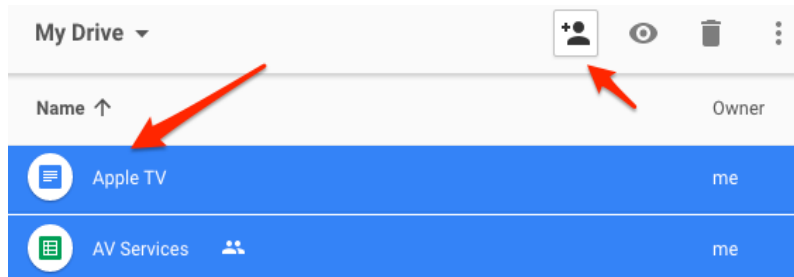


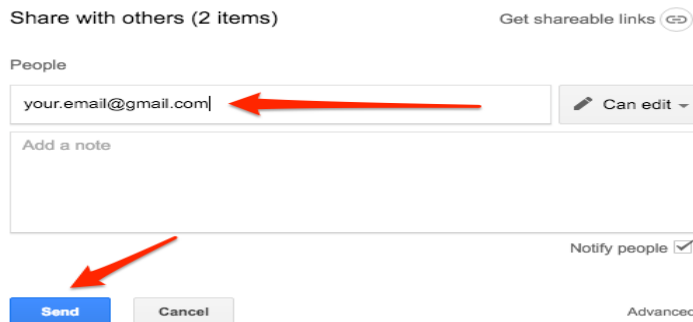
Seniors - Shortly after graduation, your Google/Collab accounts will be deactivated, so if there is anything that you would like to keep, this document will walk you through the easiest way to make that happen!

If transferring to your personal @gmail.com account:

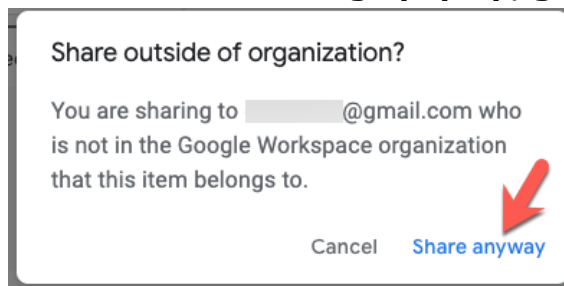
1. Navigate to Collab and open your ISD 196 Google Drive
2. To select all your files select Command A (on Mac) Ctrl A (on PC), then click the "Share" icon.



3. Add your personal email address, and click "Send"



4. You'll see this message pop up; go ahead and click, "Share anyway"



5. To locate your files log into your personal Gmail, navigate to your Drive, click "Shared with me"

If downloading to your personal computer:

1. On **YOUR** computer, navigate to Collab and access your 196 Google Drive
2. Open up a new browser window, and go to www.google.com/takeout/
3. Follow the wizard, selecting the files you wish to export into an archive.

1 Select data to include

Currents Stream
Your Currents posts, collections, and other contents. [More info](#) ☐

Multiple formats All Currents Stream data included

Data Shared for Research
Responses saved with your Google Account from your participation in Google research studies and projects. ☐

Multiple formats

Drive
Files you own that have been stored in your [My Drive](#) and [Computers](#). [More info](#) ☐

Multiple formats Advanced settings All Drive data included

Fit
Your Google Fit data, including your workouts, sleep data, and daily metrics like steps and distance. ☐

Multiple formats All Fit data included

4. Select the method of delivery:

2 Choose file type, frequency & destination

Delivery method

☒ Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

☒ Export once
1 export

☐ Export every 2 months for 1 year
6 exports

File type & size

☒ .zip

Zip files can be opened on almost any computer.

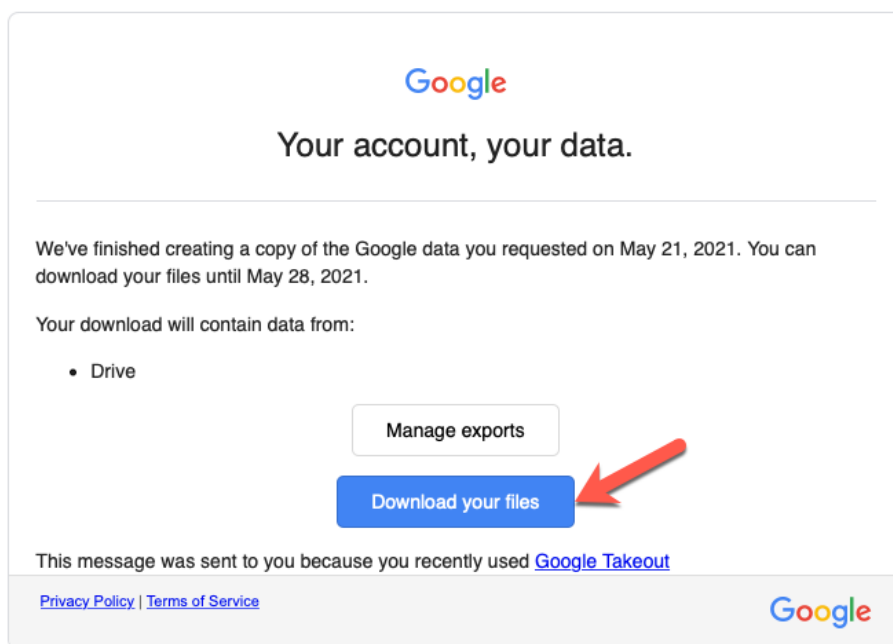
☒ 2 GB

Exports larger than this size will be split into multiple files.

[Create export](#)



5. When your files are ready you will get an email with a download link. Save that file to your local computer. You will be able to open your documents, presentations, and spreadsheets with Microsoft Office or any other comparable productivity suite (Open Office, iWork, etc.)



If using your iPad and Google Takeout (Personal Gmail Required)

1. Open the Chrome app on your iPad. Sign into your Collab (Google). Open up a new browser window go to takeout.google.com/transfer.
2. Enter the email address of the destination Google account – this is where your files will be copied and saved to.

1. Enter a destination account

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

[Enter an email address](#)


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


3. Click "Send Code" and a code will be sent to your personal account. NOTE: This code is only active for 24 hours.




4. **Go to your personal email & copy the verification code to paste into the Takeout Menu. From your school account, return to takeout.google.com/transfer and paste in the verification code, then choose "Verify".**

2. Verify your destination account

Check your [redacted]@gmail.com 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 


 **VERIFY** [RESEND CODE](#)


5. **Choose the content you want to copy. You will have the option to copy Google Drive contents as well as email messages. Gmail contacts and to-do lists will not be transferred. Click "Start Transfer" to initiate. This process can take up to a week, but you will receive an email notification in your personal Gmail account once it's complete.**


✓ 1. Code sent to [redacted]@gmail.com



✓ 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](#) 






 [redacted]@apps.district196.org →  [redacted]@gmail.com

Product	Details	
 Drive	My Drive files, Files you own	
 Gmail	All mail	

Copy and transfer to [redacted]@gmail.com [Change](#)

 **START TRANSFER**

Gmail:

- **All copied messages will be labeled with your school account name and the date you started the copy process.**
- **Contacts and tasks will NOT transfer**

Google Drive:

- **All content will be copied into a folder labeled with your school account name and the date you initiated the copy process.**
- **You will become the owner of ALL the copied files.(This does NOT change ownership of the original files in your school account that may be shared)**
- **Not all shared files copy over - only those that you have "Added to Drive"**
- **Comments are copied but revision history is not**
- **Permission on copied files will be set to "private", but you can change the sharing settings if you choose.**

