TDSB Google Takeout/Transfer Instructions

You can copy and transfer your files from your TDSB Google Account to a personal Google Account or export the files to your computer or another online storage service. This process lets you:

- Backup your files from time to time
- Keep important files when you graduate, switch schools, or leave for another reason
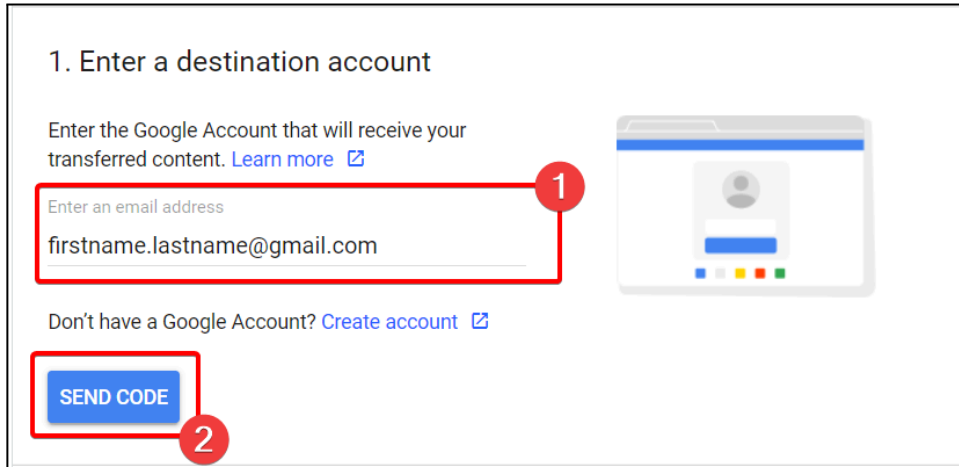
There are 2 options that you can use choose from;

- **Transfer your data** - If you have a personal Google Account, you can transfer all of your data from your TDSB account to your personal account
- **Export your data** - if you do not have a personal Google Account, you can generate a download link or have your data transferred to another online storage service such as Dropbox, Microsoft OneDrive, or Box

Here are some things to consider before you start:

- **Download/Transfer Takes Time:** Depending how much data you have in your Google account, creating and downloading the archive account may take hours or days. Please do this at home.
- **Transferring:** All of their content may not fit into their personal Google account as TDSB Google Accounts have unlimited storage and personal Gmail accounts have a 15GB limit
- **Downloading:** This option will download your files to a single archive file (a ZIP file). Once the archive file has been created, you can download the archive file to your computer. You can then open the archive file to use your files with other programs. Downloading your data should happen on a computer that you own.

![tdsb logo]
Toronto District School Board

Transfer Your Data

1. Go to https://takeout.google.com/transfer and sign in with your TDSB Google Account
2. In the "Enter a destination account" section, **enter your personal Google email address** and click on **SEND CODE.** Do not close this window.
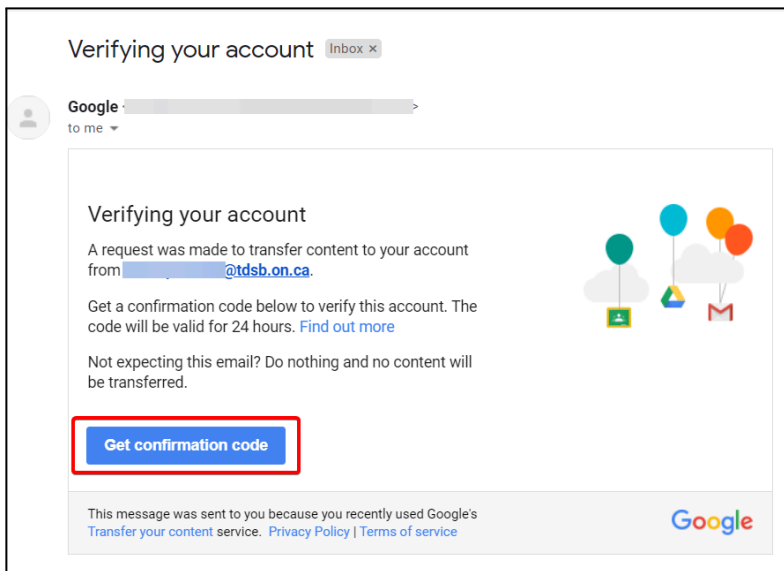

3. In a new window or tab, check your **personal email.** You will receive an email from Google with the subject "Verifying your account". Open it and click on the **Get confirmation code** button.

4. Your code will be displayed. Make note of the **confirmation code**.
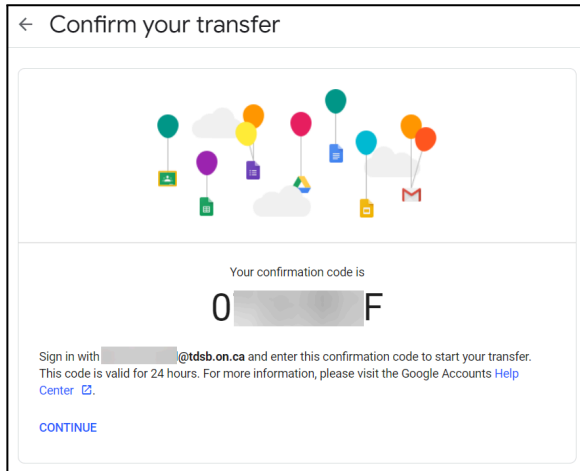
5. Return to your previous window or tab and enter the **confirmation code** into the "Verify your destination account" section and click **VERIFY.**
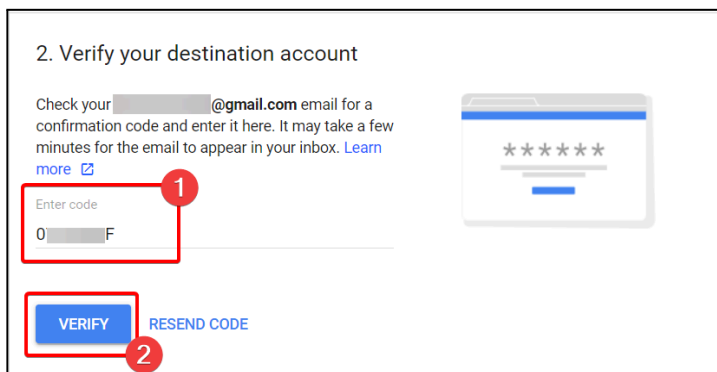
6. Select all available data to transfer, then click **START TRANSFER**.

NOTE: If your personal Google account does not have enough available storage space, you will be shown the following message.

Please see the **Export Your Data** instructions below for an alternative method.

Export Your Data

1. Go to https://takeout.google.com/ and sign in with your TDSB Google Account
2. In the "Create a new export" section, place a check mark in the boxes that you would like to export

3. When done, scroll to the bottom of the page and click **Next step**

4. Customize the way you would like to receive your files.

5. You can choose to either **Send download link via email** or **Add to…** another online storage service such as **Google Drive, Dropbox, OneDrive, or Box**
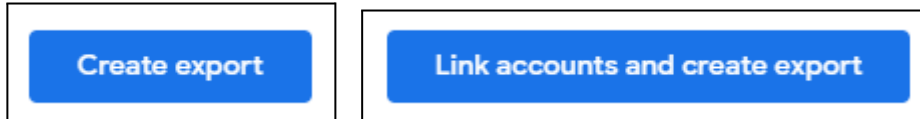
6. When you have finished customizing the way to receive your files, scroll to the bottom of the page and click **Create export**. (If you chose **Add to…** you will be prompted to **link account and create export** instead. Continue with the on-screen instructions to complete the process.

More Information

More information on this topic can be found here:

- [Copy content from your school account to another account](#)
- [How to download your Google data](#)