



Acalanes Graduating Seniors and AUHSD Google Apps for Education accounts.

After you graduate, your student GAFE account, (that includes your @ahusdschools.org email account, docs, spreadsheets, presentations, etc) will be deleted. If you want to keep items that you created and saved using these tools, you must share those items with your personal Google account.


Google Docs, Sheets, or Slides

- Use the Ctrl button to select multiple files then select  to share the files with your personal Gmail account
- If you have your docs, sheets or slides in folders then you can share the folders with your personal email account.

In order to maintain access to all Google sites that you have created using your AUHSD GAFE account you must transfer ownership to a personal Gmail account.

- Log in to your AUHSD Google account. Click on  and select **Sharing and Permissions**
- In the **Invite People** box, type your personal Gmail address. From the dropdown menu, make sure you select **Owner**
- Make sure you have clicked the “**Send email notifications**” box. Do this process for each Google site that you have created.
- Now you will have access to the sites you created using your AUHSD account

In order to maintain access to the Blogs created using your AUHSD GAFE account, you must move your blog to your personal Google account

- Log in to Blogger. You will see a list of your blogs
- Next to the blog you wish to share, select the More Options button 
- Select **Settings** from the dropdown list
- Select **Basic** and you will see Permissions. Type your personal email address in the **Add Authors** box. You will receive an email invitation to edit the blog. You **MUST** accept this invitation prior to accessing the blog
- Once you have accepted the invitation you can change your role to **Admin**

If you have any questions or concerns, please contact your teacher and/or librarian.