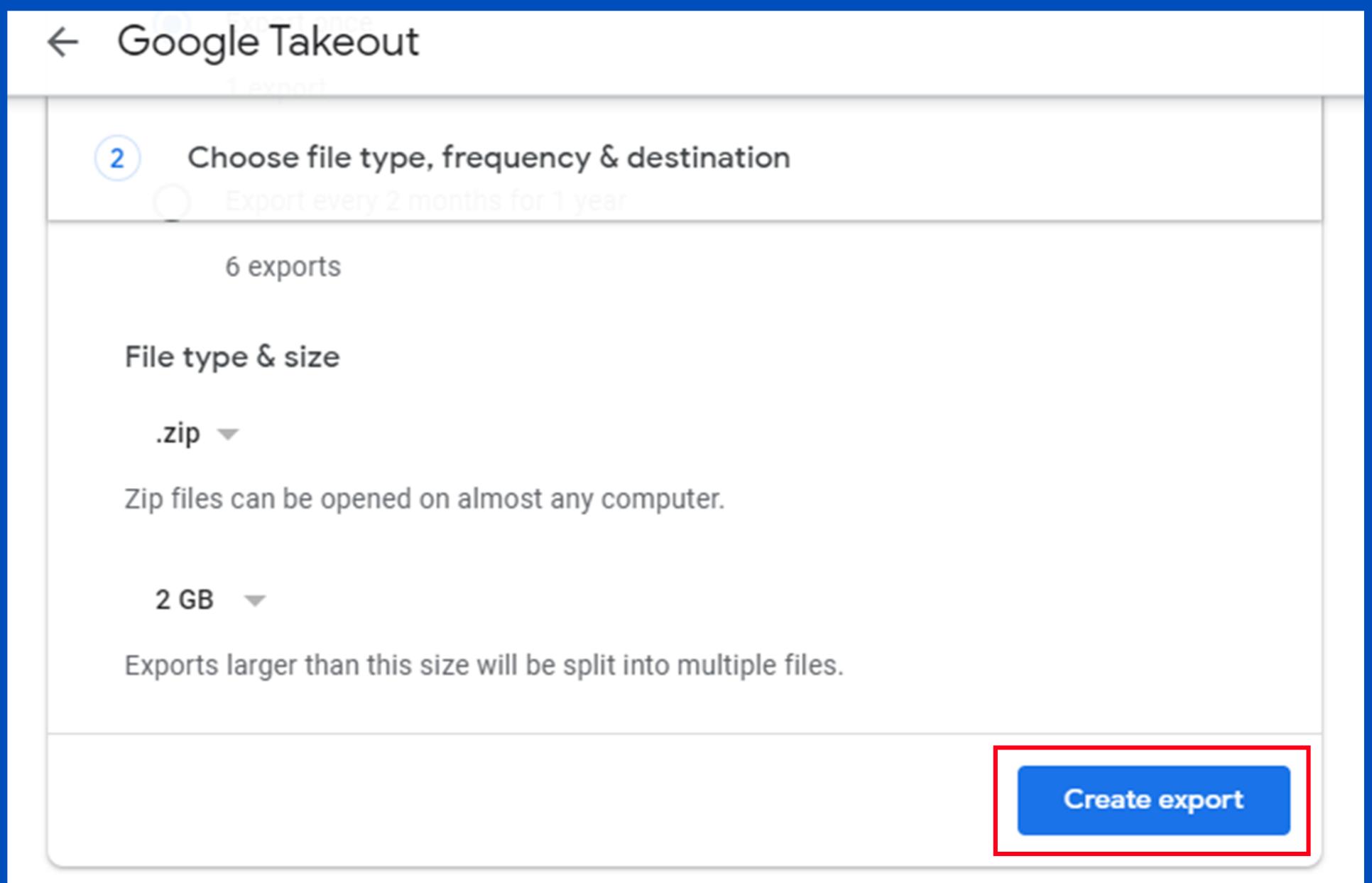
Data for your open and completed tasks. [More info](#)



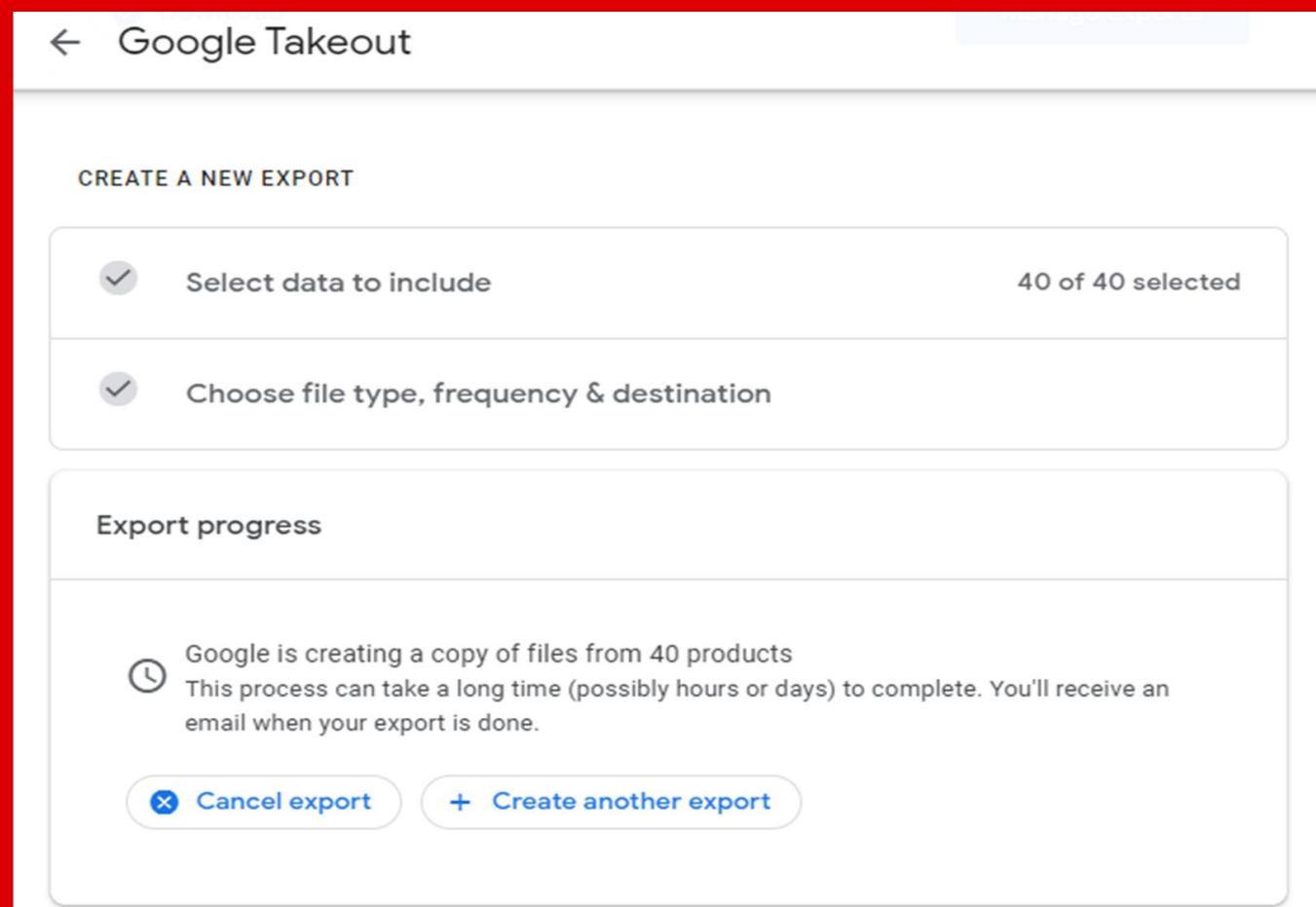
JSON format

Next step

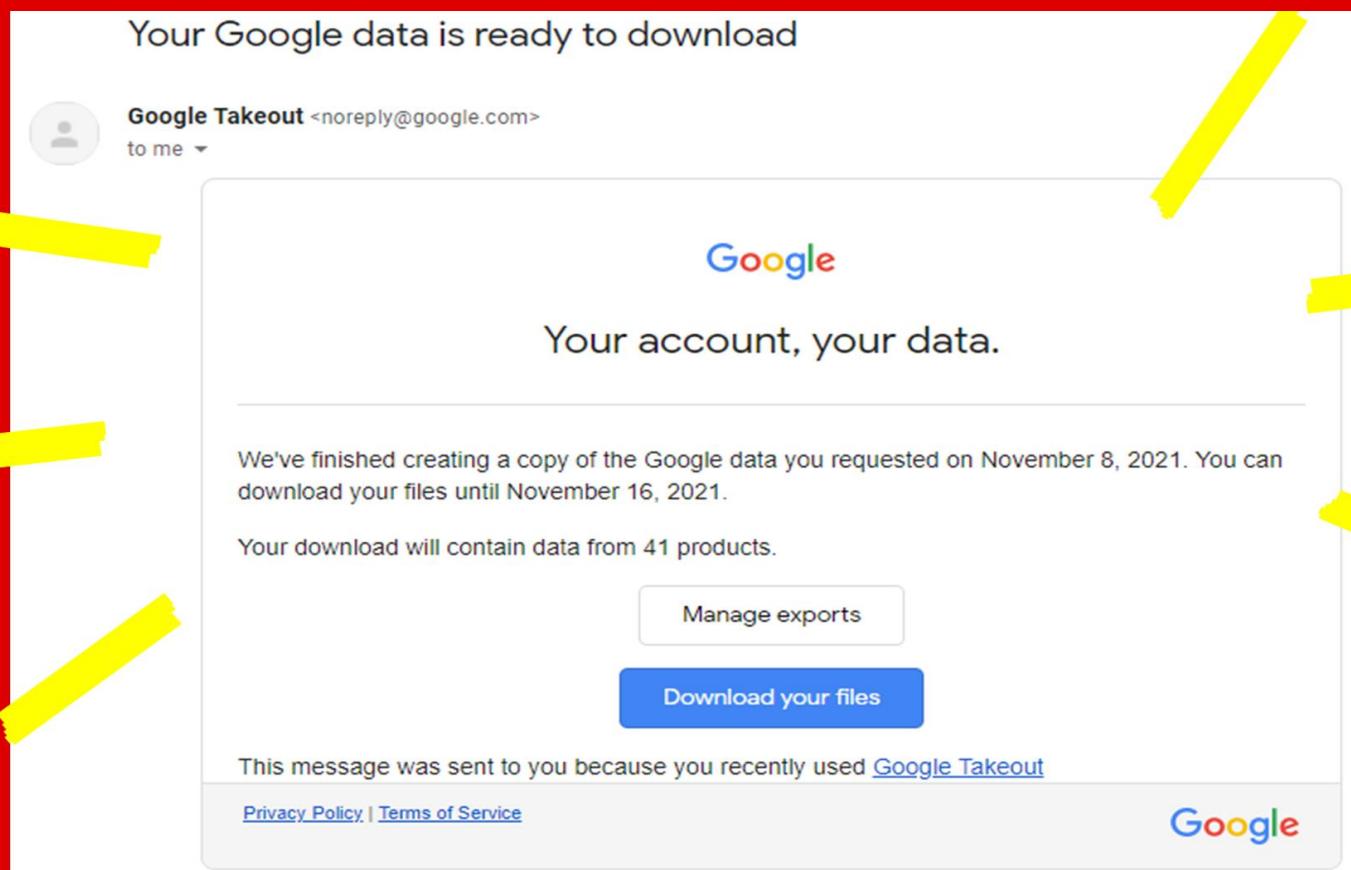
**Step 4: Under “Choose file type, frequency & destination”
-> Click “Create export”**



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”**

The screenshot shows the Google Account interface. On the left, a sidebar lists navigation options: Home, Personal info, Data & privacy (which is highlighted with a red box), Security, People & sharing, Payments & subscriptions, and About. The main content area has a header "Data from apps and services you use" with a sub-header "Your content and preferences related to the Google services you use and third-party apps with access to your account". Below this is a section titled "Apps and services" containing 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 is a section titled "Download or delete your data" containing two items: "Download your data" (with a sub-note "Make a copy of your data to back it up") and "Delete a Google service" (with a sub-note "Remove a service you no longer use"). A decorative illustration of a box opening to reveal various icons (like a crown, a magnifying glass, a key, etc.) is positioned between the sections.

Step 3: Under “Select data to include”

-> Click “Select all”

-> Scroll down & Click “Next step”

← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products

Select all

 Access Log Activity
Collection of account activity logs

i Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

 Arts & Culture
Favorites and galleries you've created on Google Arts & Culture.

1 Select data to include 40 of 40 selected

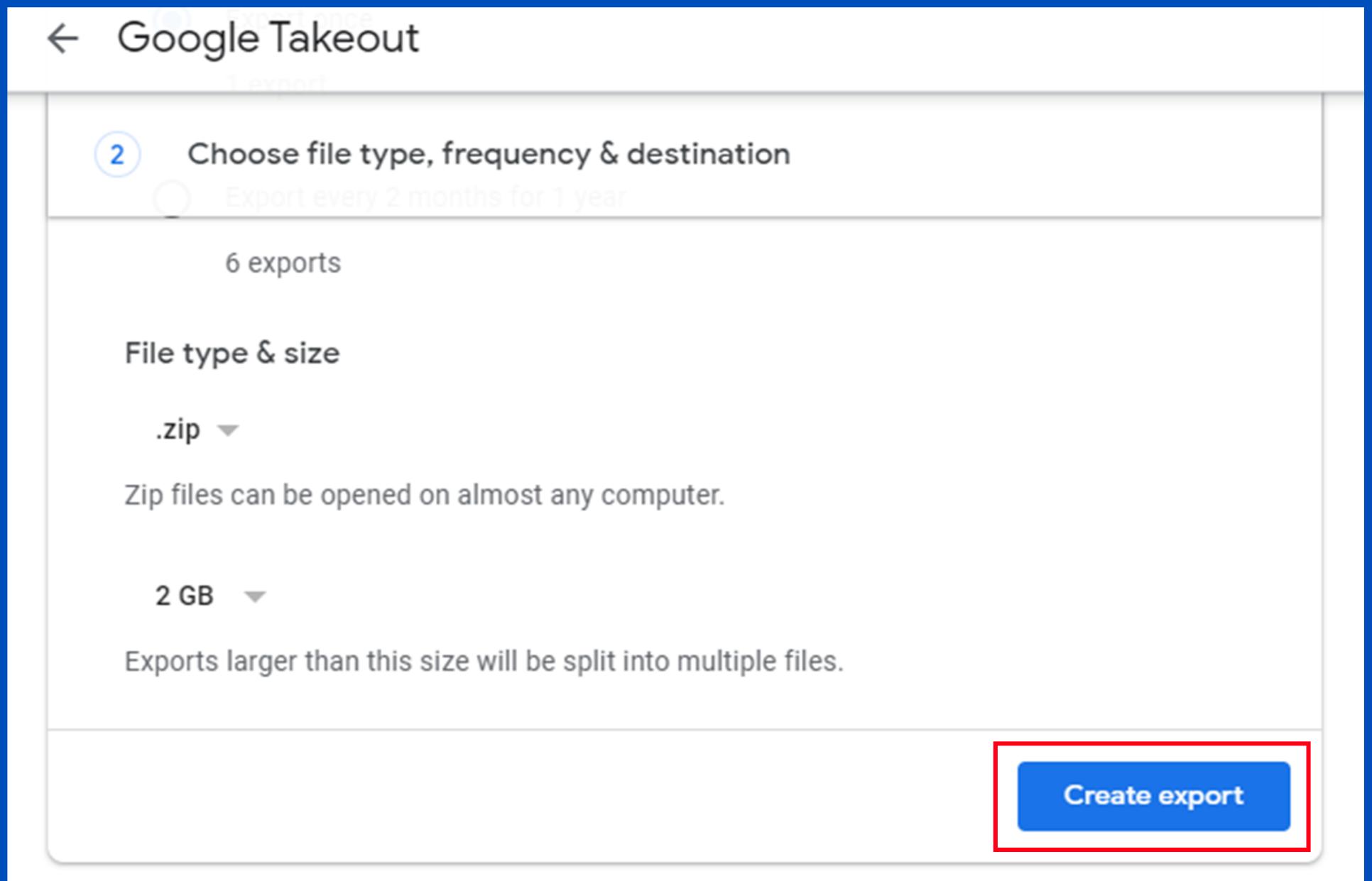
Multiple formats

 Tasks
Data for your open and completed tasks. [More info](#)

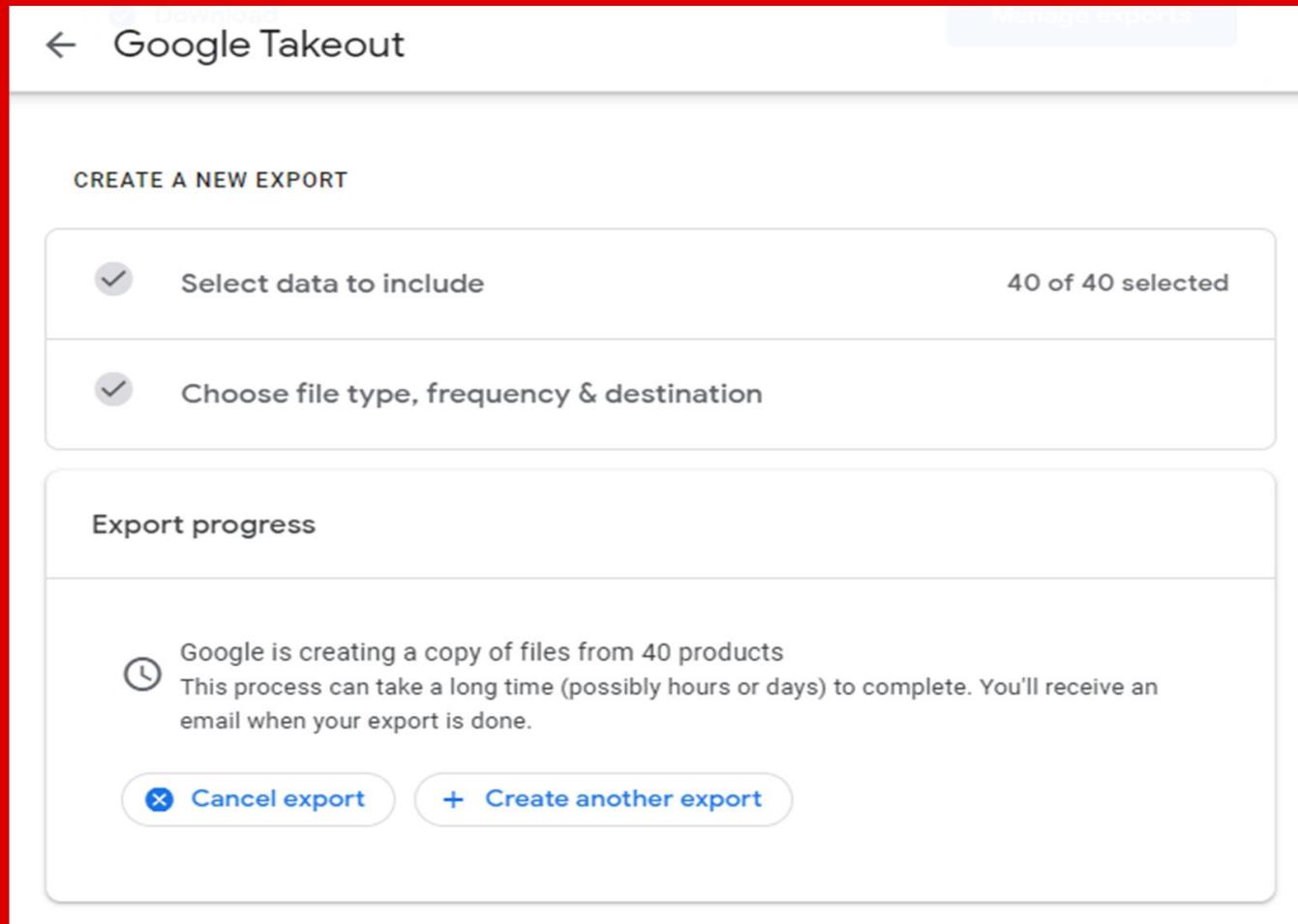
JSON format

Next step

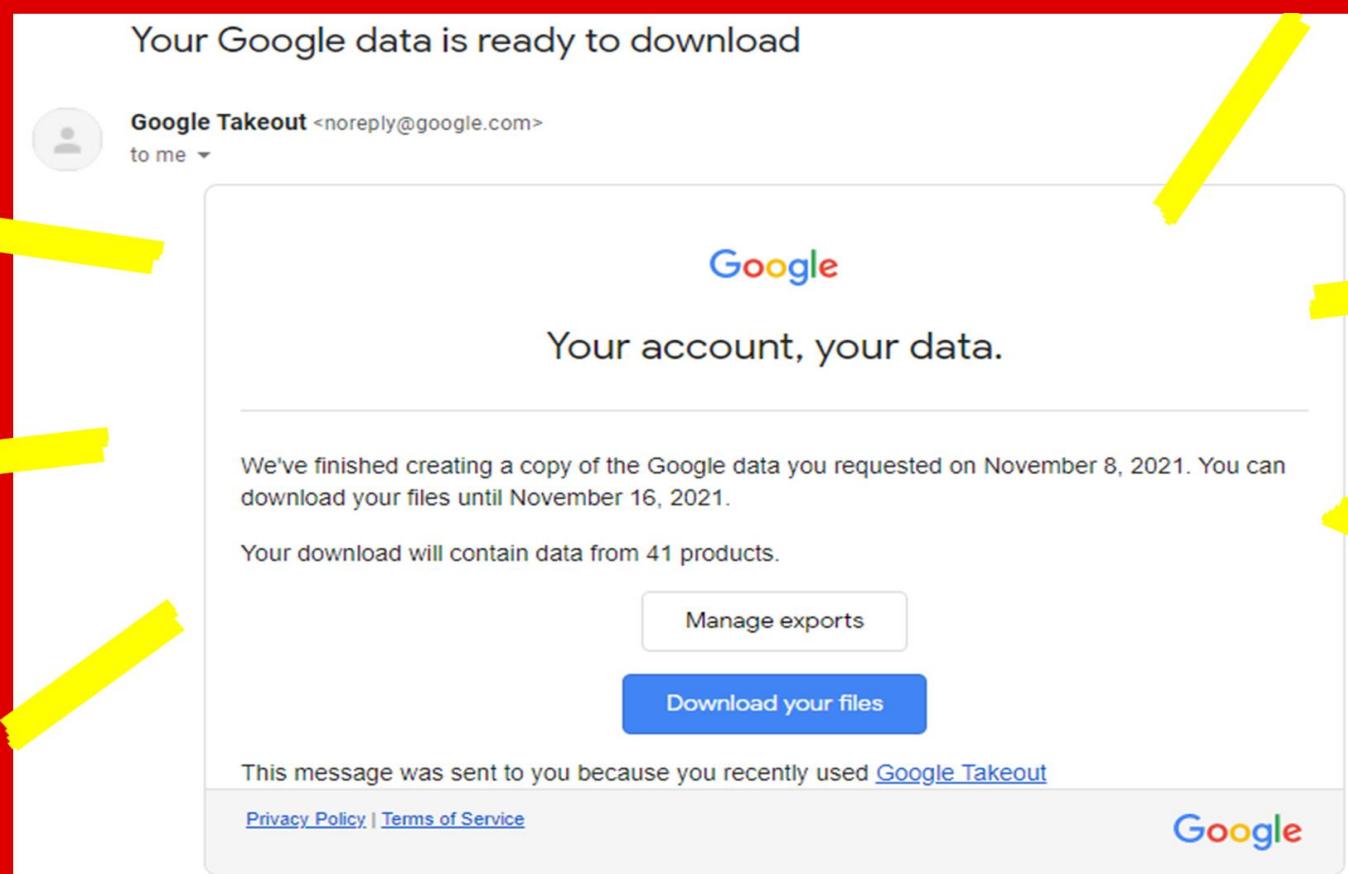
**Step 4: Under “Choose file type, frequency & destination”
-> Click “Create export”**



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.