Below is some information to help you transfer data from your school Google account to a personal Google account. **Please have this completed prior to turning in your laptop. You will not have time to transfer content on that day!**

Your school Google account will be active until Sept. 2. After that, you will have not have access to your account.

Below are two ways to easily transfer your school Google content to your personal Google account. (If you have any items saved on your computer's hard drive, move them to your Google account before beginning this process.)

1. Transferring your data from your school account to your personal account:
   a. First, create a personal Google account (if you don't have one already).
   b. Then, log back into your school Google account and go to
      https://takeout.google.com/transfer
   c. Follow the simple instructions.
   d. _Please note that there is a size limit of your personal Google account._ If you exceed the limit, you will need to purchase additional storage space.
2. Downloading your data from your school account to another device - flash drive, zip file,
   a. Another way is to export your Google account data is to download as a .zip file.
   b. Go to: https://takeout.google.com/settings/takeout and follow the instructions.
   c. _Depending on how much data you are saving and your internet speed, this could take a very long time (hours or possibly days) to create. You will receive an email when your archive is complete._

If you have any issues, please submit a Tech Help Desk request.

Best of luck on your future endeavors!

Jayne Beale, GISD Tech Director