

Getting Ready to Graduate?

Want to take all of your docs and email with you?

Copy content from your school Google account to another Google account

Takeout Download - <https://takeout.google.com/settings/takeout>

Settings to export a copy of your stuff to a .zip file on a computer

Takeout Transfer - <https://takeout.google.com/transfer>

Transfer mail and documents to another Google account

















Google Takeout Download

<https://takeout.google.com/settings/takeout>

1 Select the Google applications you want to download your data from. Click Next

Select data to include

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. [Learn more](#)

Product	Details	Select none
 Android Pay		<input checked="" type="checkbox"/>
 Blogger	All blogs	<input checked="" type="checkbox"/>
 Bookmarks		<input checked="" type="checkbox"/>
 Calendar	All calendars	<input checked="" type="checkbox"/>
 Chrome	All Chrome data types	<input checked="" type="checkbox"/>
 Contacts	vCard format	<input checked="" type="checkbox"/>
 Drive	All files Microsoft Powerpoint and 3 other formats	<input checked="" type="checkbox"/>
 Fit	All data types	<input checked="" type="checkbox"/>
 Google Photos	All photo albums	<input checked="" type="checkbox"/>
 Google Play Books	All books HTML format	<input checked="" type="checkbox"/>
 Groups		<input checked="" type="checkbox"/>
 Handsfree		<input checked="" type="checkbox"/>
 Hangouts		<input checked="" type="checkbox"/>
 Hangouts on Air		<input checked="" type="checkbox"/>
 Keep		<input checked="" type="checkbox"/>
 Mail	All mail	<input checked="" type="checkbox"/>

2 Set the file type, size of the zip files and export method.

Export Options are –

Send Download Like Via Email

Add to Google Drive for download later – Added as a file in Google Drive

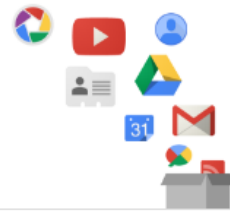
Upload to a Microsoft OneDrive account – Provide account credentials for Microsoft Account

Upload to a DropBox Account - Provide Account credentials for your DropBox Account

Your account, your data.
Export a copy.

Create an archive with your data from Google products.

[Manage archives](#)



✓ 20 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

Zip files can be opened on almost any computer.

Archive size (max)

2GB

Archives larger than this size will be split into multiple files.

Delivery method

Send download link via email

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](#)

3 The files will take some time to be ready to download.

Google Takeout Transfer


<https://takeout.google.com/transfer>

1 Enter a destination account, click Send Code

You will need to have a non-NESD google account to transfer into.

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

Don't have a Google Account? [Create account](#)

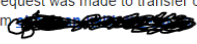
2. Verify your destination account

3. Select content to copy and transfer

2 Verify your Destination Account

Log into your destination account and get the numeric code. Copy and paste it into the Google Transfer field.



Verify your account

A request was made to transfer content to your account from 

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.

This message was sent to you because you recently used Google's Transfer your content service. [Privacy Policy](#) | [Terms of service](#)








3 Select content to copy and transfer



Select Drive and/or Gmail and click start


3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



  →  

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to @gmail.com [Change](#)

START TRANSFER