



## Guide for Students

Back up your Student iCON data by **31 Dec  
2021**

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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/>**

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

The screenshot shows the Google Account interface. At the top left is the "Google Account" logo and a search bar. On the left, a sidebar lists account management sections: Home, Personal info, Data & privacy (which is highlighted with a red border), Security, People & sharing, Payments & subscriptions, and About. The main content area is titled "Data & privacy" and describes key privacy options. Below this, a "Transfer your content" section is shown, featuring a "Start transfer" button which is also highlighted with a red border.

Google Account

Search Google Account

Home

Personal info

Data & privacy

Security

People & sharing

Payments & subscriptions

About

Data & privacy

Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more

Transfer your content

Transfer your email and Google Drive files to another Google Account

Start transfer

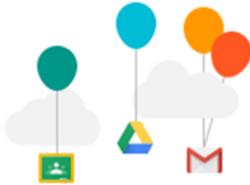
## **Step 3 : Enter your destination account to transfer your data.**

→ **Click “SEND CODE”**

Google Account ⋮ ⓧ A

← Transfer your content

Transfer your content  
Copy and transfer your email and Google Drive files to another Google Account



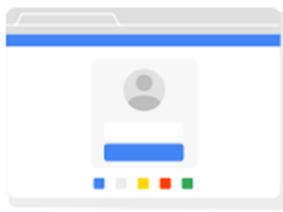
1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address  
**<Type your destination email account here>**

Don't have a Google Account? [Create account](#)

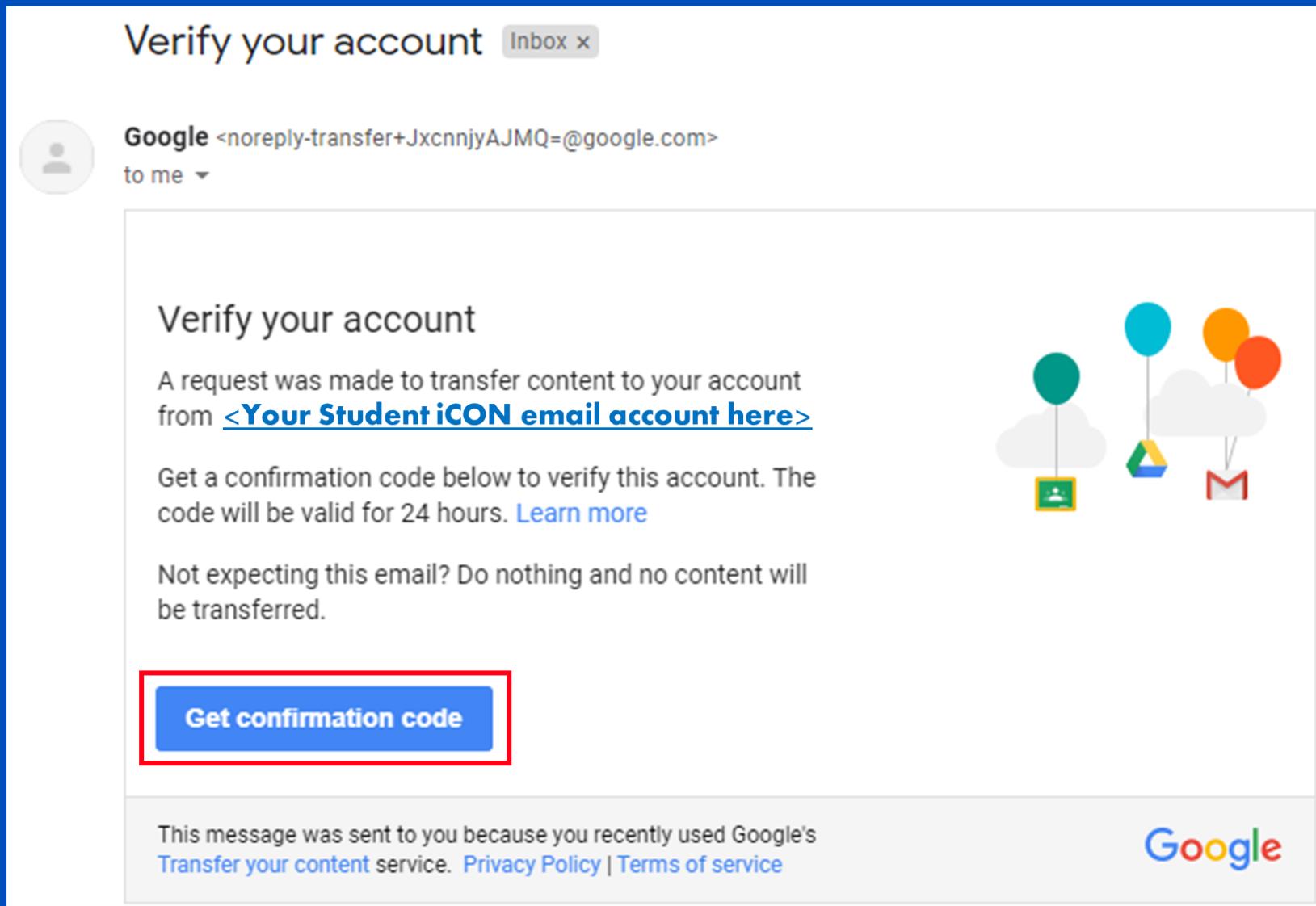
**SEND CODE**



## **Step 4 : Check your destination email account inbox.**

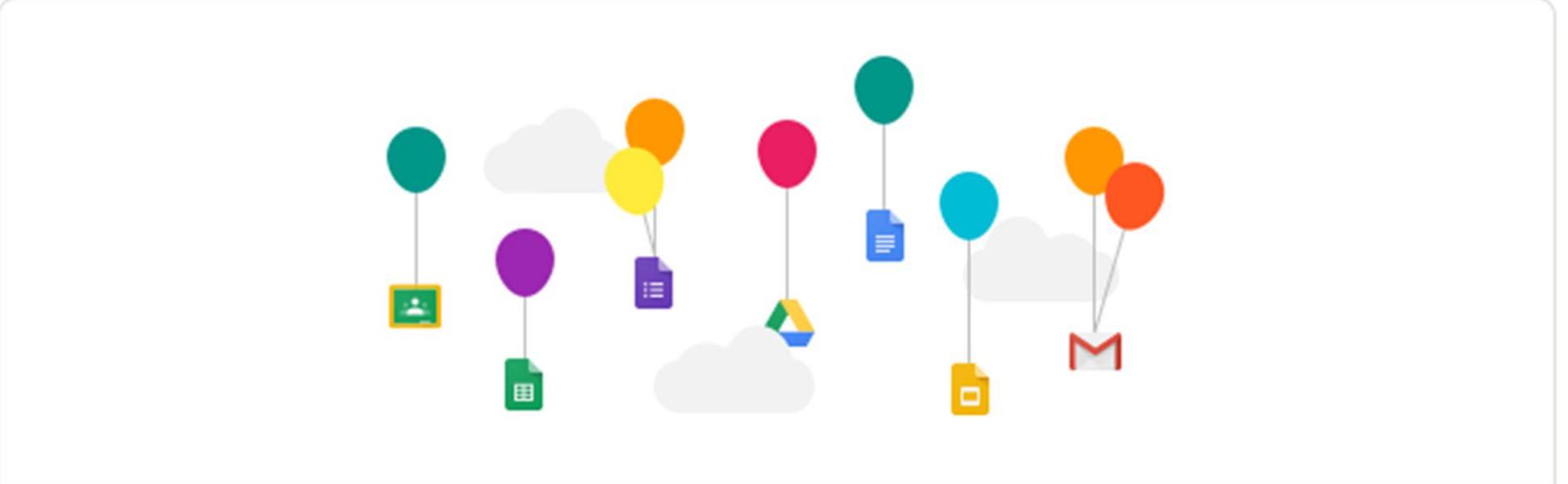
**You will receive an email to Verify your account.**

→ **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 [\[link\]](#).

[CONTINUE](#)

## **Step 6 : Return to Google Takeout.**

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

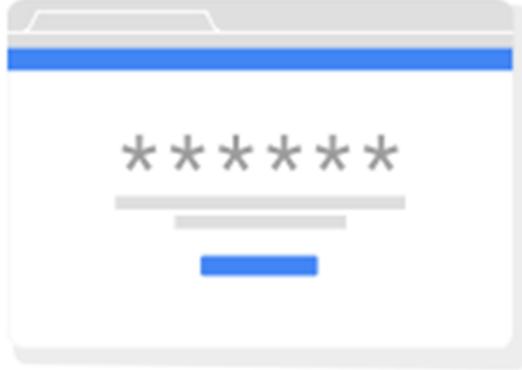
← Transfer your content

✓ 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

A placeholder for a verification code, showing five asterisks (\*\*\*\*\*) followed by a blue rectangular button.

**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](#)



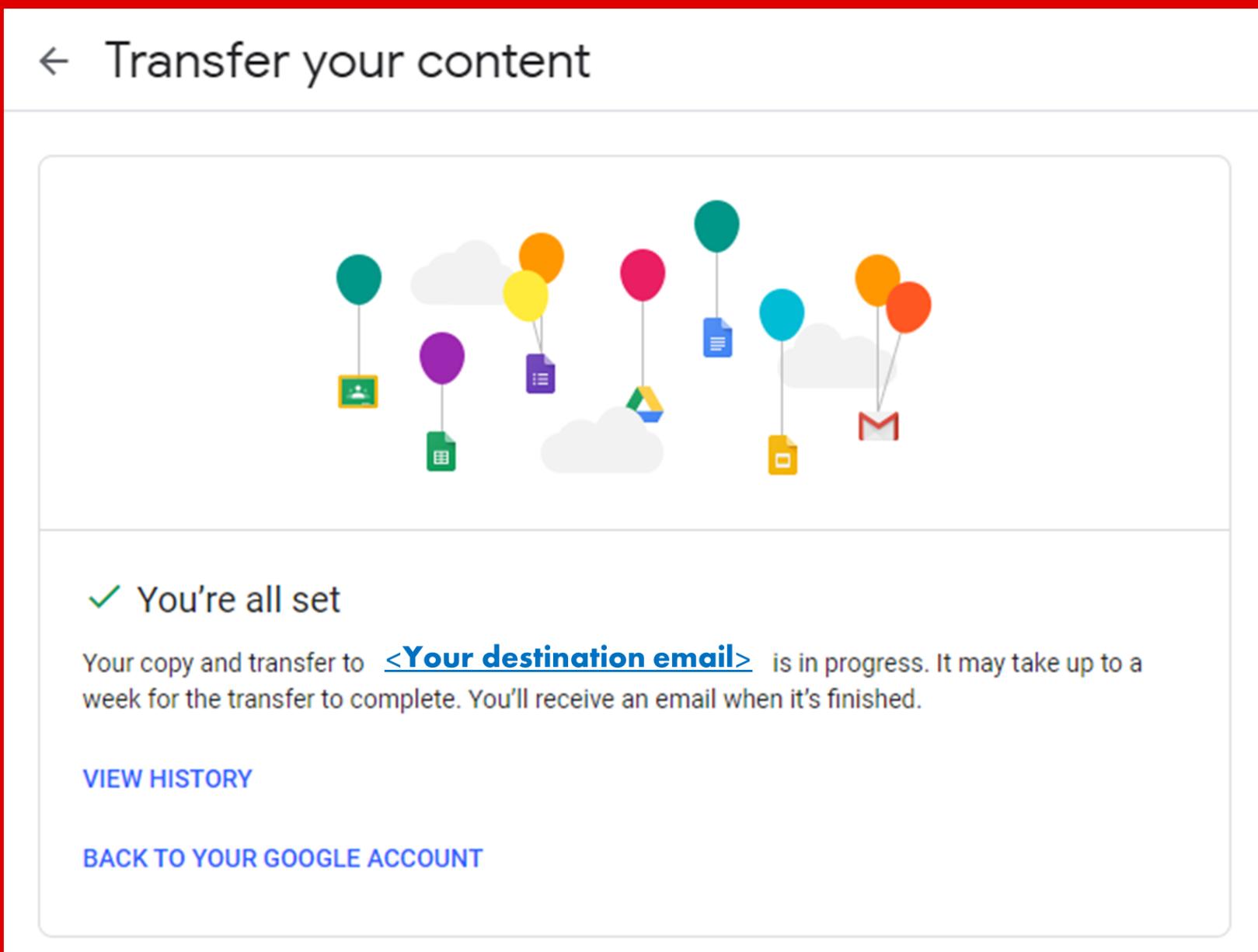
 [<Your Student iCON email>](#) →  [<Your destination email>](#)

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

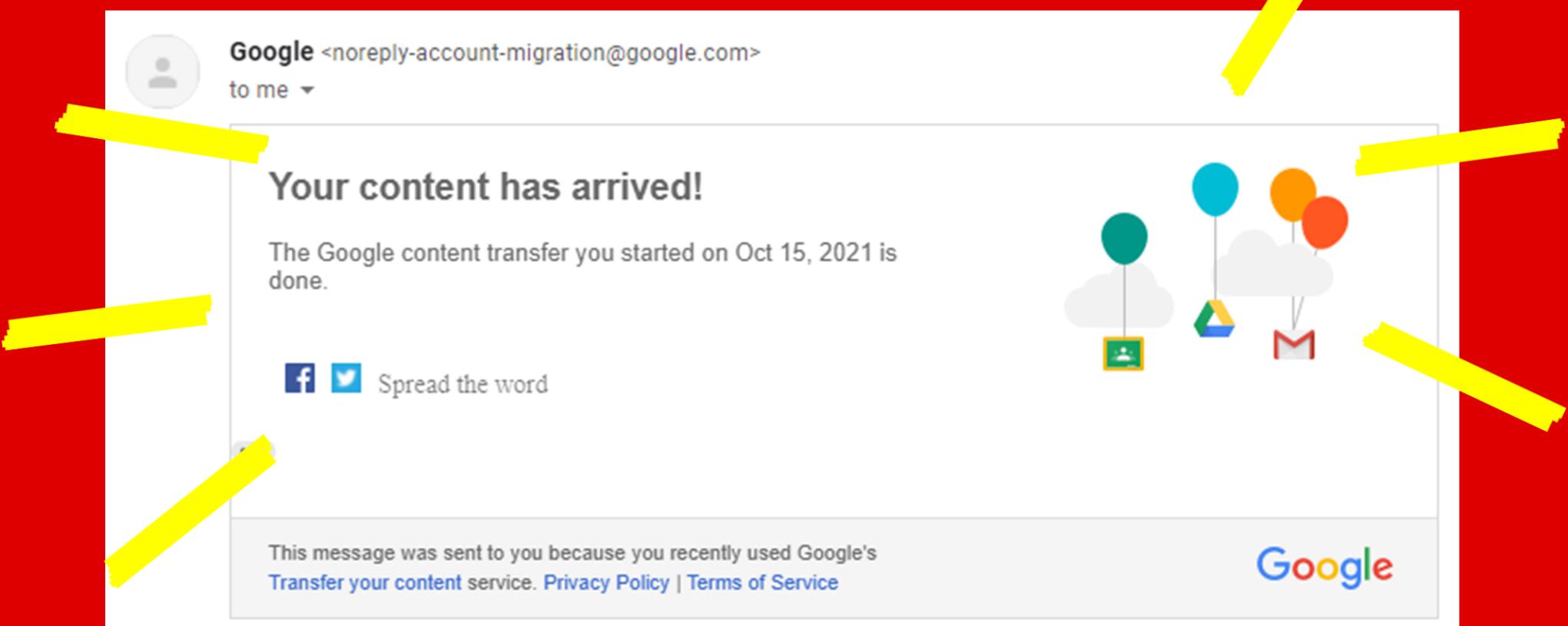
Copy and transfer to [<Your destination email>](#) [Change](#)

**START TRANSFER**

## Step 8 : All set!



**You'll receive an email once the export is complete:**



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 settings interface. On the left, a sidebar lists various account management 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

**G** 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

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

1 Select data to include 40 of 40 selected

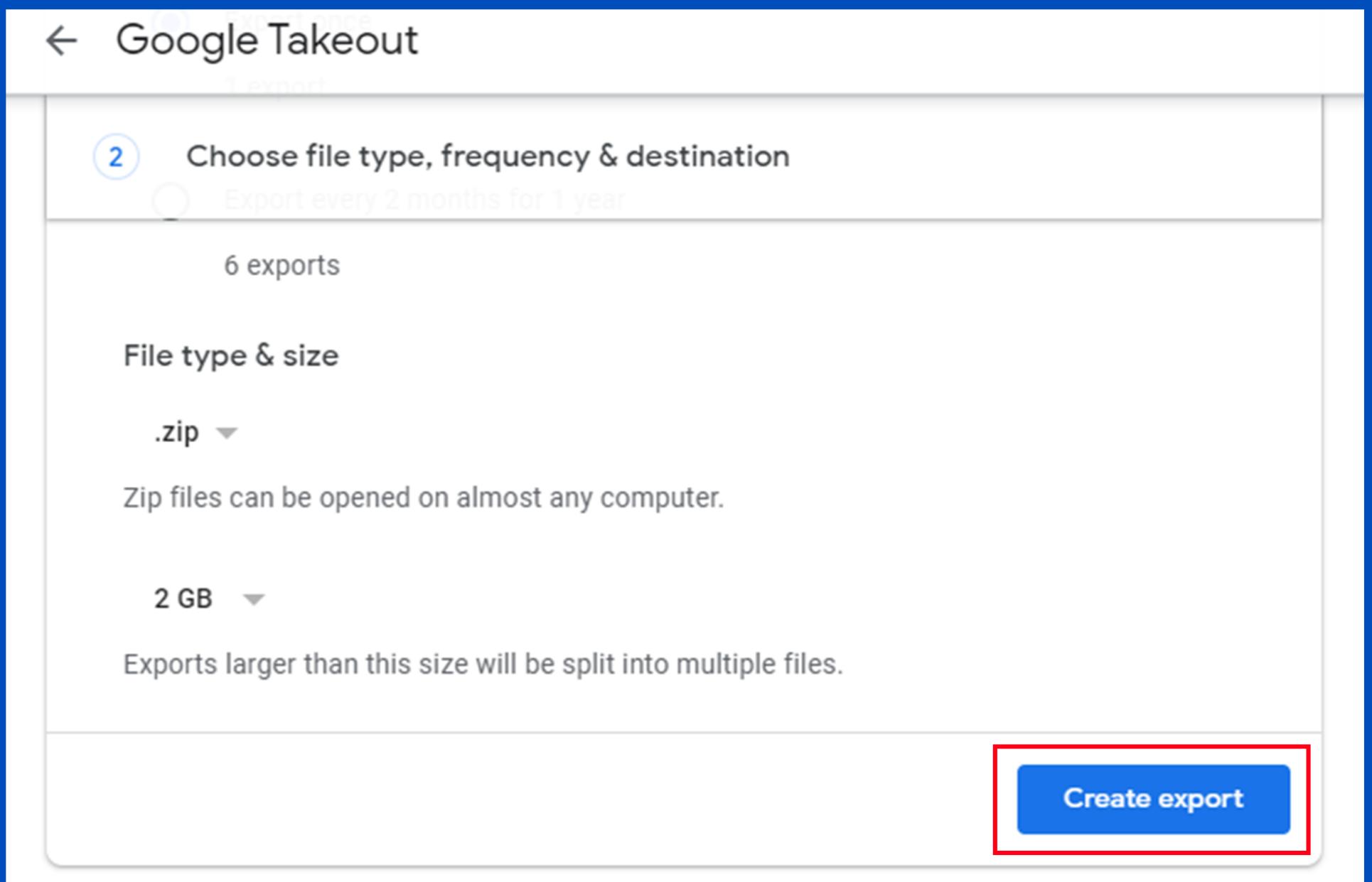
Multiple formats

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

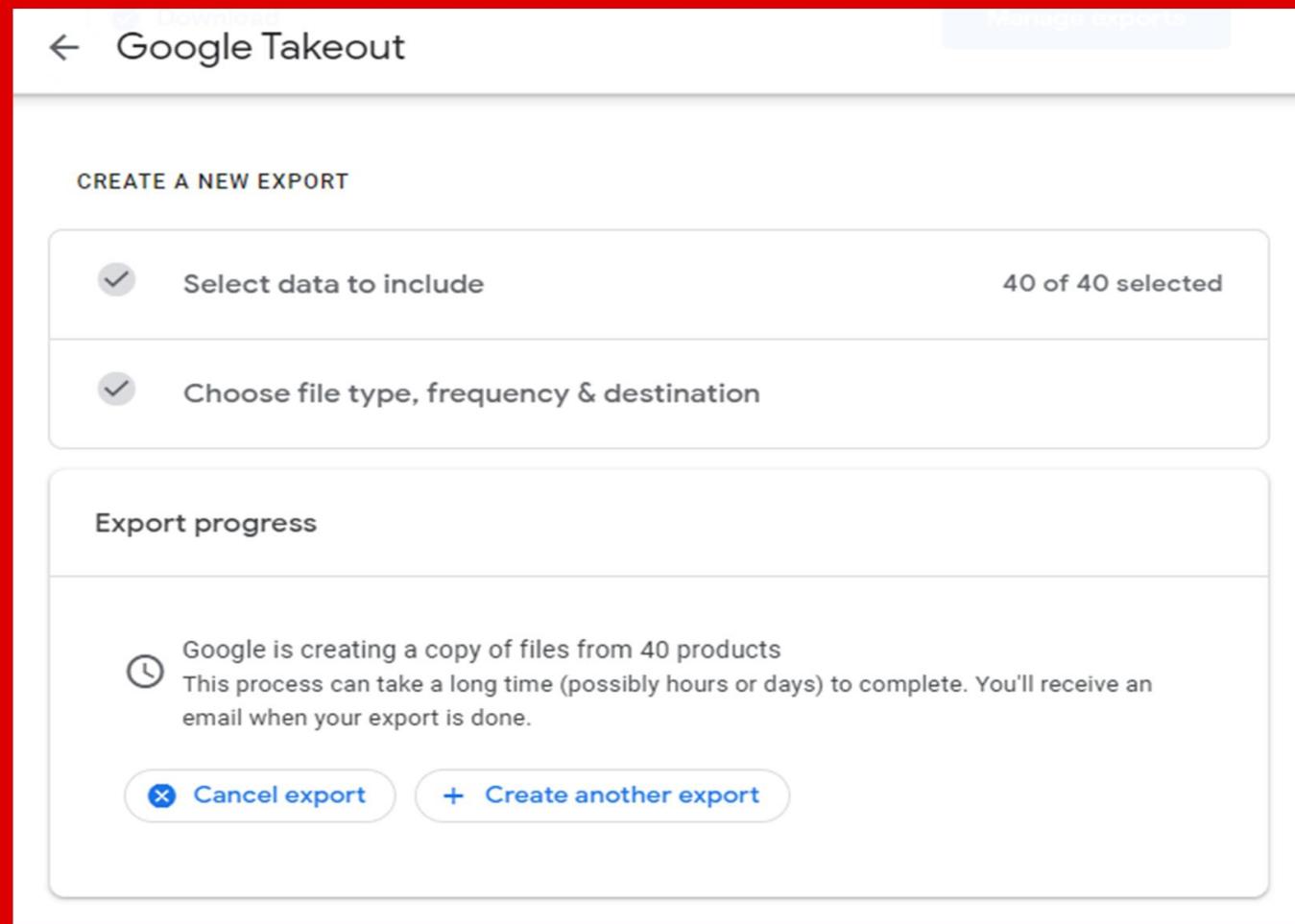
JSON format

Next step

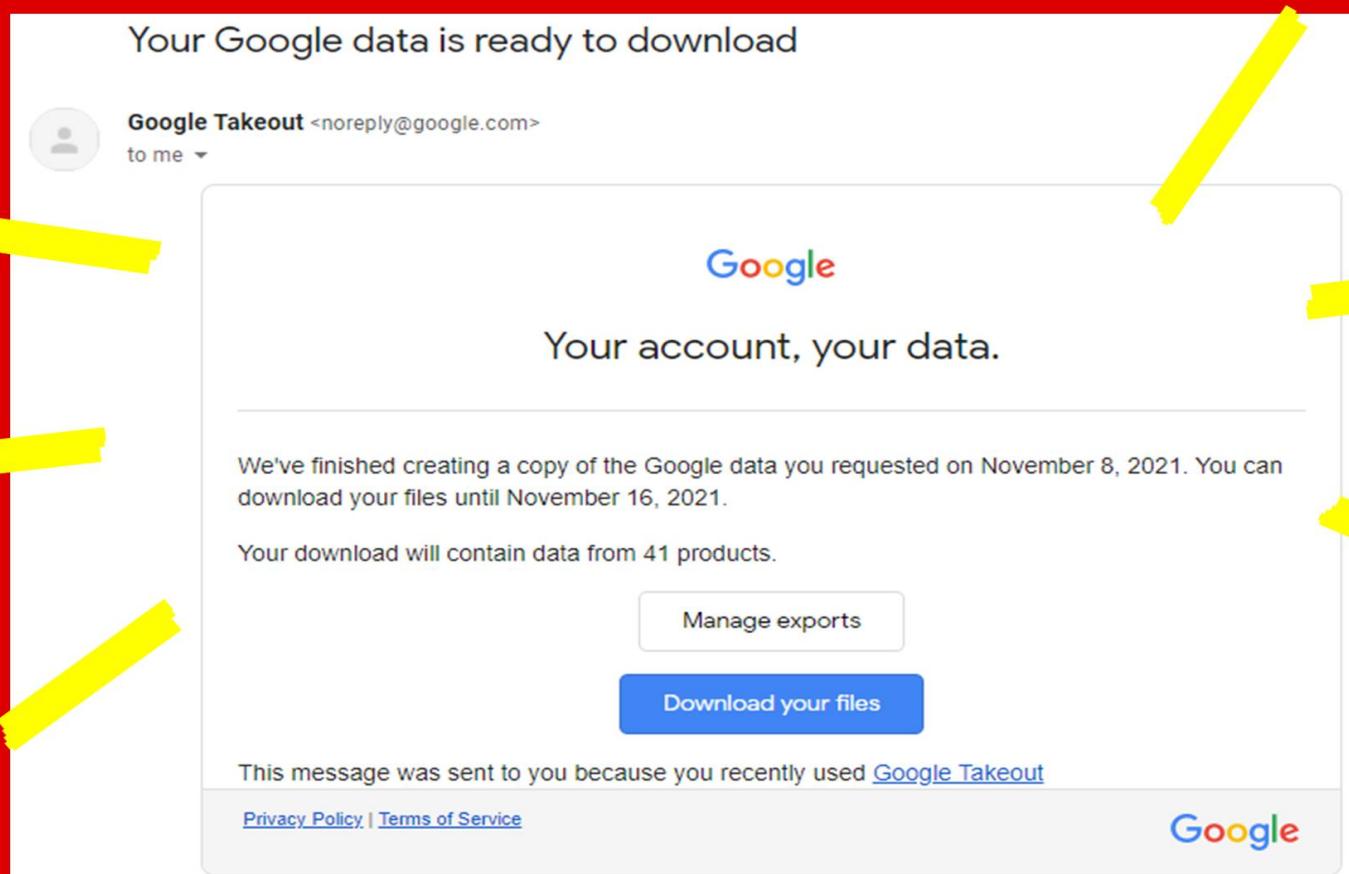
**Step 4 : Under "Choose file type, frequency & destination"**  
→ Click "Create export"



## **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 settings interface. On the left, a sidebar lists various account management 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 a "Data from apps and services" section with two items: "Content saved from Google services" and "Third-party apps with account access". To the right is a "Download or delete your data" section with two options: "Download your data" (also highlighted with a red box) and "Delete a Google service". A decorative illustration of a box opening with various icons is positioned above the download section.

### **Step 3 : Under "Select data to include"**

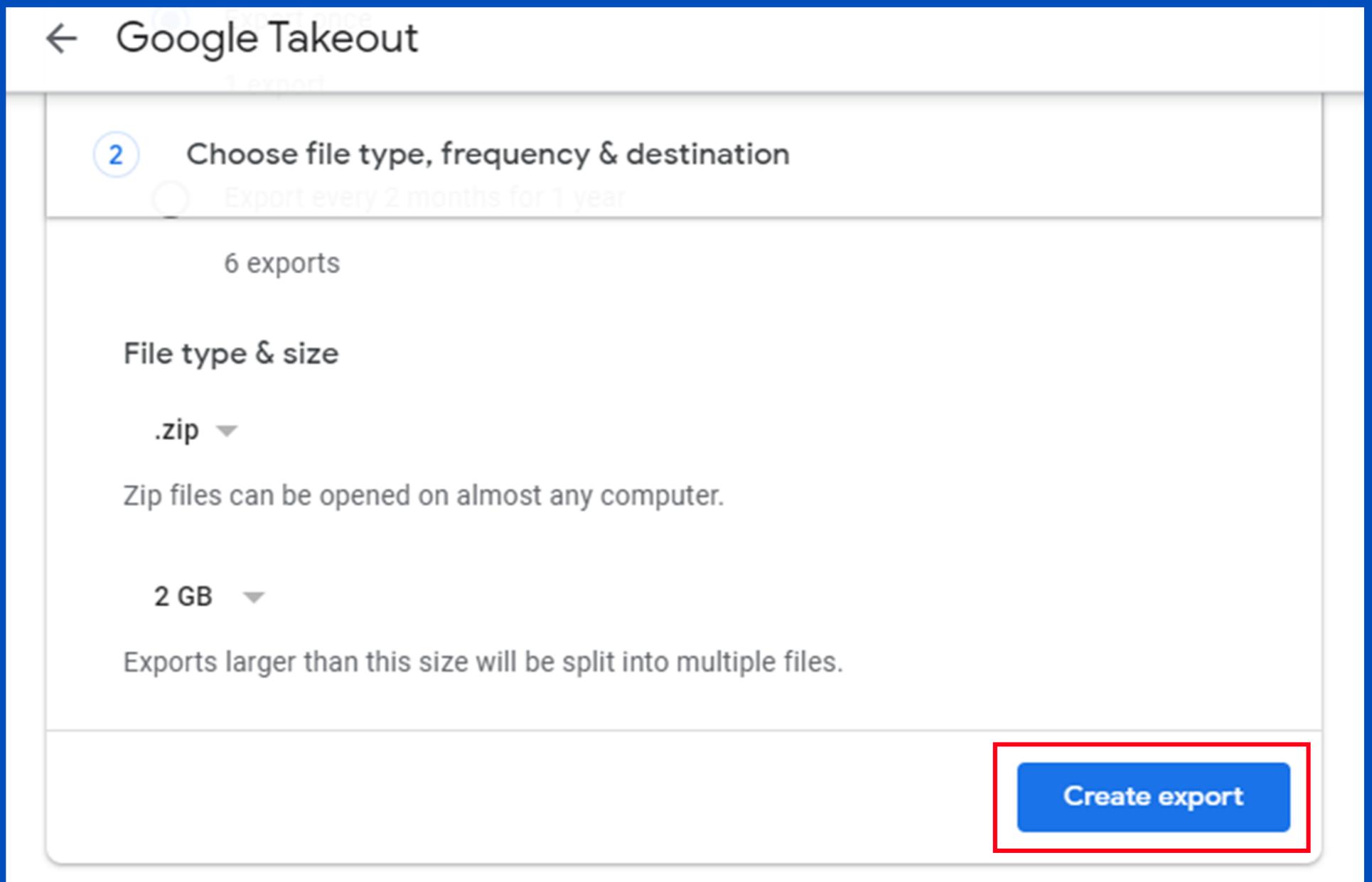
→ **Click "Select all"**

→ **Scroll down & Click "Next step"**

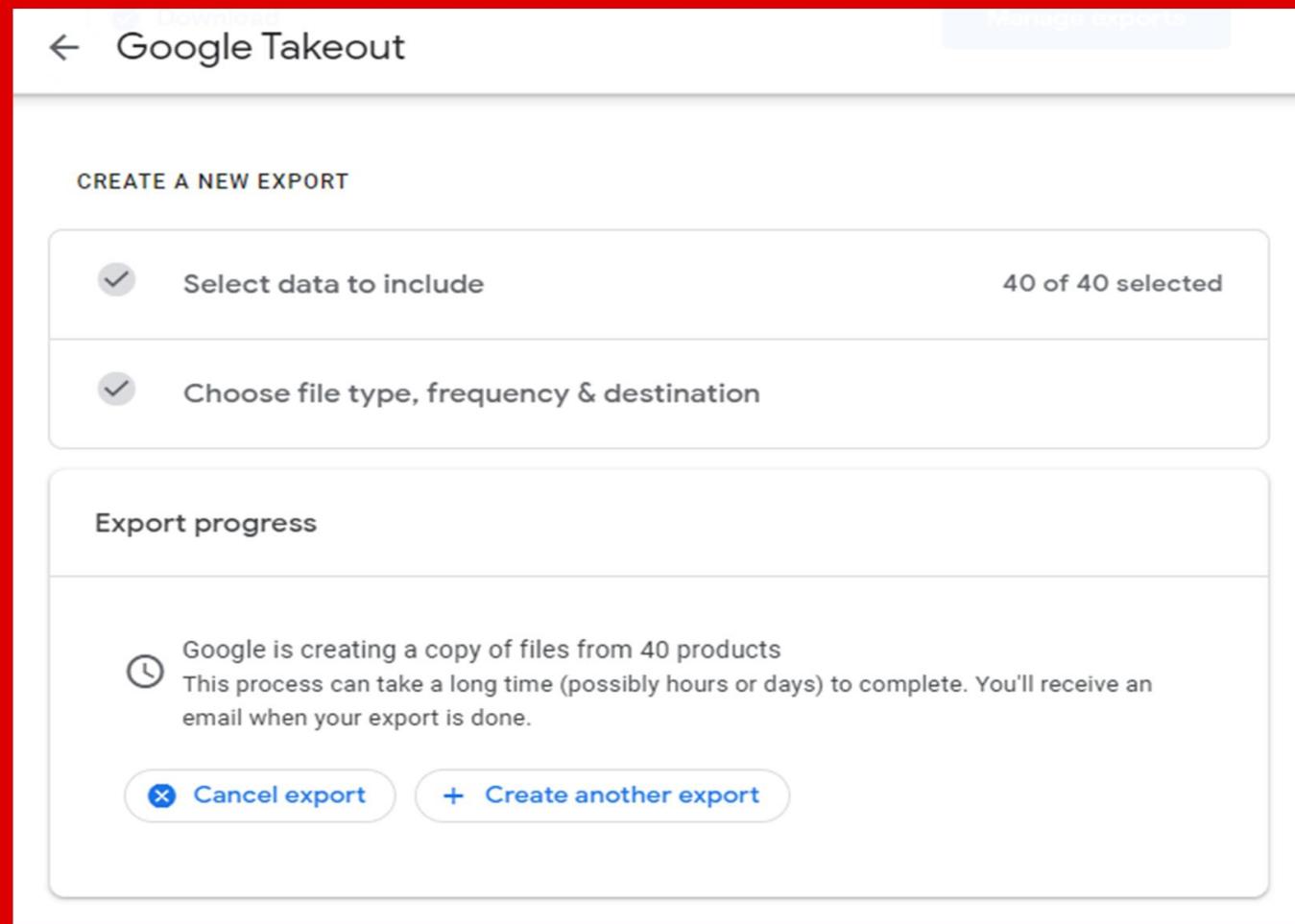
The screenshot shows the 'Select data to include' step for 'Products'. At the top, it says '0 of 40 selected'. Below is a section for 'Access Log Activity' with a 'Select all' button highlighted by a red box. A note says: 'Due to the size of content found in the Access Log Activity product, exports may take longer to process.' Below this are buttons for 'Multiple formats' and 'All activity logs selected'. Another section for 'Arts & Culture' follows, with a checkbox next to its name.

The screenshot shows the 'Select data to include' step for 'Street View'. It says '40 of 40 selected'. Below is a section for 'Tasks' with a checked checkbox, and a 'JSON format' button. At the bottom right is a large blue 'Next step' button highlighted by a red box.

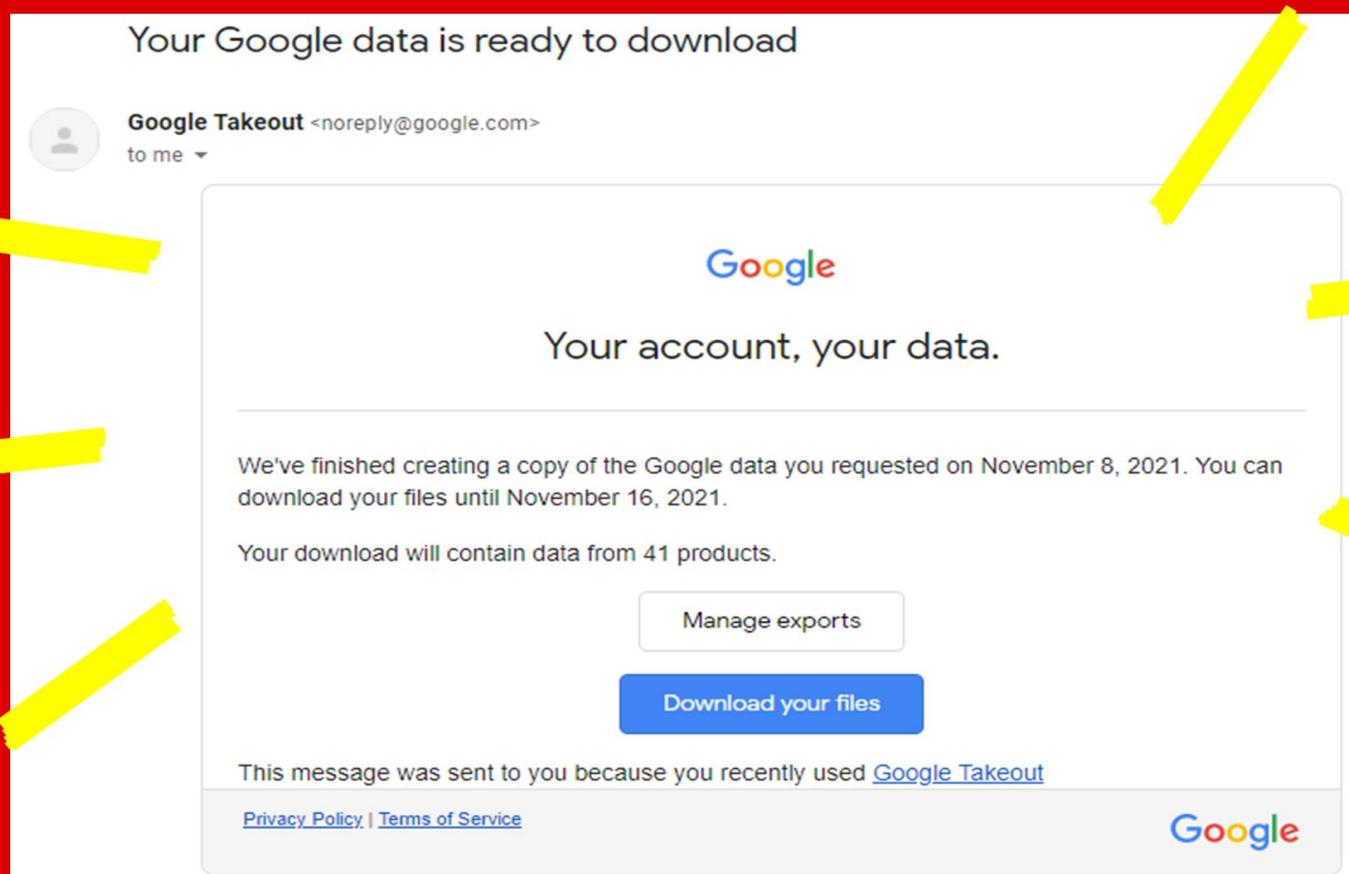
**Step 4 : Under "Choose file type, frequency & destination"**  
→ Click "Create export"



## **Step 4 : All set!**



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