



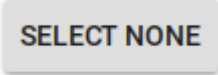
# Transferring your school Google files


Graduating seniors and leaving staff in Frederick County may no longer have access to their school Google accounts after a specified amount of time. We highly recommend using the Google Archive or Transfer features to create copies of your data in Drive, Gmail, etc.

There are two options that you can utilize.

**OPTION A.** This process will create an archive file that will contain any of your school information that you choose to keep.

To use Google's Archive steps:

1. Go to [takeout.google.com](https://takeout.google.com)
2. Scroll down and press  to deselect all of the Google products listed.
3. Check off only those Google products you wish to create an archive of.
4. Scroll to the bottom of the page and click "Next."
5. Click the blue "Create archive" button. Leave the file type as a .zip and leave the delivery method as "Send download link via email"
6. On the next screen, you will get a notification stating your archive is being prepared.
7. Once the archive is completed, you may receive an email notification that will contain a link for you to download. We recommend that you have a USB drive of some type to transfer your files to after complete. Students might not receive this link.
  - a. It might be preferable for students to wait until the archive process has completed so that they receive the link on the archive page rather than never getting an email message.

Archive	Created on	Available until	Details
Bookmarks less than 1 MB	April 18, 2018	April 25, 2018	▼  <b>DOWNLOAD</b>

- b. At any time while your account is active, you may get to your download links from the Manage Archive screen.

**OPTION B.** The Archiving option above works well, but you will be presented with a large file that all of your information will be located in. In order to just have everything placed into your personal Google account as you would see it on your school account, use the directions below.


# ***Make sure you complete this step on a home computer and not at school so that you can keep your downloaded file!***

One slight warning on this method, it has been reported that Google doesn't always transfer all of your files. Please verify what has been transferred if possible.

To use Google's Transfer steps:


1. Go to [myaccount.google.com](https://myaccount.google.com)
2. In the Personal Info and Privacy section, click on "Control your content."
3. In the second section, click on the blue words "Start Transfer".
4. Follow the steps that you are presented with.
  - a. Enter your personal Google account email address.

## 1. Enter a destination account

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

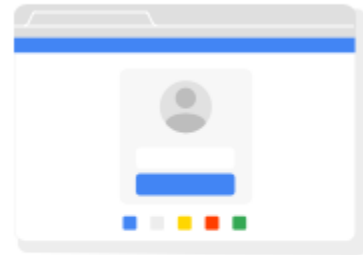
Enter an email address

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

SEND CODE

- b. Check this account for your verification code and then enter for step #2.
  - c. Select your Google Drive files, but NOT your email.
5. After completing these steps, you will receive a message stating that it may take up to a week for the transfer to complete. Gradually you will see your files appear in your personal Google account. They may be out of order which means you may need to sort them at a later date.



Please contact IT if you have any questions regarding the Google Archive process!