

Students – Take your Google content with you

Graduating students have access to use Google Takeout to keep files and emails upon graduation. Google Takeout allows you to download or transfer all of your sayrevillek12.net Google account content so that you can maintain access to it after you graduate.

What data can be transferred or downloaded?

Emails in your student Gmail account and files in your Google drive can be transferred or downloaded. Other Google services that contain data will also be available for download or transfer. By default, all Google services that contain content are selected for download or transfer, but you can uncheck any service that you do not want to include.

Download or Transfer?

You have two options for saving your Google content – download or transferring.

Downloading your content generates a compressed (.zip or .tgz) archive file with all of your contents that you can store on a computer or external hard drive. You can retrieve this archive file through a download link sent to your personal email address or by sending the archive file to Dropbox, Microsoft OneDrive, or another cloud storage provider that is supported by Google.

Transferring your content copies all of your content to a personal Google account (@gmail.com) so that you can continue to access your data in the same way through a new account. Your content remains accessible online through a new username and password attached to a personal Google account.

How to download Google content:

Sign into your Sayreville Google account and browse to <https://takeout.google.com>

Select the data you wish to download, choose the download format, and select “Next Step”

Choose your delivery method and then select “Create Export”

Once the export is complete, your archive file will be available in the location that you chose.

How to transfer Google content:

If you do not already have a personal Google account, create one so that you can transfer your Sayreville Google content to it.

Sign into your Sayreville Google account and browse to <https://takeout.google.com/transfer>

Enter the email address of your personal Google account and click “Send Code”

Retrieve the code from your personal account, enter it on the Transfer page, and click “Verify”

Choose the content you want to transfer and click “Start Transfer”