

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

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

Transfer mail and documents to another Google account

Google Takeout Download

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

2 Set the file type, size and export method.

Options are - Link to download, Add to Google Drive for download later, upload to a Microsoft OneDrive account, upload to a DropBox Account

Google Takeout Transfer

1 Enter a destination account, click Send Code

Need to have a non-NESD google account to transfer into.

2 Verify your Destination Account

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

3 Select content to copy and transfer

Select Drive and/or Gmail and click start