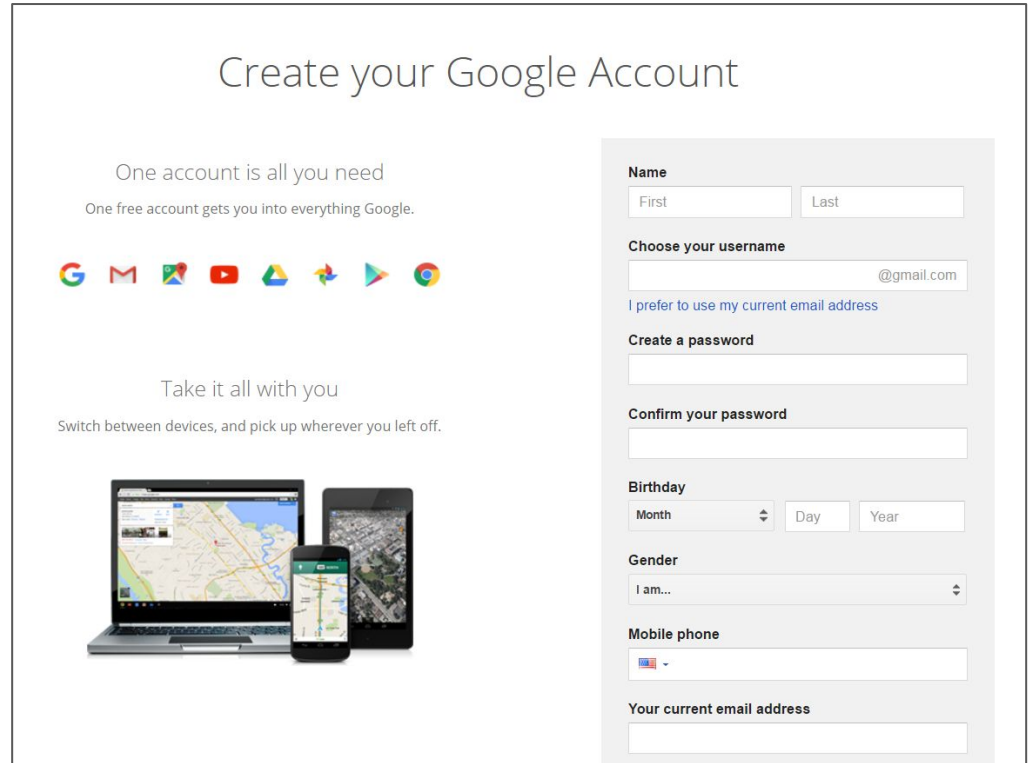


How to transfer your school Google account to a personal Google account

1 If you haven't already, create a personal Google account.



If possible, add your personal Gmail account to your smartphone, and use it to check for the emails necessary to make this transfer.



Create your Google Account

One account is all you need
One free account gets you into everything Google.

Take it all with you
Switch between devices, and pick up wherever you left off.

Name
First Last

Choose your username
@gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

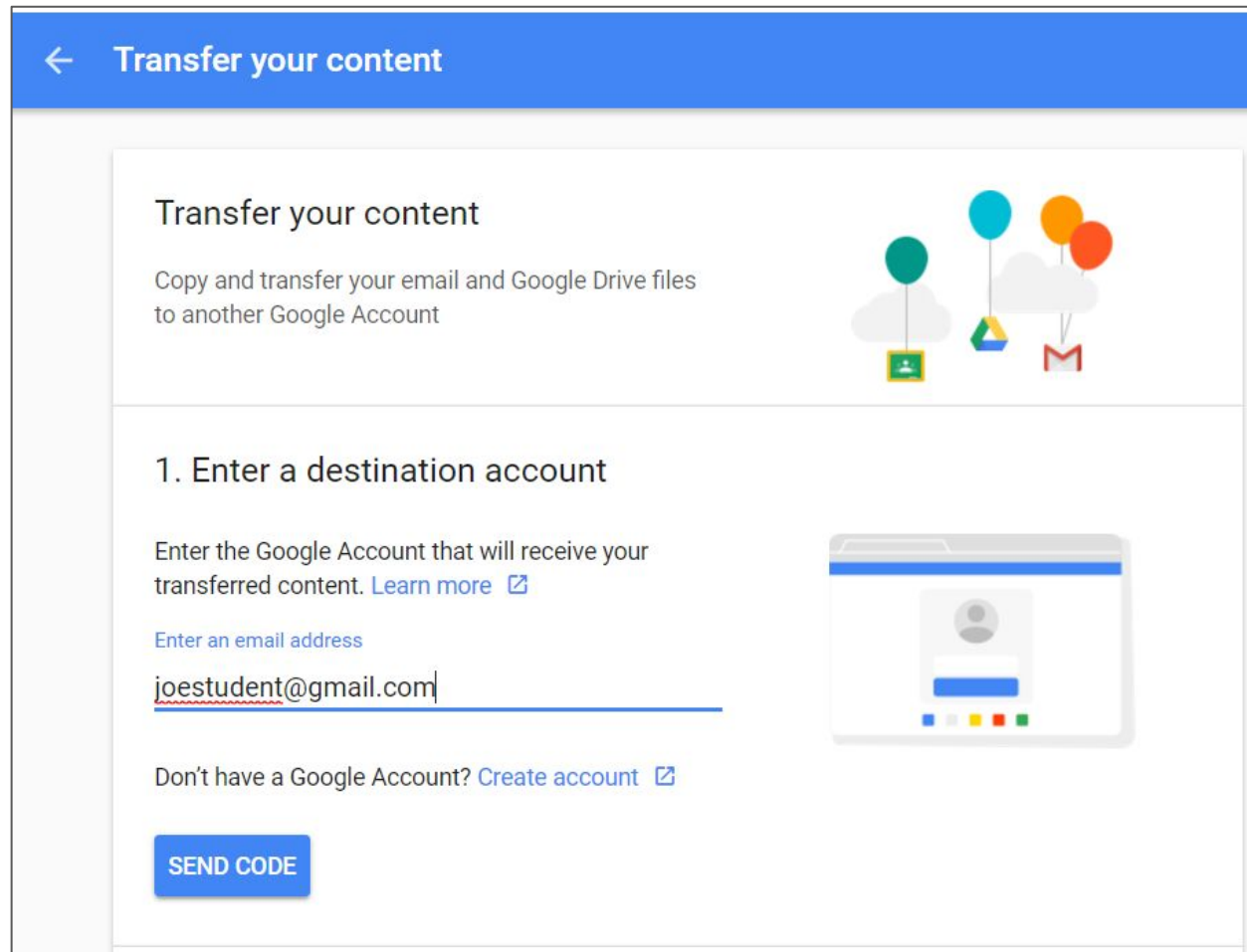
Mobile phone
Country

Your current email address

2 Sign in to your school-issued Google account and visit <https://takeout.google.com/transfer>

How to transfer your school Google account to a personal Google account


3 Enter your personal Gmail address. Click SEND CODE.



← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

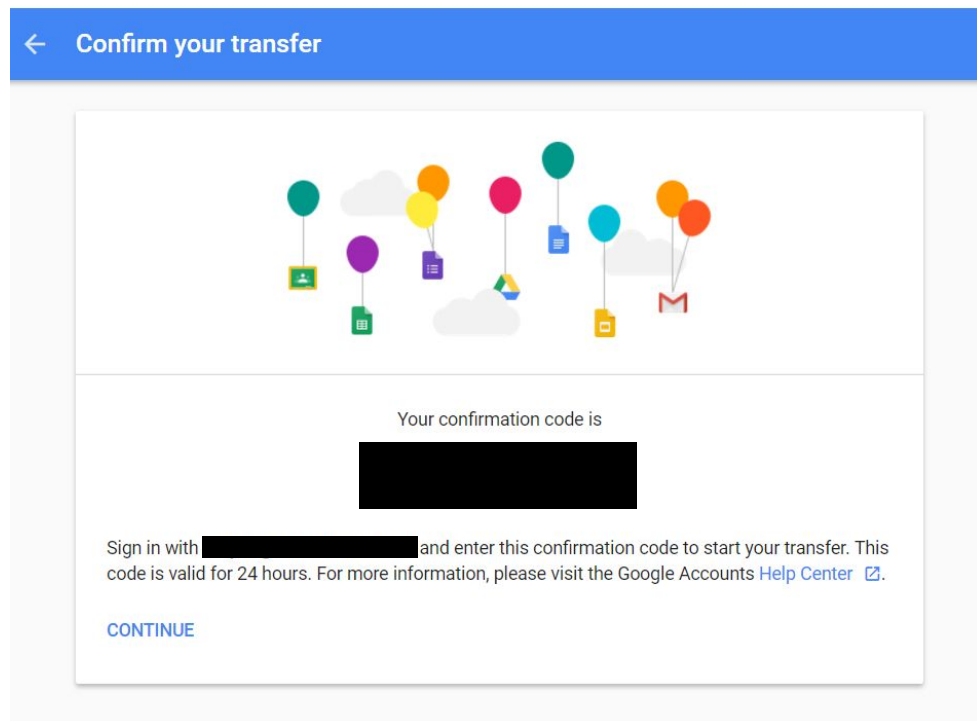
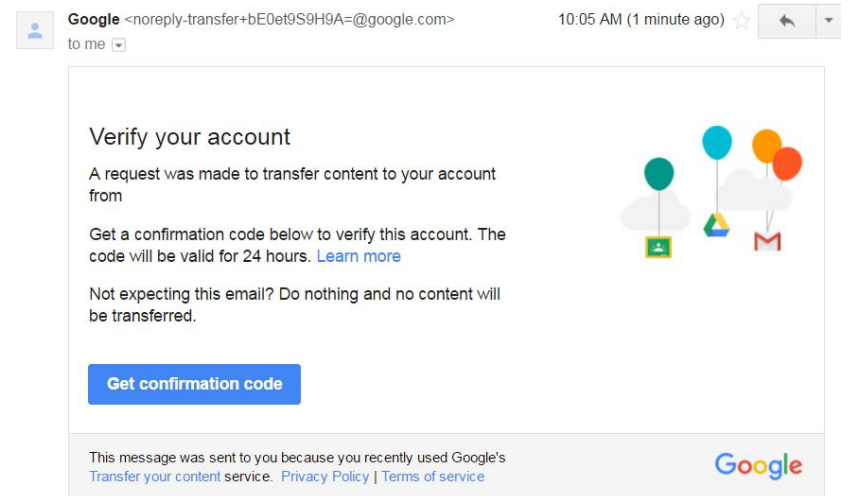
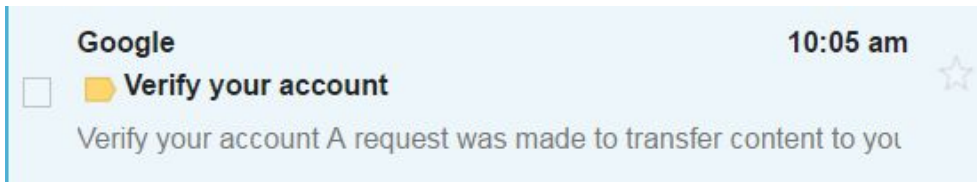
joestudent@gmail.com

Don't have a Google Account? [Create account](#)

SEND CODE

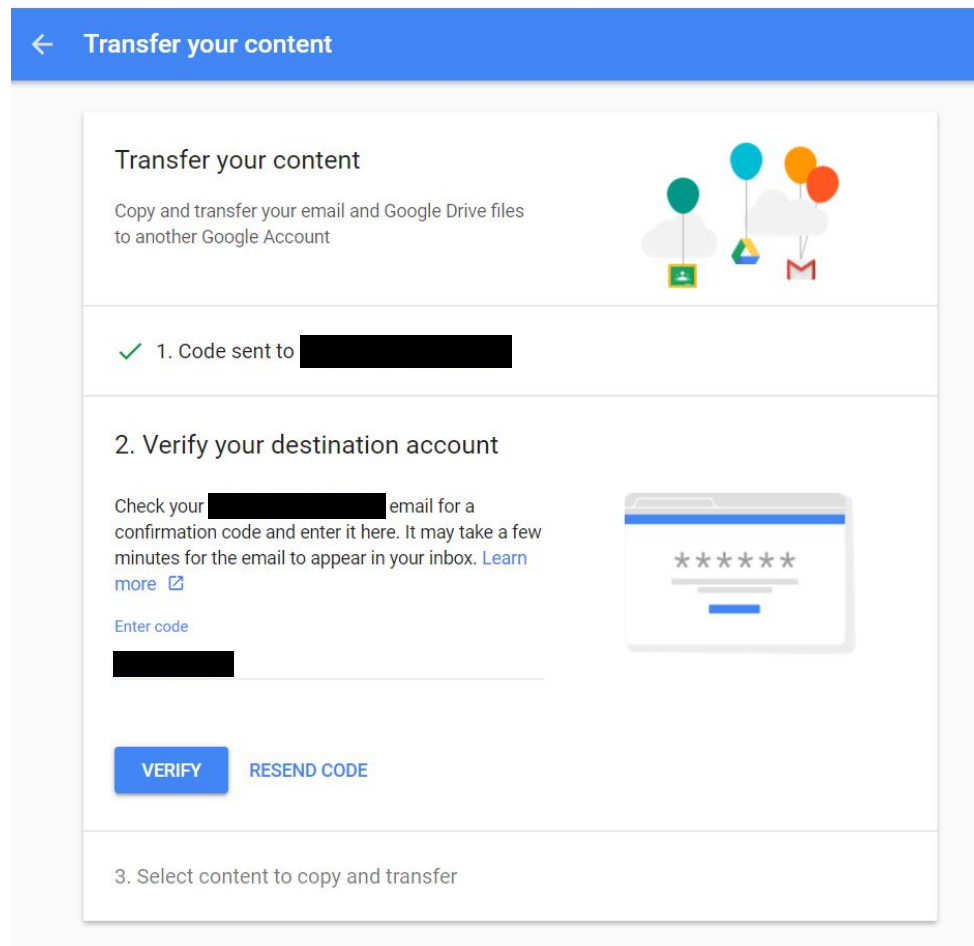
How to transfer your school Google account to a personal Google account

4 Visit your personal Gmail account and open the email with the subject “Verify your account.” Click “Get confirmation code.”



How to transfer your school Google account to a personal Google account



5 Return to the Google Takeout transfer screen, and enter the code provided. Click VERIFY.



The screenshot shows the 'Transfer your content' screen in the Google Takeout interface. At the top, there is a blue header with a back arrow and the text 'Transfer your content'. Below this, the main content area is divided into sections. The first section is titled 'Transfer your content' and includes the text 'Copy and transfer your email and Google Drive files to another Google Account' and an illustration of balloons and icons for Google Drive and Gmail. The second section is titled '1. Code sent to [redacted]' and is followed by '2. Verify your destination account'. This section contains instructions to check the [redacted] email for a confirmation code and enter it. There is a text input field with the label 'Enter code' and a [redacted] code. To the right of the text is an illustration of a browser window showing a confirmation code. At the bottom of this section are two buttons: 'VERIFY' and 'RESEND CODE'. The third section is titled '3. Select content to copy and transfer'.

How to transfer your school Google account to a personal Google account

6 Turn on Drive, Gmail, or both to transfer your files and email messages to your personal account. Click START TRANSFER.

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to [REDACTED] [Change](#)

START TRANSFER

How to Transfer File Ownership

If you have shared a file with someone, please consider making them the owner, before you leave so that they will have a copy.

By default, you own any file you create in or upload to Google Drive. You can transfer ownership of your Google files and folders to the Google Account of someone at your work or school.

Before you transfer ownership

You can only transfer ownership of files to people within your work or school. When you make someone else the owner of a folder, you still own the files inside. [Learn more about sharing folders.](#)

Note: If you transfer ownership of a lot of files and folders at once, it may take some time for you to see the changes.

Files you can transfer

Google Docs	Google Sheets
Google Slides	Google Forms
Google Drawings	Google My Maps
Folders	



After you change file owners

When you make someone else the owner of a file, you won't be able to:

- Transfer ownership, even back to yourself.
- Permanently delete the file from Google Drive.

[Computer](#) [Android](#) [iPhone & iPad](#)

How to change owners

1. Open the homescreen for [Google Drive](#), [Google Docs](#), [Google Sheets](#), or [Google Slides](#).
2. Click the file you want to transfer to someone else.
3. Click Share or Share .
4. Click Advanced.
5. To the right of a person you've already shared the file with, click the Down arrow .
6. Click Is owner.
7. Click Save changes.

After you make someone else the owner of a file, you can edit the file unless the new owner decides to change your access.