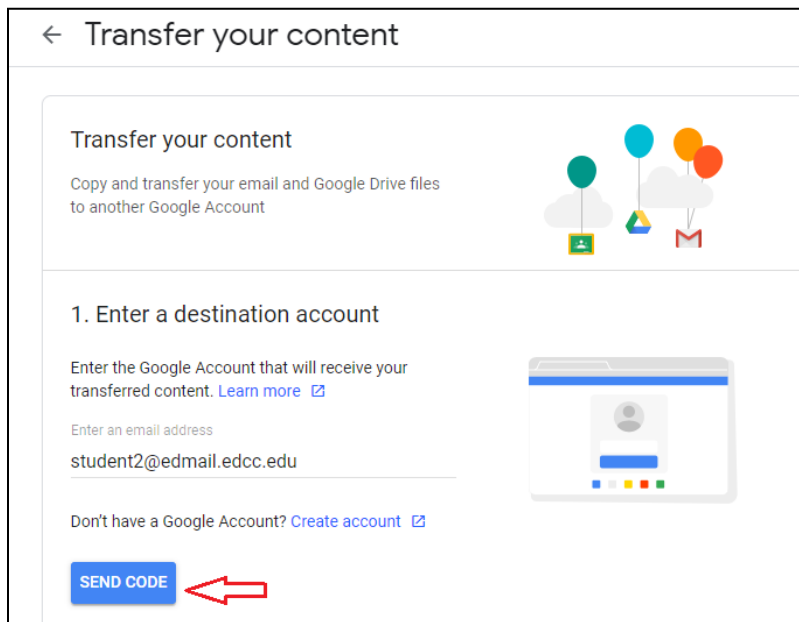


How to transfer Google email and Drive files from one email address to another

Google Takeout transfers your Google email and Google drive files from one Google account to another Google account. **NOTE:** This does not transfer other Google data such as Calendar, Google Keeps, Google Classic Sites, Chrome bookmarks, Google Photos, Contacts, Groups, etc. To find out how to backup your other Google Data, refer to the [Google Takeout Export Data Tutorial](#)

1. Go to <https://takeout.google.com/transfer>
2. Enter a destination account email address. (This is the email where you want to transfer your email and Google drive files to). In this example, I entered student2@edmail.edcc.edu



← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account

1. Enter a destination account

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

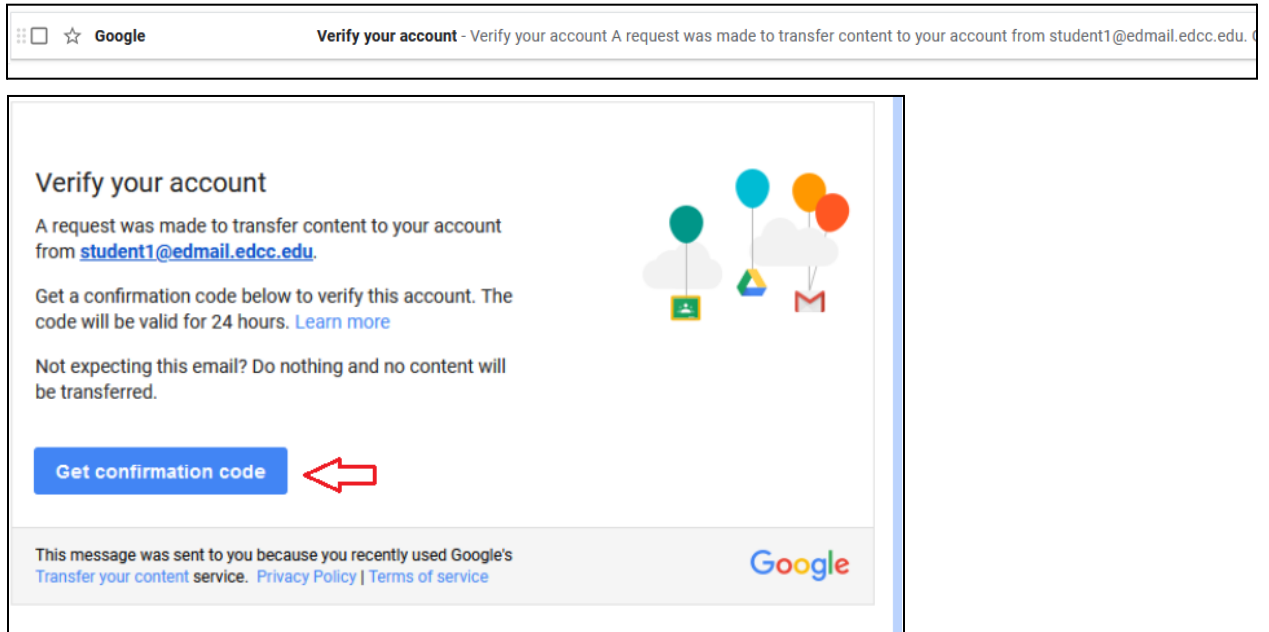
Enter an email address

student2@edmail.edcc.edu

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

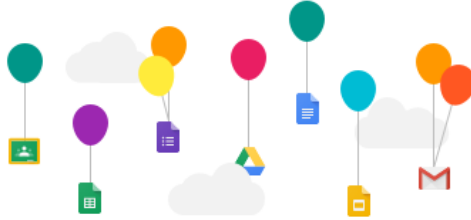
SEND CODE →

3. Check your new Edmonds email account for an email from Google to verify your account. Open up the email and click on **Get confirmation code**



4. You will now receive your confirmation code. Once you obtain your confirmation code, head back to the Google Takeout transfer your content screen and enter the code. Then click **Verify**

← Confirm your transfer



Your confirmation code is

A23B2D05

Sign in with **student1@edmail.edcc.edu** and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts [Help Center](#) [↗](#).

[CONTINUE](#)

←

Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



✓ 1. Code sent to **student2@edmail.edcc.edu**

2. Verify your destination account

Check your **student2@edmail.edcc.edu** email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#) 

Enter code

A23B2D05

→

VERIFY

RESEND CODE

3. Select content to copy and transfer

5. Once verified, click next

2. Verify your destination account

Check your **student2@edmail.edcc.edu** email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#) 

✓ Destination account verified

NEXT

←

6. Choose which product you would like to transfer (Drive, Gmail, or both) and then click on **START TRANSFER**

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



**Student 1**
student1@edmail.edcc.edu

→

**Student 2**
student2@edmail.edcc.edu

Product	Details	
 Drive	My Drive files, Files you own	☒
 Gmail	All mail	☒

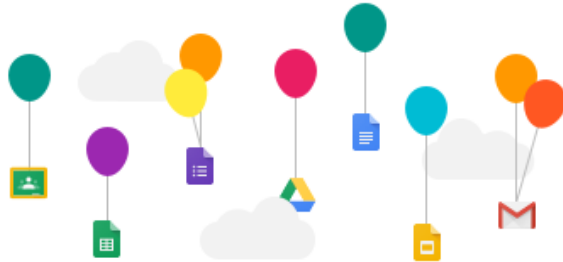
Copy and transfer to **student2@edmail.edcc.edu** [Change](#)

START TRANSFER



7. You have successfully initiated the transfer. **NOTE:** It may take up to a week for the transfer to complete

← Transfer your content



✓ You're all set

Your copy and transfer to **student2@edmail.edcc.edu** is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)