

Seniors (and any other students not returning to AHS),

Your LPS Google Account will be deleted sometime in June. If you want to take any of your documents/sites in your google account, you will need to take care of that before then. You will need a personal google account (gmail) to transfer your stuff.

### 1. Documents in Google Drive

If you have just a few documents you want to keep, the easiest way is to simply share the individual documents (or folders) with your personal google account. Then login to your personal google account and **make a copy** of each document. The copies now belong to your personal account (the shared documents will go away when your LPS account is deleted).

If you have more than just a few documents you want to keep, then go to <https://www.google.com/takeout/> and follow the directions. This will allow you to download everything to your computer. You will then want to then re-upload them to your non-LPS google account. **You will want to “unzip” the folder that is downloaded before uploading it to your personal google account.**

This [video](#) may help.

If you want to export and then import your **gmail**, it's a [few more steps](#). (Note: some people aren't finding the “gear” icon, so you can also search for the ImportExportTools add on in the add on search area and install it that way instead of downloading.

### 2. Google Sites

- a. Login to your LPS google account and go to your google site(s).
- b. Click the Share button.
- c. Under “Add People” enter in your non-LPS google account, then choose “Is Owner” from the drop-down menu on the right.
- d. Click “Share & save.”