## Take Your Google Drive Files With You When You Leave!

Do you want to access the files in your Google Drive after you leave the district? Follow the instructions to make sure that you have access to your files for college, work, or personal use.

## Option 1

This option is a good choice if you want to transfer all of your school files into another Google account. If your school Google account has more that 15 gigabytes of data, you can either choose to pay for additional storage or use Option 2: Google Takeout.

1. <b>Log into</b> your Google Apps For Education account	Colton Joint Unified School District Login to your Cotton Joint Unified School District Google Apps Account Username herg8456 Password 
2. Go To takeout.google.com/transfer	Transfer your content      Orge and rearding your content      Orge and rearding your content      Depth and another Google Account      I. Enter a destination account      Inter the Google Account that will becauve your      transfered content. Learn mice: @      Depth have a Google Account it      Select content to copy and transfer      Select content to copy and transfer
<ol> <li>Enter the Google account you would like to use to transfer your data.</li> <li>Select "SEND CODE"</li> </ol>	1. Enter a destination account   Enter the Google Account that will receive your   transferred content, Learn more   Enter @gmail.com   msltyler@gmail.com   Don't have a Google Account? Create account   SEND CODE   . Verify your destination account   3. Select content to copy and transfer

<ul> <li>4. Select "Get confirmation code"</li> <li>The confirmation code will be valid for 24 hours.</li> </ul>	Verify your account A request was made to transfer content to your account from <u>Jauren_tytergoejuse.net</u> . Get a confirmation code below to verify this account. The code will be valid for 24 hours. Learn more Not expecting this email? Do nothing and no content will be transferred.  Cet confirmation code This message was sent to you because you recently used Googles Transfer your content service. Privacy Policy   Terms of service
<ul> <li>5. Check your alternate Google email and find the "Verify your account" email from Google.</li> <li>6. Open the email to find your confirmation code.</li> </ul>	Sign in with lauren, tyler@cjusd.net and enter the confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts Help Center 12.
<ol> <li>7. Navigate back to takeout.google.com/transfer and enter your code.</li> <li>8. Select "VERIFY"</li> </ol>	2. Verify your destination account Check your mstyler@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 12 Fite me B55E9546 VERIFY RESENTED
<ul> <li>9. Select the items you would like to transfer.</li> <li>10. Select "START TRANSFER"</li> </ul>	LAUREN TYLER   lauren_tyler@cjusd.net     Product   Details   Imail   Orive   My Drive files, Files you own   Imail   Imail   Imail   Imail   Imail   Imail   Imail     Imail<
11. If there is not enough room on your personal Google account, you will get an error message. You can choose to upgrade your personal account or use Option 2: Google Takeout.	Copy and transfer to msltyler@gmail.com Change Destination account doesn't have enough storage for this transfer Upgrade storage ID START TRANSFER

## Option 2

This is a good choice if you do not have enough storage in your personal Google account or if you would like to download all of your data onto a computer. You will need to download the files on a PERSONAL COMPUTER (non-school) in order to access them after you leave.

1. <b>Log into</b> your Google Apps For Education account	Colton Joint Unified School District Login to your Colton Joint Unified School District Google Apps Account Username herg8456 Password 
2. Go To google.com/takeout	Create an archive with your data from Google products.
3. <b>Choose</b> which files you want to save.	31   Calendar   All calendars
Green "✔"files will export	Microsoft Powerpoint and 3 other formats       Fit     All data types       Google Photos     All photo albums
Grey "X" will NOT export	Google Play Books All books HTML format
4. <b>Scroll</b> to the bottom of the page and select "Next"	My Maps   Profile   YouTube   All data types   OPML (RSS) format

	✓ 17 products selected	
	Customize archive format Choose your archive's file type and whether you want to download it or save it in the cloud.	
5. Select "Create Archive"	File type Delivery method	
	.zip       Send download link via email         Zip files can be opened on almost any computer.       After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.         Create archive       Create archive	
6. Your archive will begin downloading	Almost there We're preparing your archive. It may take some time to complete your archive. Don't worry, we'll email you when it's ready. Archive Created on Available until Details	
	An archive of 17 products is currently being prepared 99% complete - Data collected: 2.2 GB	
	Create another archive Manage archives	
7. When it is finished, you can see your files by <b>selecting</b> "Show Exports"	Almost there S finished, you can S by selecting It may take some time to complete your archive. Don't worry, we'll email you when it's ready. It may take some time to complete your archive. Don't worry, we'll email you when it's ready.	
Google will also email you the link. You only have one week to download the files on your personal computer.	ArchiveCreated onAvailable untilDetails17 products 16.36 GBApril 27, 2016May 4, 2016Show exports	
	Create another archive Manage archives	
8. When you are on your PERSONAL HOME COMPUTER, " <b>Download</b> " your files	Download / View archives ×	
	Since this archive is too big for a single file, we've split it into 9 handy packages.	
	Part 1 of 9 (1.99 GB)	
	Part 2 of 9 (1.66 GB) <b>Download</b>	