

Next Steps in Transferring your Google Account Data

Google offers two methods to save content from your SAIC.edu Google account:

- **TRANSFER:** for moving content to another Google account. Please note, Google is currently troubleshooting intermittent issues with the Transfer process. Please use Takeout, or try to re-run the Transfer process again if you receive an error. [Click here to go to instructions for Transfer.](#)
- **TAKEOUT:** for downloading content to your hard drive (use this if your personal email address is *not* through Google or you simply want to export your files). [Click here to go to instructions for Takeout.](#)

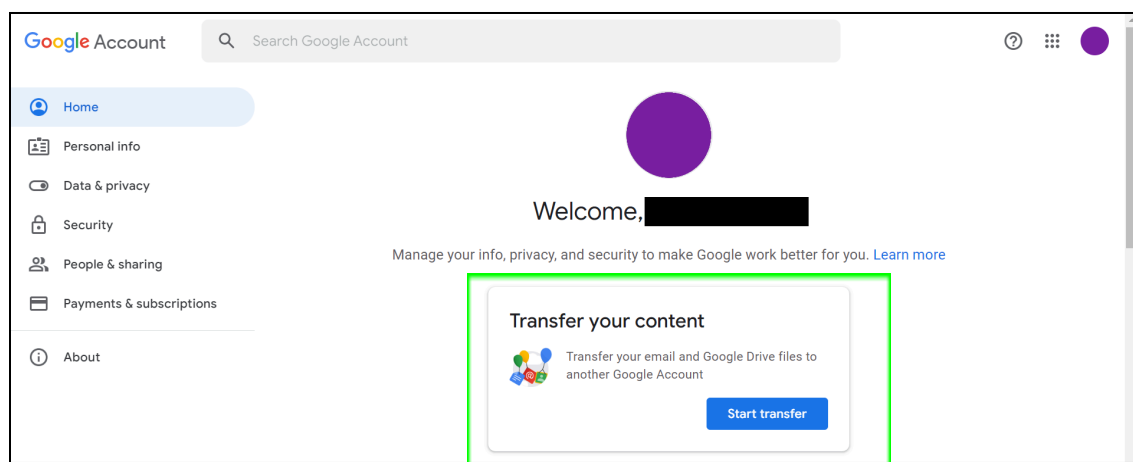
TRANSFER Your Content to Another Google Account

Move content directly into your personal Gmail account.

Please note this only transfers Gmail and Drive content. To move Contacts or YouTube videos, use [Google Takeout](#). Google is currently troubleshooting intermittent issues with the Transfer process. If you receive an error message, try to re-run the Transfer process again or use [Takeout](#).

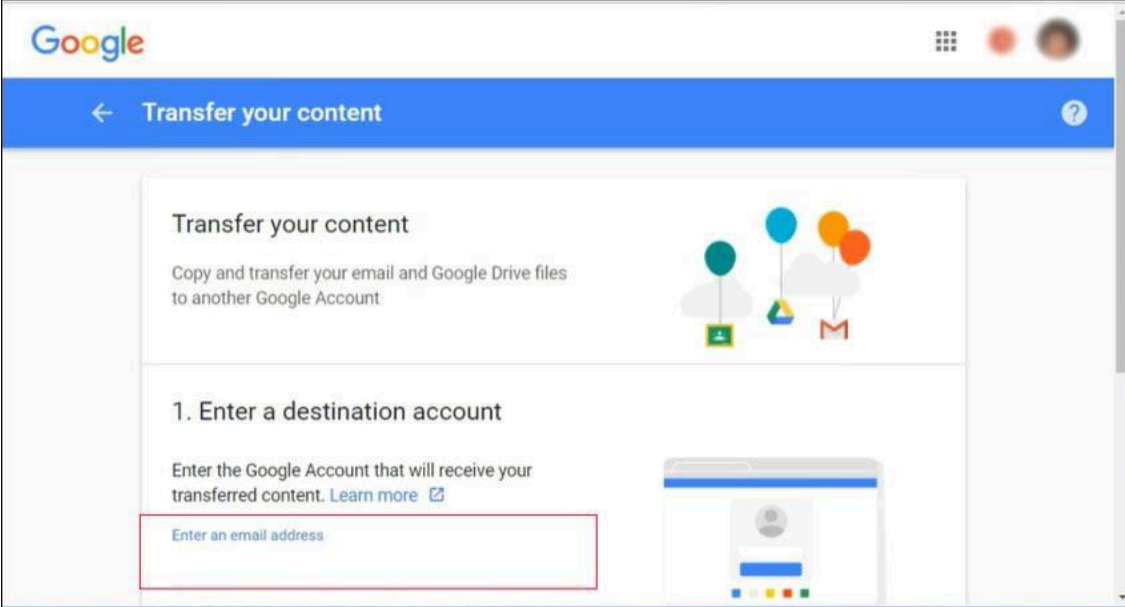
Step 1) [Log into your SAIC gmail account](#) using your SAIC login. Be sure you are not logged into your personal Gmail account at the same time in the same browser, or you will receive an error message (see below).

- Select “Transfer your content.”



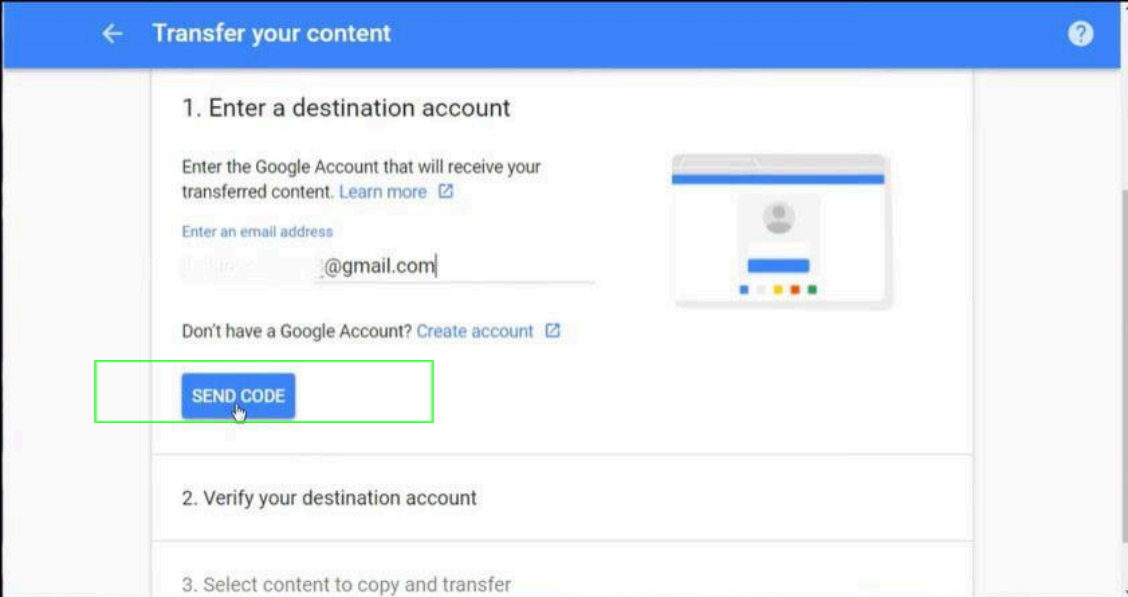
Step 2) Enter the email address of your destination Google Workspace (Gmail/Google Suite) account. Your Google Drive and Gmail data will be copied to this account.

In your account information, it is essential to verify that your destination account has enough free space to accommodate the transfer of your SAIC Gmail/Google Drive (or one of them, if you are not transferring both). If you do not have the requisite space, it will be necessary to either create an empty account with the complementary 15GB of storage, or purchase more storage on your personal account.



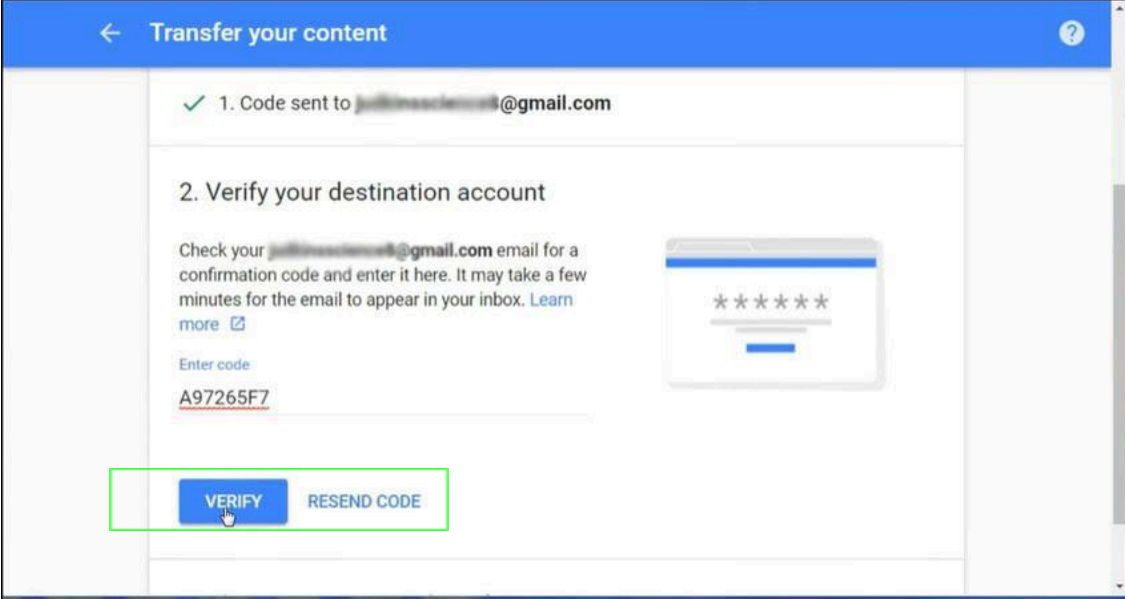
The screenshot shows the 'Transfer your content' interface. At the top, there's a blue header with a back arrow and the text 'Transfer your content'. Below this, a section titled 'Transfer your content' explains the process: 'Copy and transfer your email and Google Drive files to another Google Account'. To the right of this text are icons for Google Drive, Gmail, and Google Photos. The main section is titled '1. Enter a destination account' and instructs the user to 'Enter the Google Account that will receive your transferred content. [Learn more](#)'. Below this instruction is a text input field with the placeholder 'Enter an email address', which is highlighted with a red rectangular border. To the right of the input field is a small illustration of a server tower.

Step 3) Click “Send Code.” A verification code will be sent to your personal account. This code will be active for a maximum of 24 hours.



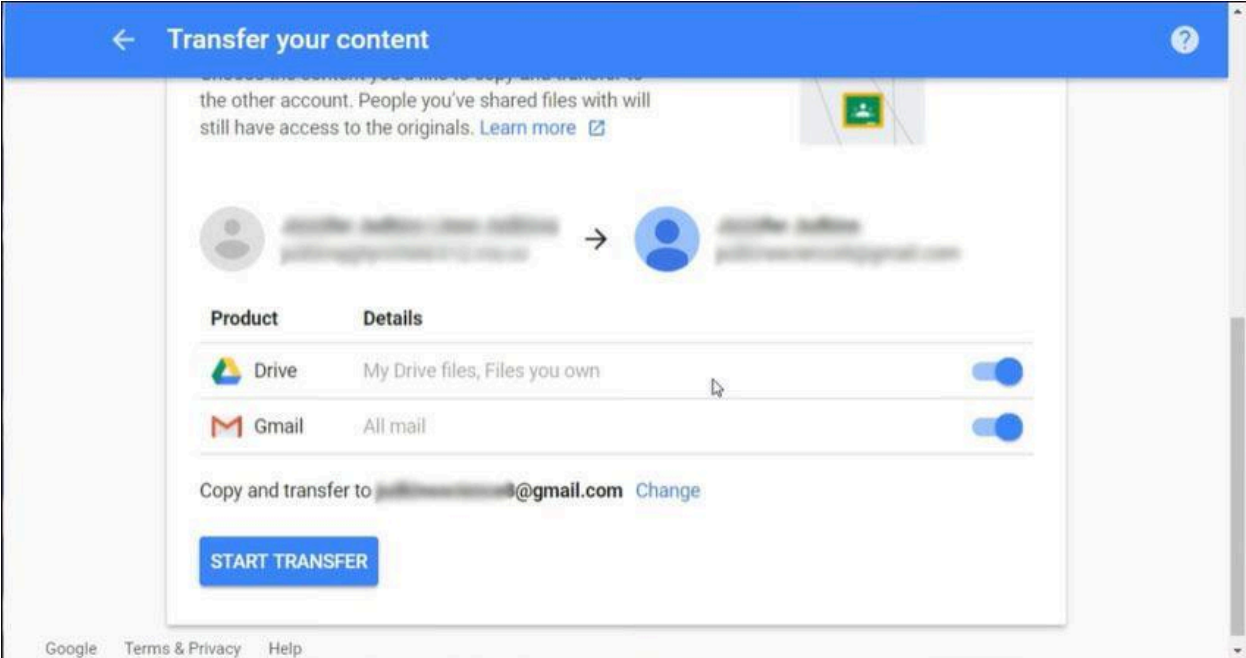
This screenshot shows the same 'Transfer your content' interface as the previous one, but at a later stage. The text input field now contains the email address 'j.k@work@gmail.com'. Below the input field, there is a link that says 'Don't have a Google Account? [Create account](#)'. The 'SEND CODE' button, which is blue with white text, is highlighted with a green rectangular border. Below this section, the next steps in the process are visible: '2. Verify your destination account' and '3. Select content to copy and transfer'.

Step 4) Go to your personal email and copy the verification code; paste it to the verification field.



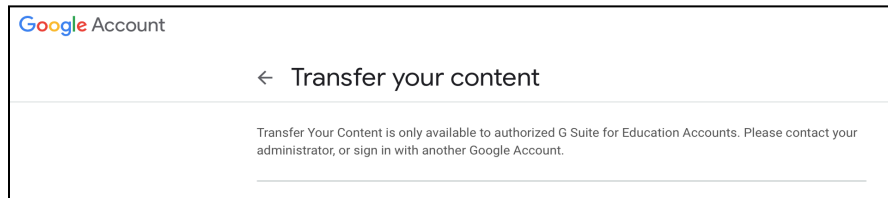
The screenshot shows the 'Transfer your content' interface. At the top, a blue header bar contains a back arrow and the text 'Transfer your content'. Below the header, a green checkmark icon is followed by the text '1. Code sent to [redacted]@gmail.com'. The main section is titled '2. Verify your destination account'. It instructs the user to check their [redacted]@gmail.com email for a confirmation code and enter it. A text input field labeled 'Enter code' contains the code 'A97265F7'. To the right of the input field is a small illustration of a smartphone displaying a five-star verification code. Below the input field are two buttons: 'VERIFY' (highlighted with a green rectangle) and 'RESEND CODE'. A footer bar at the bottom contains the Google logo, 'Terms & Privacy', and 'Help'.

Step 5) Select the data that you want to copy (out of Drive and Gmail). With Transfer you can transfer Google Drive content and emails; to transfer further content, such as contacts, please see the Google Takeout instructions. Click the “Start Transfer” button and complete the process. You will receive an email notification in your selected destination Google account once it is complete. This process can take up to a week. You will receive an email notification in your selected destination Google account once it is complete.



The screenshot shows the 'Transfer your content' interface. At the top, a blue header bar contains a back arrow and the text 'Transfer your content'. Below the header, a small illustration shows a person's profile with a green checkmark. The main section shows two user profiles connected by a right-pointing arrow. Below this is a table with two columns: 'Product' and 'Details'. The table has two rows: 'Drive' with details 'My Drive files, Files you own' and 'Gmail' with details 'All mail'. Both rows have a toggle switch on the right, which is currently turned on. Below the table, the text 'Copy and transfer to [redacted]@gmail.com' is followed by a 'Change' link. At the bottom of the main section is a large blue button labeled 'START TRANSFER'. A footer bar at the bottom contains the Google logo, 'Terms & Privacy', and 'Help'.

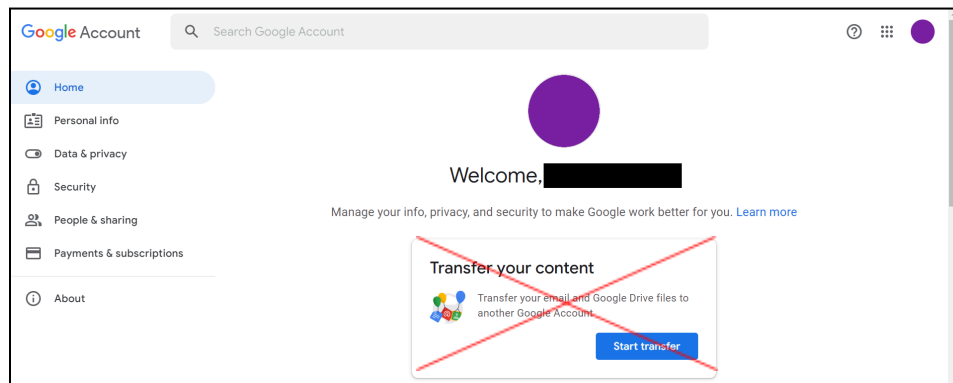
If you receive the following message when attempting to transfer your files, you must log out of ALL Gmail accounts. Your SAIC email should be the only Google account logged in in your browser. The simplest way to do that is to log out, close all tabs, and then log into your SAIC.edu email account only. If it doesn't work after that, please reach out to accounts@artic.edu.



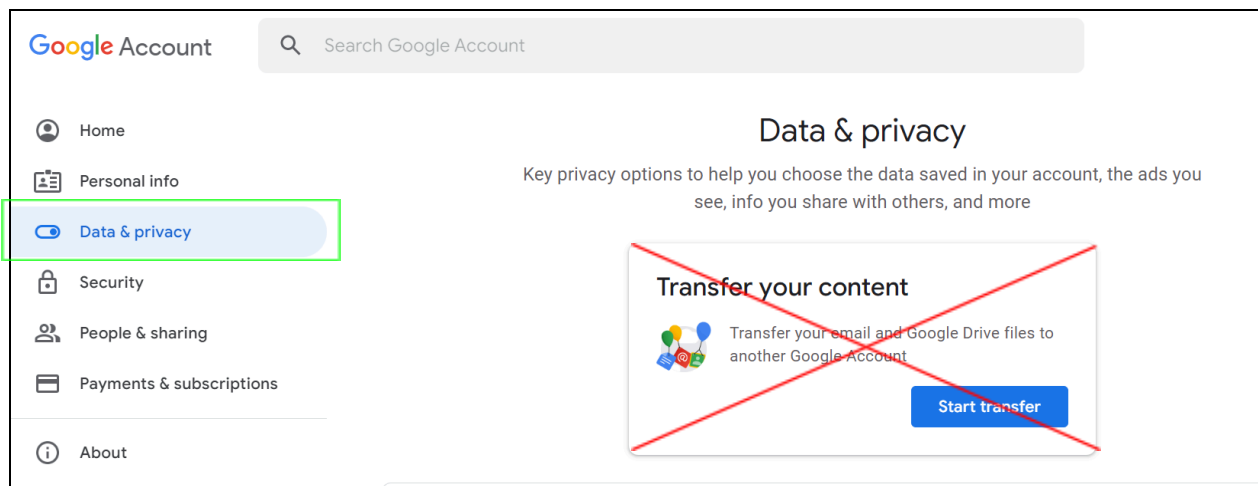
TAKEOUT: Export Content to Your Hard Drive

Download all your content to your hard drive as file packages.

Step 1) [Log into your SAIC gmail account](#) using your SAIC login. (Do not select “Transfer your content.” This is a different process; see instructions for Google Transfer above.)

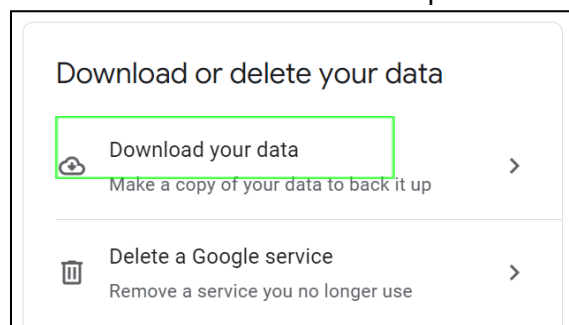


Step 2) Choose “Data & Privacy” in the left-hand navigation.

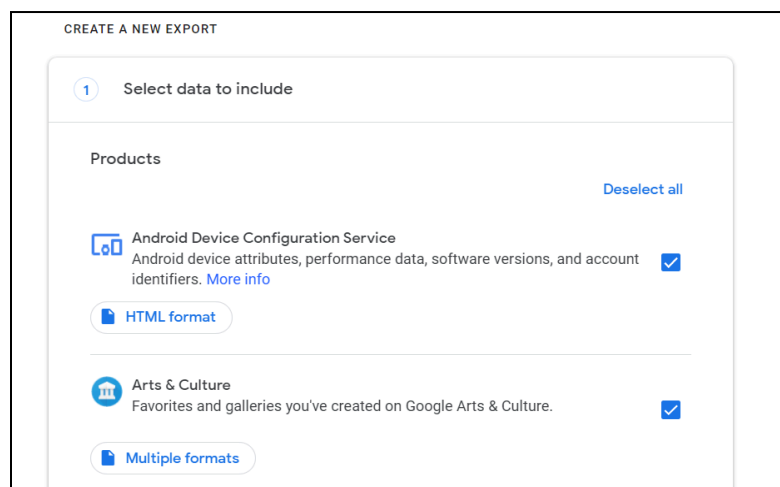


Step 3) Scroll down and click on “Download your Data.” You will be taken to Google Takeout. It will likely be near the bottom of the page.

- Accept the default selection and click “Next Step.” Alternatively, select which Google



properties you would like to port over (or uncheck which you do not wish to transfer).



Step 4) Choose your preferred delivery method (this guide uses and recommends email download links), select “download once,” and accept the default file type and sizes in the next steps.

- For example, if your total email size is about 20GB, you should still accept 2GB. This means you will receive 10 files of 2GB each. Many email systems cannot handle files sizes larger than 2GB. As such, stick with this default.
- Click on “Create Export.”

← Google Takeout

2 Choose file type & destination

Delivery method

Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

File type & size

.zip ▼

Zip files can be opened on almost any computer.

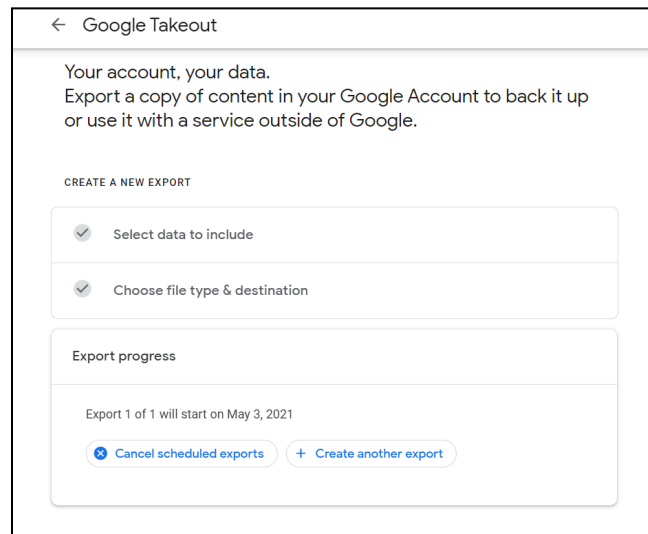
2 GB ▼

Exports larger than this size will be split into multiple files.

Create export

Export progress

Step 5) After that final configuration, Google will tell you when the export process will start. This may take several days to complete. You will receive an email once the process is complete.



← Google Takeout

Your account, your data.
Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

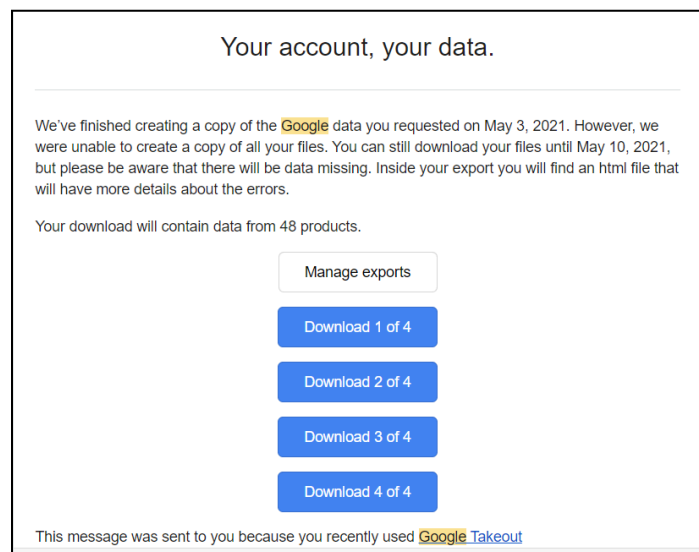
- ✓ Select data to include
- ✓ Choose file type & destination

Export progress

Export 1 of 1 will start on May 3, 2021

[Cancel scheduled exports](#) [+ Create another export](#)

Step 7) When the backup is complete you will receive a notification from Google. This process could take up to one week depending on the amount of content you are exporting.



Your account, your data.

We've finished creating a copy of the Google data you requested on May 3, 2021. However, we were unable to create a copy of all your files. You can still download your files until May 10, 2021, but please be aware that there will be data missing. Inside your export you will find an html file that will have more details about the errors.

Your download will contain data from 48 products.

[Manage exports](#)

[Download 1 of 4](#)

[Download 2 of 4](#)

[Download 3 of 4](#)

[Download 4 of 4](#)

This message was sent to you because you recently used [Google Takeout](#)