CAMPOLINDO HIGH SCHOOL
GRADUATING SENIORS and AUHSD GOOGLE APPS FOR EDUCATION ACCOUNTS

After you graduate, your student GAFE (Google Apps for Education) account will be deleted. This account includes your @auhsdschools.org email account, all files that you have in Google Drive (docs/spreadsheets/presentations/etc.), all blogs that you created with this account, and all Google Sites that you created with this account.

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 Drive, Docs, Sheets, Slides, etc.:

- Use the CTRL or SHIFT button to select multiple files, then select ⁺👤 to share the files with your personal Google account.
- If you have your files in folders, then you can share the folders with your personal Google account.

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

- Log in to your AUHSD Google account and your Google site. Click on ⚙ and select **Sharing and Permissions**.
- In the **Invite People** box, type the email address associated with your personal Google account. From the dropdown menu, make sure you select **Is owner**.
- Make sure that you have clicked the **Notify people** box.

Do this process for each Google Site that you own. You will then have access to the sites that your created using your AUHSD GAFE 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 that 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.