

Transferring Content From District Issued Gmail Account to a Personal Gmail account using Google Takeout

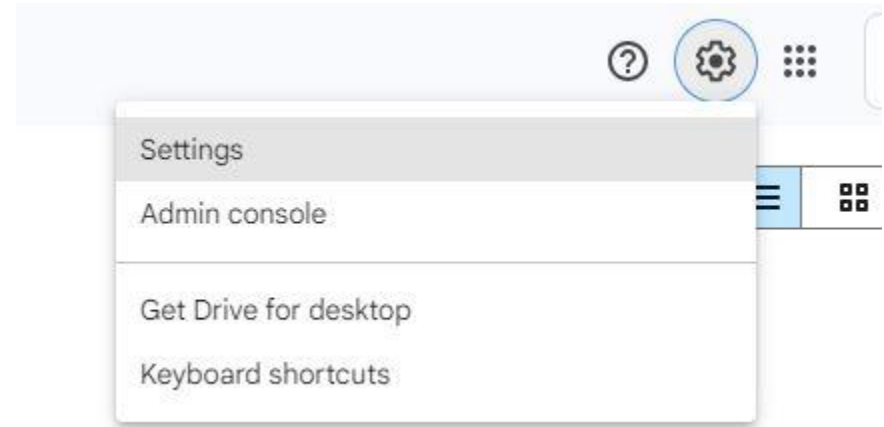
- 1) Determine the amount of storage you are currently using by doing the following:

Click on the google drive icon from your waffle icon 

Located at the top right of your screen.

Once google drive opens, click on the gear icon at the top right of your screen.

Click Settings: the amount and breakdown of data in your google drive is shown



Total used

Drive



Gmail



Photos



2) You have access to a tool called Google Takeout

Full Instructions on how to use the tool are located at this link

<https://support.google.com/accounts/answer/6386856>

Keep in mind the following:

A personal gmail account provides 15 GB of storage space at no cost.

If you check the amount of storage you are currently using with your school issued account and it is more than 15GB, Google Takeout WILL NOT function.

You will need to purchase additional storage space or delete content.

3) Most accounts remain active 30 days after last day of employment. You will need to transfer any content prior to the 30 day expiration

4) Completing this process is the employee's responsibility and is not the responsibility of tech department personnel. Do not submit tech requests for assistance with this task.

5) You also have the option to transfer content to an external drive as well.