

To Save Data from your WH Google Drive

- If you have data on your district Google Drive that you would like to keep, there are a few different ways to save the information.

If you only have a few documents you want to keep

1. Access your school Google Drive
2. Find the item you want to save
3. Share it with a personal Gmail account
4. Make your personal Gmail account the owner of the document
5. Repeat these steps for any other document you want to save

If you want to save *most of or everything* in your Google Drive

6. Access your school Google Drive
7. Use [Google Takeout](#) to save your entire Google Drive or whatever files/folders you want to keep

For more information on using Google Takeout and saving information from Google Drive, please review Google's [Download your Data](#) instructions.