



(For Graduating Students) Student iCON users  
**Google Takeout Guide to Back up Student iCON Data**  
v1.2 | 4 October 2024

## Note to Students:

The following groups of students will **need to back up or export your Student iCON data by 31 Dec 2024.**

- **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.

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

Option B: Download your data (applicable to all Google apps)..... Page 10

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.

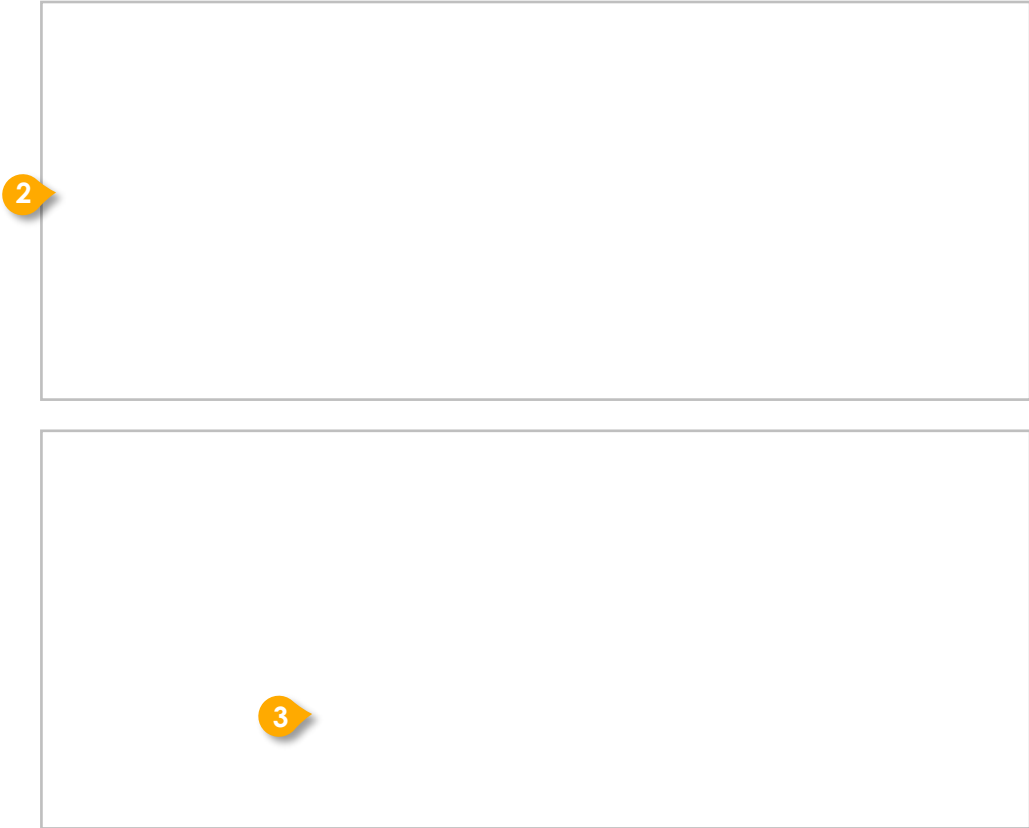
**Firefox** web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) on how to browse in Private mode.

## 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 iCON:  
<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**"



## 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.

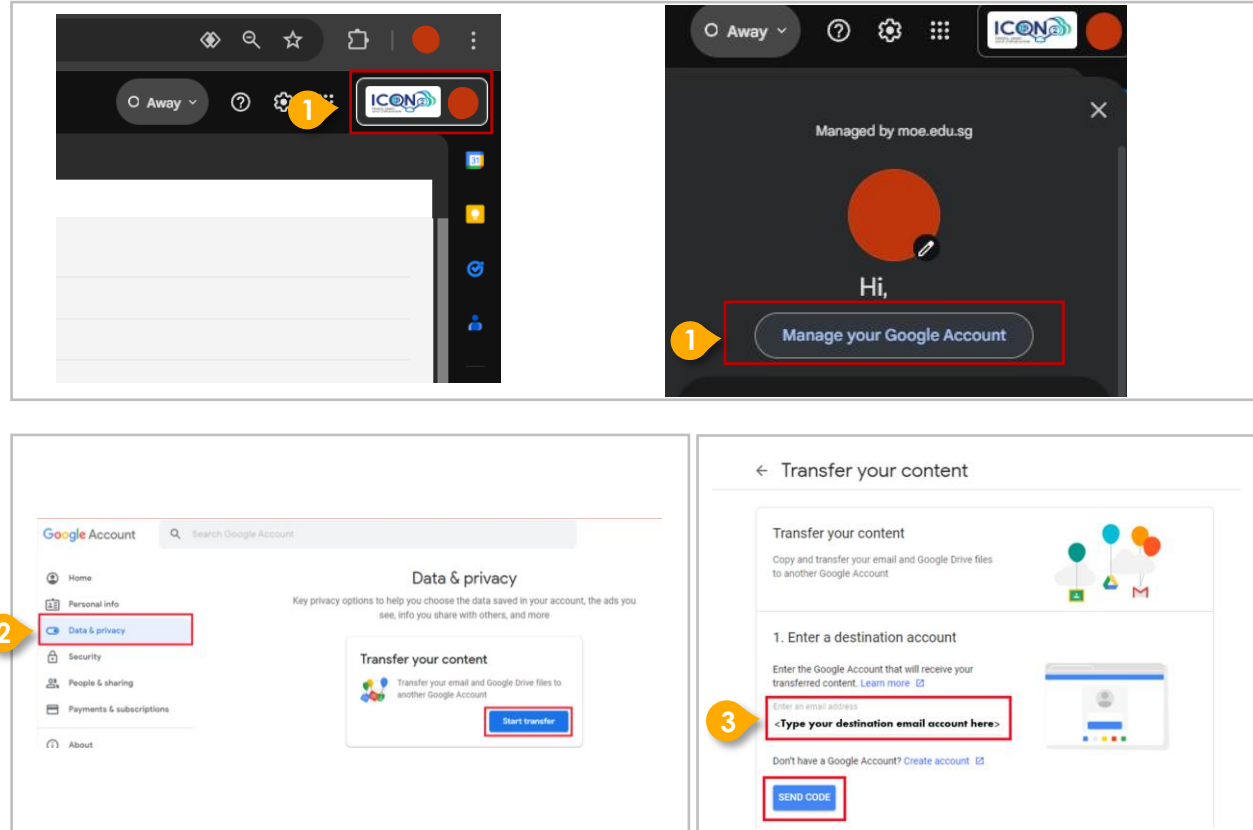
**1** Login to Student iCON:  
<http://myaccount.google.com/>

Then click on on the “**icon**” button at the top right hand corner and click on “**Manage your Google Account**”

**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**”



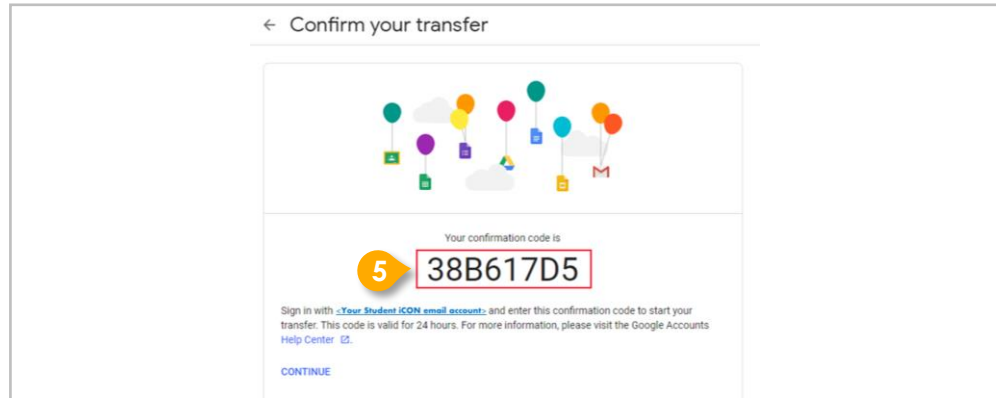
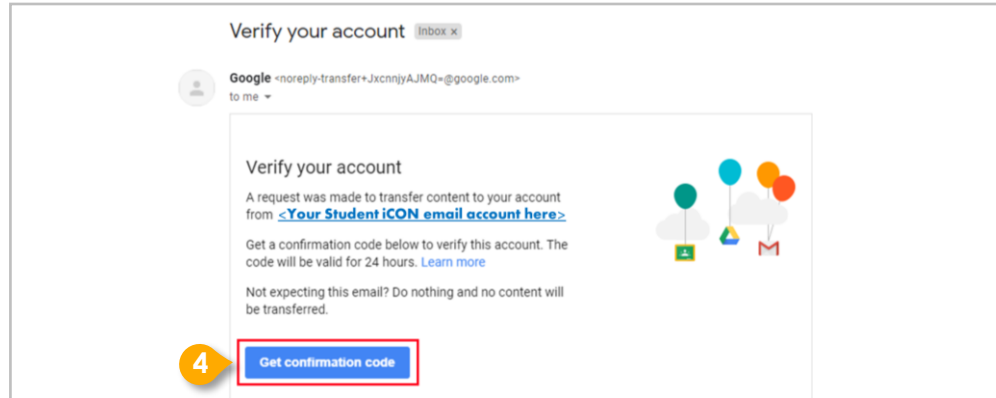
## Part 1 - Backup Student iCON data to your personal Gmail Account

### 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

**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 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](#)

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.

[f](#) [t](#) Spread the word



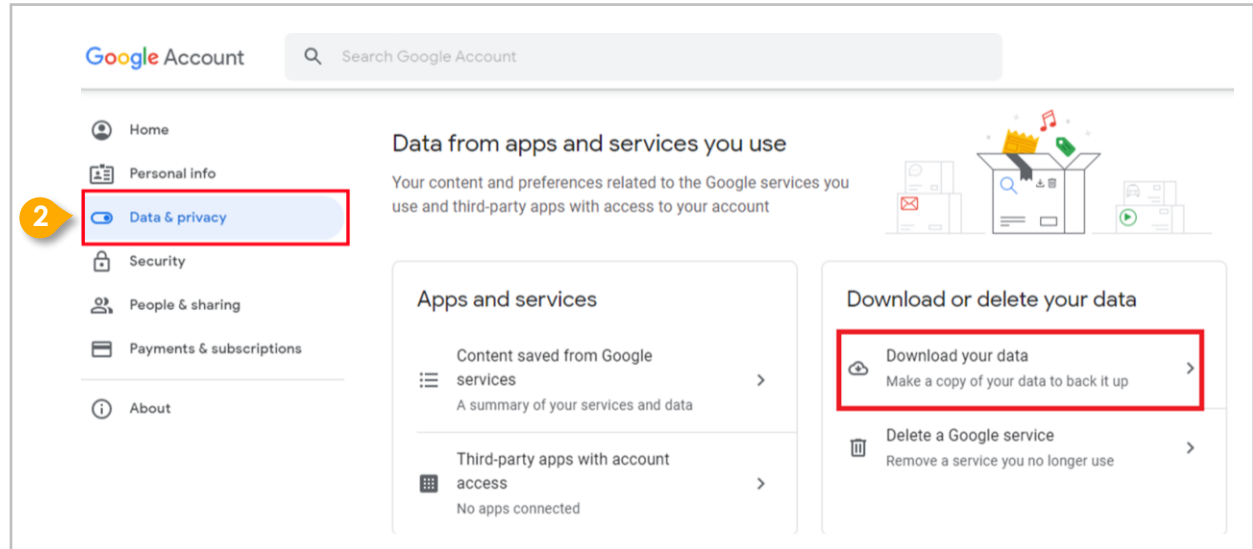
This message was sent to you because you recently used Google's  
[Transfer your content service](#). [Privacy Policy](#) | [Terms of Service](#)

Google

## Part 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"



## 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**"

← 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.

1 Select data to include 40 of 40 selected

Multiple formats

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

JSON format

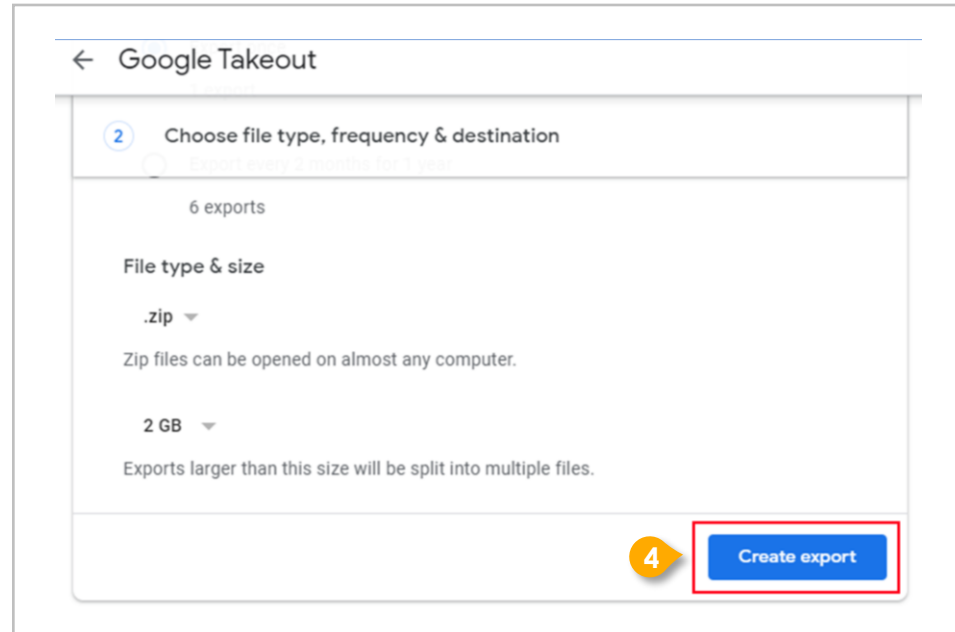
Next step

## 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**"



The screenshot shows the 'Google Takeout' interface. At the top, there is a back arrow and the text 'Google Takeout'. Below this is a section titled '2 Choose file type, frequency & destination'. Under this title, there is a radio button and the text 'Export every 2 months for 1 year'. Below this is a section titled '6 exports'. Under this title, there is a section titled 'File type & size'. Under this title, there is a dropdown menu showing '.zip' with a downward arrow. Below this is the text 'Zip files can be opened on almost any computer.' Below this is another dropdown menu showing '2 GB' with a downward arrow. Below this is the text 'Exports larger than this size will be split into multiple files.' At the bottom right of the form, there is a blue button labeled 'Create export' which is highlighted with a red rectangular border. A yellow callout bubble with the number '4' is positioned to the left of the 'Create export' button.

## 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.

The screenshot displays the Google Takeout interface. At the top, there's a back arrow and the text 'Google Takeout'. Below this, a section titled 'CREATE A NEW EXPORT' contains two steps: 'Select data to include' (marked with a checkmark and '40 of 40 selected') and 'Choose file type, frequency & destination' (also marked with a checkmark). The 'Export progress' section shows a clock icon and text: 'Google is creating a copy of files from 40 products. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.' Below this are two buttons: 'Cancel export' and '+ Create another export'. A message states 'Your Google data is ready to download'. Below this is an email preview from 'Google Takeout <noreply@google.com>' to 'me'. The email content includes the Google logo, the text 'Your account, your data.', and a message: 'We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021. Your download will contain data from 41 products.' There are two buttons in the email: 'Manage exports' and 'Download your files'. At the bottom of the email preview, it says 'This message was sent to you because you recently used Google Takeout' with links for 'Privacy Policy' and 'Terms of Service'. The Google logo is at the bottom right of the email preview. The entire screenshot is surrounded by several yellow diagonal brush strokes.

## 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:**

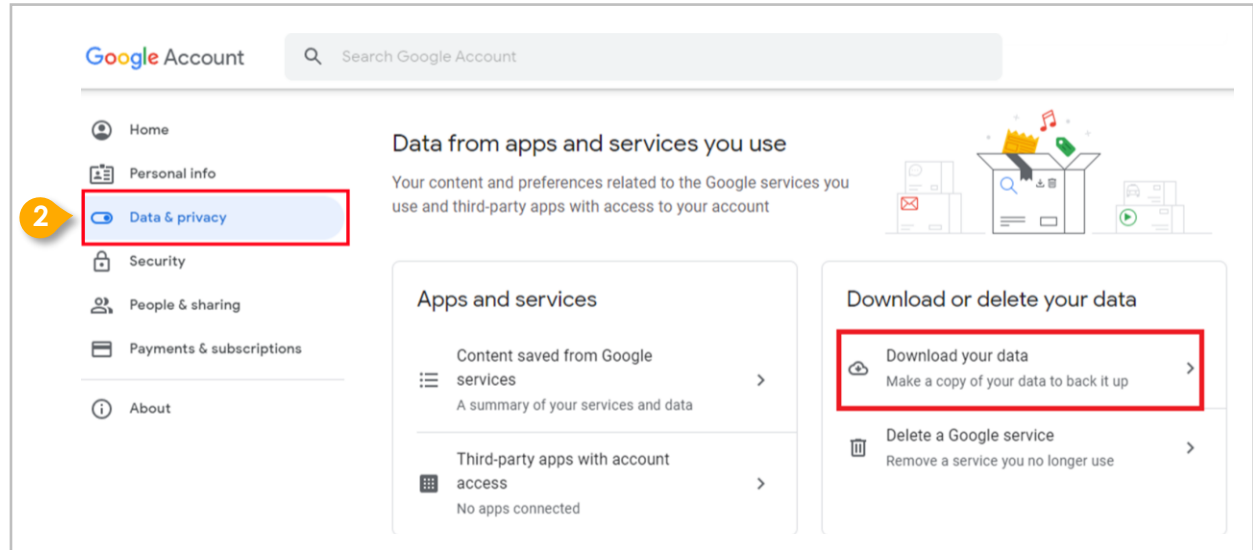
<https://support.google.com/accounts/answer/3024190?hl=en>

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**"





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

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

- 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

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

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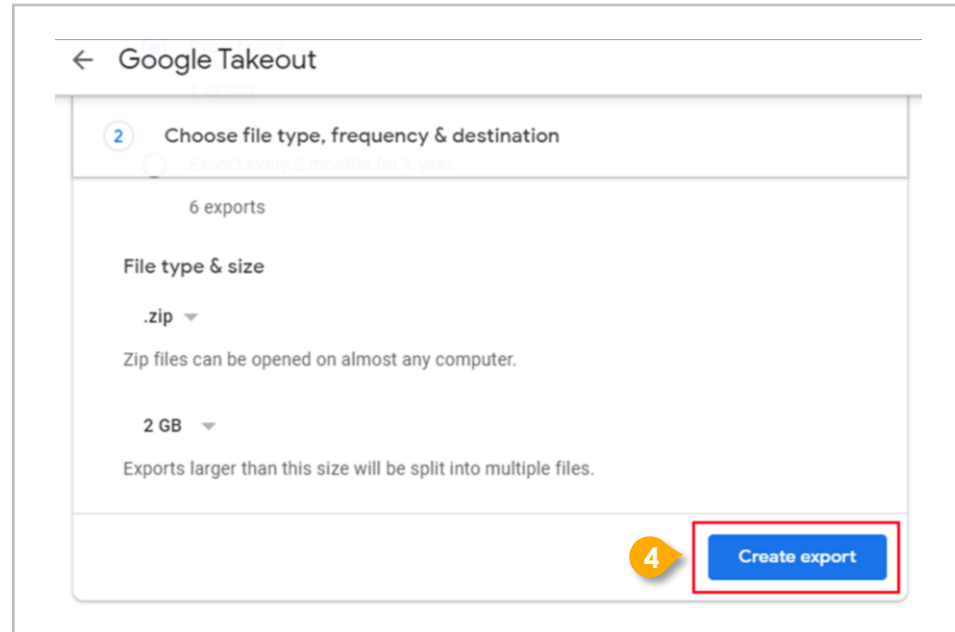
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## Part 2 - Backup Student iCON data without personal Gmail Account

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

5 All set!

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

The screenshot displays the Google Takeout interface. At the top, a back arrow and 'Google Takeout' are visible. Below, the 'CREATE A NEW EXPORT' section shows two steps: 'Select data to include' (40 of 40 selected) and 'Choose file type, frequency & destination'. The 'Export progress' section indicates that Google is creating a copy of files from 40 products, which may take a long time. It includes a clock icon and a message: 'This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.' Below this are buttons for 'Cancel export' and '+ Create another export'. A message states 'Your Google data is ready to download'. An email preview from 'Google Takeout <noreply@google.com>' to 'me' is shown, containing the Google logo and the text 'Your account, your data.' The email body says: 'We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021. Your download will contain data from 41 products.' It includes a 'Manage exports' button and a prominent blue 'Download your files' button. At the bottom of the email preview, it says 'This message was sent to you because you recently used Google Takeout' with links to 'Privacy Policy' and 'Terms of Service', and the Google logo.

## 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.