Google Takeout or Transfer Instructions

Google Takeout allows you to download your Google information and documents from your school account to your personal Google account or personal computer. Follow the steps below to download everything from your D94 Google account. With this method, all your documents will be converted to Microsoft Office compatible file formats when downloaded.

Google Transfer allows you to transfer all your documents and emails from your school to a personal account or another school account. With this method, all of your documents will remain Google Docs and the files will just be transferred from one account to another.

Google Takeout

Step 1: From a Google Chrome browser or Chromebook go to
https://www.google.com/settings/takeout

Step 2: Select the data you intend to download. By default, everything will be checked to download.

Step 3: After indicating the data you would like to download, click "next" at the bottom of the screen.

Step 4: All of your information will be downloaded into "zip" files which can be opened on a personal computer in one of two ways. 1. Choose to download the zip files to your Google Drive, which can then be saved from your Google Drive onto your personal computer. 2. Choose to have a download link emailed to you. You can then open the emailed link on your personal computer. Click "create archive" after you

choose the delivery method. An email will be sent to your D94 email account when your files are ready.

Google Transfer

From a Google Chrome browser or Chromebook go to
        https://takeout.google.com/transfer

Step 1: Enter the **personal email** or the account you want your information to be transferred to in step 1 and click the Send Code button.

SEND CODE

Step 2: Verify your account destination. You will be prompted to check the personal email you entered above for the confirmation code. This code will only be active for 24 hours. Enter that code in the space provided.

Step 3: On the right, click the blue sliders to choose what you want to transfer. Transfer allows for email or files or both. By default, both are checked on. Once you are ready click the Start Transfer button. Shown below.

Instructional Video