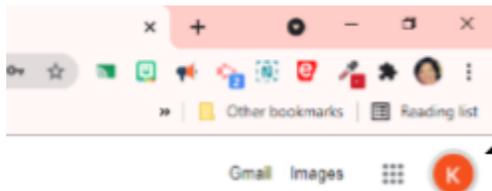
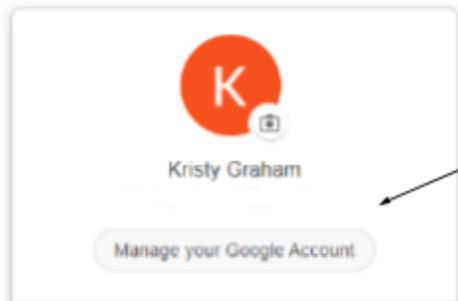


## Transferring Your Content from a Work to Personal Google Account

- Choosing to transfer your content will copy and transfer your email and Google Drive files to another Google Account.
- Personal Google accounts have 15 GB of storage space. Transferring your content moves everything in your Drive or Gmail. Be sure you have space in your personal account to accept it.
- Emails will be sent to your inbox. Drive files will be placed in a folder within Drive. These files are not deleted from your @smccolts.com account.
- Please DO NOT delete any documents related to your students or curriculum that the next teacher will need. Leave them in your account or transfer ownership to the appropriate person.



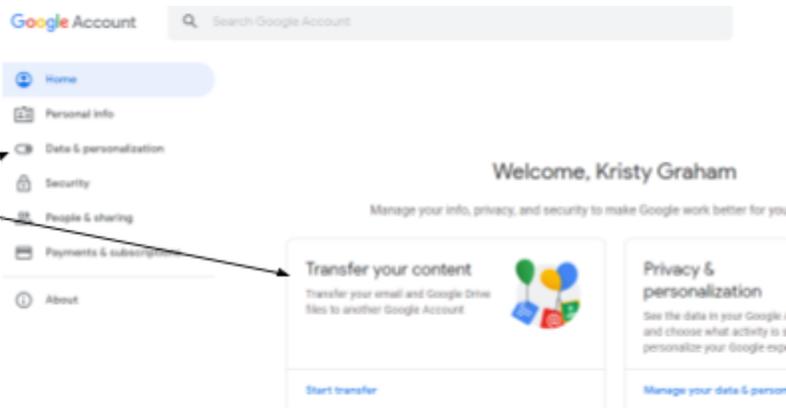
Click on Google account picture/icon.



Choose Manage your Google Account.

\*If you do not see this option, you may have clicked on your Chrome profile pic. The account picture/icon is the bottom one.

Choose **transfer your content** on the home screen or data & personalization menu.



Enter personal Gmail account and send code.

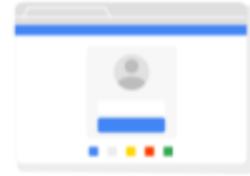
### 1. Enter a destination account

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

Enter an email address

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

SEND CODE



Get code from personal email and enter it here.

### 2. Verify your destination account

Choose what to transfer: Gmail and/or Drive.

### 3. Select content to copy and transfer