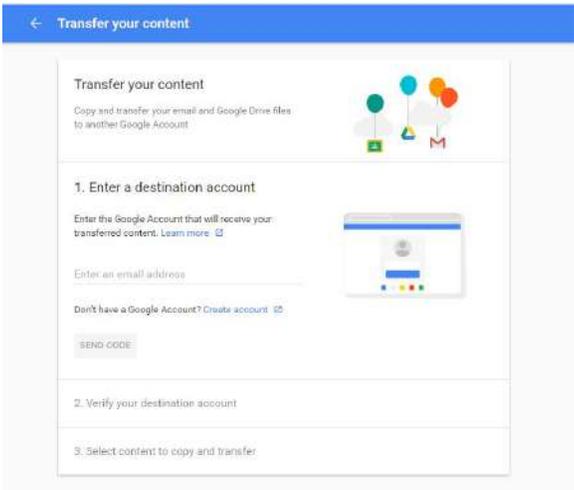
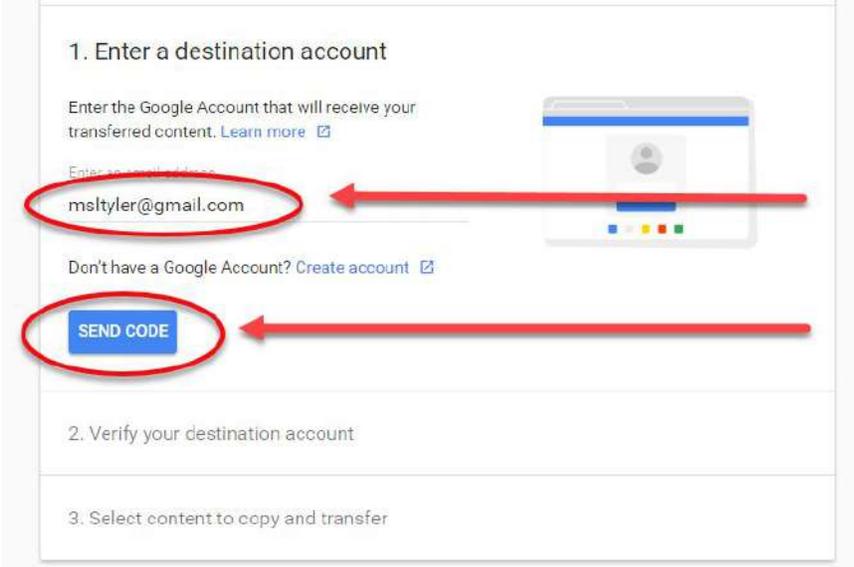


Take Your Google Drive Files With You When You Leave!

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.

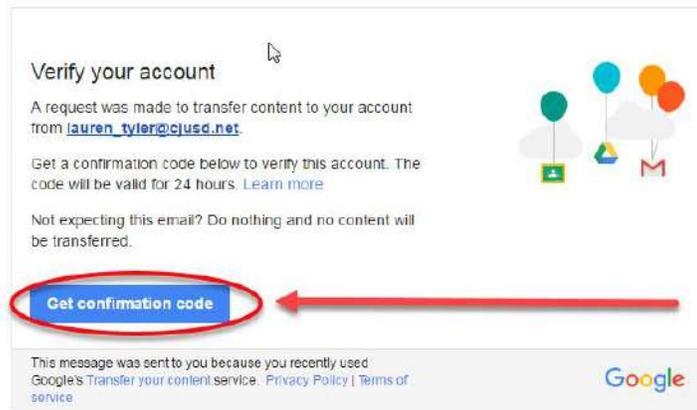
Option 1

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 than 15 gigabytes of data, you can either choose to pay for additional storage or use Option 2: Google Takeout.

<p>1. Log into your Google Apps For Education account</p>	
<p>2. Go To takeout.google.com/transfer</p>	
<p>3. Enter the Google account you would like to use to transfer your data.</p> <p>4. Select "SEND CODE"</p>	

4. **Select** "Get confirmation code"

The confirmation code will be valid for 24 hours.



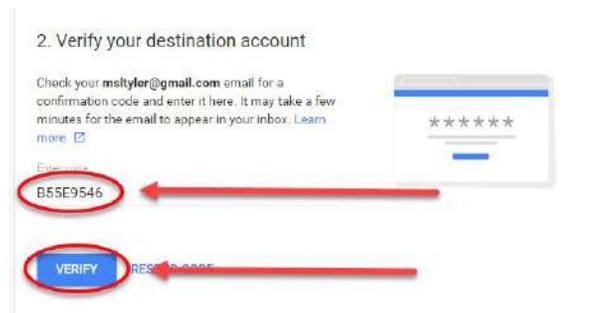
5. **Check** your alternate Google email and find the "Verify your account" email from Google.

6. **Open** the email to find your confirmation code.



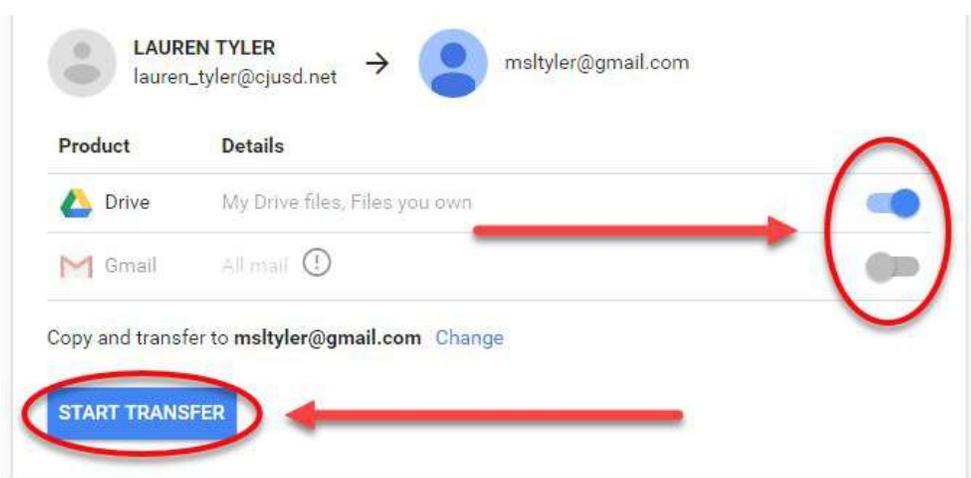
7. **Navigate** back to takeout.google.com/transfer and enter your code.

8. **Select** "VERIFY"



9. **Select** the items you would like to transfer.

10. **Select** "START TRANSFER"

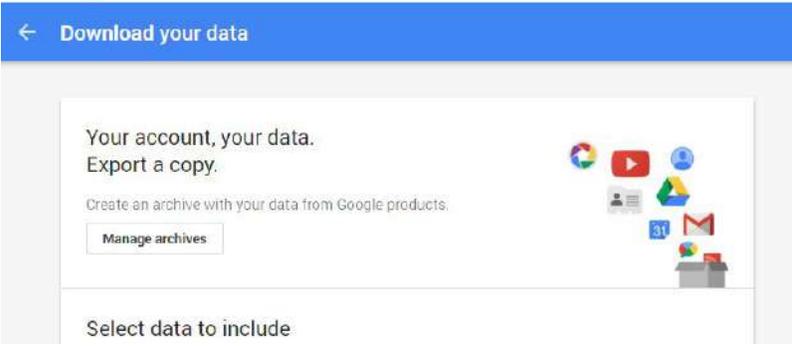
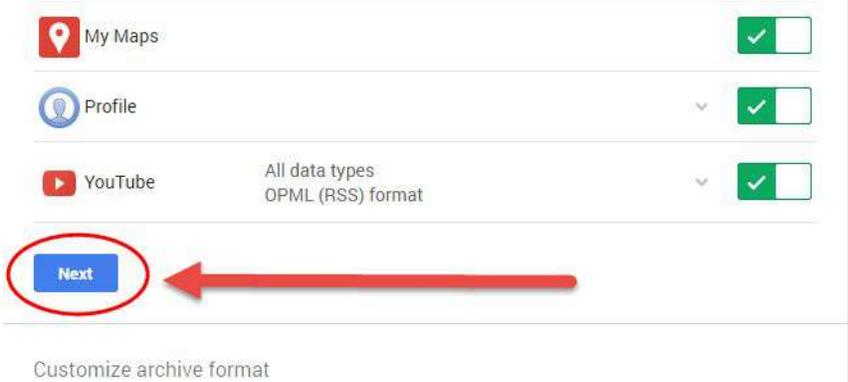


11. If there is not enough room on your personal Google account, you will get an error message. You can choose to upgrade your personal account or use Option 2: Google Takeout.



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.

<p>1. Log into your Google Apps For Education account</p>	
<p>2. Go To google.com/takeout</p>	
<p>3. Choose which files you want to save.</p> <p> Green "✓" files will export</p> <p> Grey "X" will NOT export</p>	
<p>4. Scroll to the bottom of the page and select "Next"</p>	

5. Select "Create Archive"

✓ 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.

File type
..zip

Delivery method
Send download link via email

Zip files can be opened on almost any computer. Archives larger than 2GB will be split into multiple .zip files.

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

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 selecting "Show Exports"

Google will also email you the link. **You only have one week to download the files on your personal computer.**

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
17 products 16.36 GB	April 27, 2016	May 4, 2016	Show exports

[Create another archive](#) [Manage archives](#)

8. When you are on your PERSONAL HOME COMPUTER, "Download" 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) [Download](#)

Part 2 of 9 (1.66 GB) [Download](#)