

Moving @isd728.org Google Apps content into a Personal Google account.

The situation

ISD 728 School District provides you with an @isd728.org Google Apps for Education account while enrolled as a student or employed as staff. This account works very much like a regular Google Gmail account but is owned and managed by the school district. Over the course of your time here you will end up with a collection of emails, contacts, calendars, documents, etc that you may wish to take with you when you leave ISD728 School District.

Since ISD 728's Google Apps for Education is limited to enrolled students and current employees, user accounts are turned off a short time after students and staff leave. This is done to meet licensing, security and support requirements. **Google takeout** into a free gmail account is the way to go once you part ways with the school district, but you have a limited time frame to get your stuff before it is gone.

Graduating students and students or staff leaving the ISD 728 School District will have limited access to their accounts up until August 1st, at which point all those accounts will be removed from the school system. Any student or staff wanting to export their content must do so before this date.

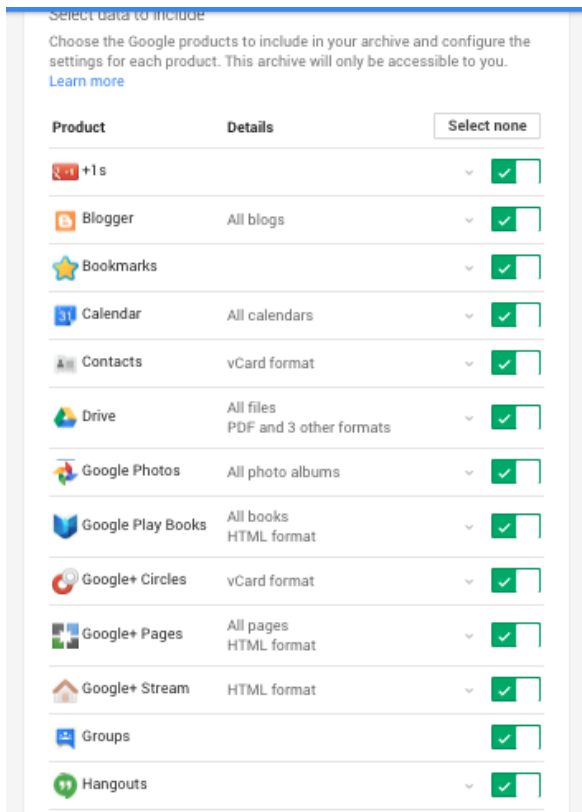
If you do not wish to take any of this content with you, you don't need to do anything. Your content will be automatically deleted after the due date.

If you want to take some or all of your content with you, these instructions will show you how to move your school Docs to a personal Gmail account.

Moving your school Google Docs to a Personal Google Account

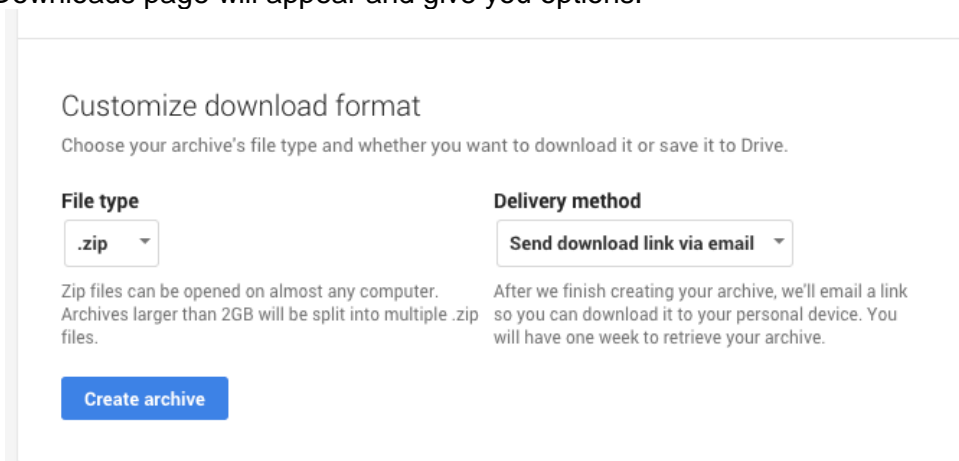
Moving your Google Docs, Sheets, Slides and any other files can be done fairly simply using a Google service called Takeout. It allows downloading your stuff to a zip archive file as a backup, which you can then upload into a personal google apps account. Here's how:

1. To begin, go to <https://takeout.google.com/settings/takeout>
2. Sign in with your school @isd728.org Google Apps account.
3. You have the choice of taking **All of your data**, or you can **Select Services** individually. Generally speaking, you will probably want to take all of your data, but you can just choose parts of it if you prefer.



4. Click the **Next** button

5. The Downloads page will appear and give you options.



6. Use the **Create archive** button to create a downloadable archive of all your files. Google will then email the download link to you. This generally will take two-four hours to arrive in your inbox, and will be available to download for about 1 week.

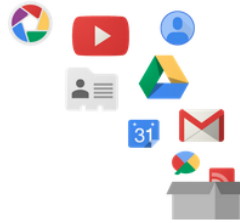
Your account, your data.

The Google data archive you started on May 12, 2015 is ready. It will be available for you to download until May 19, 2015. The archive contains your +1s, Blogger, Bookmarks, Calendar, Contacts, Drive, Google Photos, Google Play Books, Google+ Circles, Google+ Pages, Google+ Stream, Groups, Hangouts, Helpouts, Keep, Mail, Maps (your places), Messenger, Moderator, My Maps, Profile, Tasks, Voice, and YouTube data.

Manage archives

Download archive 1 of 2

Download archive 2 of 2



This download may be too large to fit on a chromebook. If so, save to an attached USB portable drive or SD card with enough free space. You can also use a Mac or Windows computer with space for a potentially large download. If not uploading the archive to a personal gmail account right away, be sure to save it to portable drive you can take with you.

7. You can open the archive and move documents to a personal computer. Google Doc files will be converted to Word, PowerPoint and Excel, and most other file types will open with system software.

Optionally, follow the next steps if you want to put things back into a personal @gmail.com Google Apps account to have things in the Google cloud instead of on one computer:

8. If you don't already have one, you will need to set up a personal Gmail @gmail.com account. Go to www.gmail.com and sign up for a free account. Once you set it up, you will need to **login**, verify your account and complete the new Gmail setup processes.
9. Set your Google Drive to convert documents into Google format. Go to drive.google.com/drive/settings. Next to "Convert Uploads," check the box.
10. Drag files into Google Drive: Unpack the Takeout archive into a folder, typically by opening the zip and extracting. Go to drive.google.com, then drag the archive folders you need from the folder on the computer into the Google Drive folder. Use Chrome browser for best results.
11. Special considerations:
 - a. [Google Calendar](#)
 - b. [Google Gmail Contacts](#)
 - c. Gmail messages: If you want your emails imported into your gmail app rather than an archived version in your Drive, it can be done with a bit of work. You can use [Thunderbird](#) software with the [ImportExportTools](#) extension to import the Takeout .mbox Gmail archives and connect them to your Gmail account using IMAP.

If you have further questions, see the Google Takeout help page at <http://support.google.com/takeout/#2508507>