



Migrating Content From Your South Windsor Google Apps Account

When preparing to leave South Windsor Public Schools, you can take all or some of the work you have produced or stored within Google Apps with you. Shortly after leaving South Windsor, your account will be removed and any work not taken will no longer be accessible. There are two ways to take your work out of Google, please see the appropriate process below.



Complete one of the below processes no later than August 3, 2020

I Have a Personal Google Account

If you have a personal Google account or sign-up for a new one, you can transfer content from your South Windsor account to your personal Google account. The files created with a Google Apps (Docs/Sheets/Slides) will transfer over in their native Google format.

On your school account, go to <https://takeout.google.com/transfer>

Enter the email address of the Google Account where you want to copy your content.

Select **send code**.

On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select **Get confirmation code**. A new tab will open with a code.

On your school account, go back to the "Transfer your content" page. Enter the code, then choose **Verify**.

Choose the content you'd like to copy, then select **Start transfer**.

Details about the copy process

- The copy process usually happens within a few hours, but it can take up to a week.
- Copied files might appear in batches on your Google Account during the copy process.
- When your files are finished copying, you'll get an email at your Gmail address.

Additional information on this process can be found at: <https://support.google.com/accounts/answer/6386856>

I Do Not Have a Personal Google Account

If you do not have a personal Google account, you can download your work as a compressed file by completing the steps below. This files can be saved to another computer, an online storage platform, or thumb drive.

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

You might have to sign in to your Google Account.

Choose which Google products to include in your download.

When downloading your Drive items, be sure to select a format that you will be able to access in the future. PDF is a good option if you are unsure what applications you will have available in the future

Select **Next**.

Choose your archive's "File type." The default type ".zip" is the most common.

Choose your delivery method. If you have a personal DropBox, OneDrive or Box account you may send the archive directly to it. If you have a personal Google account, it is recommended you use the transfer method to the left.

Choose **Export once**.

Select **Create Archive**.

Additional information on this process can be found at: <https://support.google.com/accounts/answer/3024190?hl=en>