# GOOGLE TAKEOUT AND TRANSFER

## OPTION 1: MIGRATING DRIVE AND GMAIL FILES TO A PERSONAL GOOGLE ACCOUNT.

You can copy and transfer these kinds of files from your school account to another Google Account:

- Email in Gmail (not contacts, chats, or tasks)
- Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)
- Unrestricted documents in My Drive that you have comment or edit access

The original files stay in your school account. Any changes you make to the copied files don't affect the originals. To use this option you need to have or to create a personal Google Account.

**Start the copy process**

1. On your school account, go to Transfer your content. https://takeout.google.com/transfer
2. Enter the email address of your personal Google Account where you want to copy your content.
3. Select Get code.
4. On your personal Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
6. Choose the content you'd like to copy, then select Start transfer.

**Key info**

- The copy process usually happens within a few hours, but it can take up to a week.
- Copied files might appear in batches on your Google Account during the copy process.
- When your files are finished copying, you'll get an email at your Gmail address.
- Comments are copied; revision history is not.
- Gmail: Copied content will have a label with your school account name and the date you started the copy process.
- Drive: Copied content will be in a folder labeled with your school account name and the date you started the copy process.

For more information about this process check out the Help file https://support.google.com/accounts/answer/6386856

## OPTION 2: DOWNLOAD YOUR DATA

Not all documents can be transferred. For those, and if you do not want to transfer to a personal Google Account, there is the Download your data option.

First select which of your data to include

1. Visit the Download your data page. https://www.google.com/settings/takeout
2. Choose which Google products to include in your download. To see more details and options for a product, select the Down arrow.
3. Select Next.
4. Choose your archive's "File type."

Next, choose how your archive is delivered

When your archive is created by using one of these options, you will get an email with a link to its location. Depending on the amount of information in your account, this process could take a few minutes or several hours. Most people get the link to their archive the same day that they request it.

The two most popular options are to Send download link via Email or to Add to Drive. Select one of these options and then Create Archive. Download the Archive to your computer.

For more information about this process check out the Help file https://support.google.com/accounts/answer/3024190

## NOTE FOR STAFF

Staff must not transfer or download private or confidential information external to the system. This needs to be considered before transferring email or documents. You may need to forward or download individual emails and documents instead of completing a bulk transfer.