



Information Technology Department

Google Data Migration When Leaving the Middleborough Public Schools

For any member leaving the Middleborough Public Schools, you must complete one of the options below no later than July 31st if you wish to retain your Google Data. Accounts for those no longer associated with the Middleborough Public Schools will be deleted on or after August 1st of each year. Please see the directions below for two options to take your Google data with you. If you wish to take data stored in your H: drive, move that data to Google Drive before beginning either option below.

Video Tutorial

Option 1: Copy Files (Drive and Gmail only) to a Personal Google Account

- 1) You must have a personal Google account prior to initiating the steps below. If you do not have one, please [access this link to create one](#).
- 2) Sign in to your Middleborough Google Account and your personal account.
- 3) Make sure you are in your Middleborough Google Account to start. You can verify this by clicking on your profile image or icon in the upper right corner to see that you are in your @middleboro.k12.ma.us account.
- 4) Go to takeout.google.com/transfer
- 5) Enter the email address of your personal Google account as the destination account and click send code. Keep this window open.
- 6) Check your personal Gmail for an email from Google with the subject “verify your account”.
- 7) In that email you will click the button “Get confirmation code”. A new tab will open with the confirmation code.
- 8) Copy the confirmation code. This code is only valid for 24 hours so you must complete the following steps within this window of time.
- 9) Return to the Google Takeout screen under your Middleborough account from number 5 above.
- 10) Paste the confirmation code in step 2 “Verify your destination account” on the Takeout screen.
- 11) Click Verify.
- 12) In step 3 “Select content to copy and transfer” you will see that your Middleborough account is set to transfer content to your personal account. You can toggle on or off Drive and Gmail to have said data transferred from your Middleborough account to your personal account. Select one or both data sources by turning the toggle so that it is blue.
- 13) Click Start Transfer to initiate the process. It may take up to one week to transfer your data and this depends on how much data is being transferred. You will receive an email to confirm that the transfer is complete.

Option 2: Export Data When You Do Not Have a Personal Google Account

- 1) Sign in to your Middleborough Google Account.
- 2) Go to takeout.google.com
- 3) Step 1 on the Google Takeout screen will ask you to “Select data to include”. Check what products you want to extract data from.
- 4) Once you have selected all of your products, click Next Step.
- 5) Step 2 on the Google Takeout screen will ask you to “Choose file type, frequency & destination”.
 - a) Select your delivery type “Send download link via email”.
 - b) Select the frequency as “Export once”.
 - c) Select “.zip” and 2 GB as the file type & size.
- 6) Click Create export.
- 7) You will receive an email when the export is complete. You can then download the .zip file to a different cloud-based storage location (Google Drive, Dropbox, OneDrive, etc.) or to a USB drive.