



Google Transfer copies files from your **Drive** to another Google account.

Please note:

- Files are transferred from My Drive if you are the **Owner or you an Editor and have added the file to your My Drive**
- Files in **Shared with me will not be copied.** To copy content others have shared with you, add those files to your My Drive.
- Google Classrooms, Photos, Forms, Sites or My Maps are **not** transferred
- Your destination Google account must have enough **storage space.** (If you are transferring to a personal Google account you must have enough available space.)
- **Shared Drives are not supported**
- Content will be copied to a folder labelled with the original account name and the date the process was initiated.
- The process can take some days to complete, depending on the amount of content. You will receive an email when the files have been copied across.
- Copied files aren't shared with others. (You can choose to share them.)