

Using Google Transfer and Google Takeout, you can migrate data from your Chartiers Valley student account (@cvsd.net) Google account to a personal Google account.

Using Google Transfer and Google Takeout allows you to:

- Backup your files from time to time
- Keep important files when you graduate, switch schools, or leave for another reason

You can copy and transfer these kinds of files from your CVSD Students account to another Google Account:

- Email in Gmail (not contacts, chats, or tasks)
- Documents **that you own** in Google Drive
- Documents in My Drive

Your original files will stay in your school account until it is disabled over the summer at the end of the school career (graduation / transfer). Any changes you make to the copied files in your non-CVSD Google Account do not affect the original files in your CVSD Google Drive.

Please note that if files in your Google Drive match either (or both) of these conditions, they **will not** be copied.

- You are a viewer, not an editor or owner
- The owner has turned off download, print, and copy options

Google Transfer (preferred) - copy to personal Google account

1. Visit the [Google Transfer](https://takeout.google.com/transfer) page (<https://takeout.google.com/transfer>). You might have to sign in to your school Google Account.
2. Enter the email address of the Google Account where you want to copy your content.
3. Select **Send code**.
4. On your personal Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select **Get confirmation code**. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose **Verify**.
6. Choose the content you'd like to copy, then select **Start transfer**.

See your copied files:

To see the files you've copied, sign in to Gmail or Google Drive with your Google Account.

- **Gmail:** Copied content will have a label with your school account name and the date you started the copy process.
- **Drive:** Copied content will be in a folder labeled with your school account name and the date you started the copy process.

What changes on copied files?

There are a few important changes that happen on files copied from Google Drive:

- You automatically become the file owner of all copied files. (The owners of the original files remain the same.)
- Copied files aren't shared with others. (You can always choose to share them.)
- Comments are copied, but revision history isn't.

Google Takeout - download to usb drive

Using Google Takeout, you can export and download your data from the Google products you use. In a few easy steps, create an archive to keep for your records or use the data in another service.

Note: Downloading your data **does not** delete it from Google's servers.

First, choose which products to include:

1. Visit the **Google Takeout** page (<https://takeout.google.com/settings/takeout>). You might have to sign in to your school Google Account.
2. Choose which Google products to include in your download. To see more details and options for a product, select the down arrow.
3. Select **Next**.
4. Choose your archive's File type. Usually, ZIP is the best format to choose.

Next, choose how your archive is delivered:

1. For "Delivery method," select **Send download link via email**.
2. Choose **Create archive**.
3. In the email that arrives, click **Download archive**.
4. To download your data, follow the onscreen instructions.

When your archive is created, Google will email you a link to its location. Depending on the amount of information in your account, this process could take a few minutes or several hours. Most people get the link to their archive the same day that they request it.