Google Apps for Education:
Information for Graduating Seniors

Seniors,

Your AUHSD Google Apps for Education accounts will be closed on Monday, June 16th.
The district recommends that you take steps on your own now if you want to continue to
access your files you have created in your auhsdschools.org account, sites you have
created in Google Sites, and email in your auhsdschools.org account.

Here's a quick checklist of things you need to do in order to not lose any valuable files.

   ✓ If you don't already have one, get a personal Gmail account.

   ✓ Start migrating emails to your personal Gmail account now and give that address
      to people who need to reach you after graduation.

   ✓ Transfer ownership of Google Sites to your new Google account.

   ✓ Archive your data using Google Takeout, or export your data directly from Apps.

To change ownership of Google Sites:

1. Log in to your Google Apps at auhsdschools.org as usual. Click on the "More
   Actions" button, then click on "Site Permissions."

2. In the Sharing Settings dialog box, add your new Gmail address in the "Add
   people" box. Choose "Is owner" from the drop-down menu to the right. Be sure to
   check the option to send email notifications. Click the Share button and close.

3. Your new personal Gmail account will soon receive an email with the URL of
   your Google file. Do this for every file that you have created using your Google
   Apps at auhsdschools.org account.

4. After you graduate you will be able to access your Google Sites using your new
   Google account. Just go to Google and log in with your new user name and
   password.

To Save Your Contacts in Email

You can quickly export your Gmail Contacts list into a CSV file. From that file you can
load your contacts into your newly created Gmail account. The process on doing that is
located at https://support.google.com/mail/answer/24911?hl=en.

Using Google Takeout

The easiest way to migrate your data from your @auhsdschools.org account is to use "Google Takeout" (https://www.google.com/settings/takeout) to archive your email, Google Drive documents, presentations, spreadsheets and YouTube videos you created. This process should be done at home since you will want the data stored on your hard drive at home and the process takes a significant amount of time depending on the amount of stored material. You can then upload the archive into your personal Gmail account.

OTHER OPTIONS

You can also individually download and then share to your new account each of the files, folders, projects you want to keep. Google has a support page dedicated to that process at https://support.google.com/a/answer/100458.