



Steamboat Springs School District

Anchoring the Future

Transferring Your Google Content

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Google provides its Takeout service "as is" and without administrative support. IT has limited ability to diagnose or assist with problems you might encounter. Please remember to allow enough time from beginning a file transfer to when your account will be suspended to prevent any data transfer issues, file transfers that are active when an account is suspended will also be suspended.

Clean Up Your Google: My Drive

There are several ways to clean up your SSK12 Google Drive files and folders to reduce storage for transfer to a [free personal account](#) which only comes with **15GB** of storage. To begin, you should check how much storage you are using in your account. To check your current storage usage, navigate to the account's [storage overview](#) this provides the storage used for Drive, Gmail, Photos and Misc. files.

Delete files/folders

If you have files or folders that you no longer need, you should delete them from your account. Here are some recommended ways to delete files/folders. (This is not an exhaustive list, so please use whatever way works best for you, even if it's not listed here.)

Caution: Be aware of any collaborators on files/folders you own if you delete them, as you may cause data loss for those still accessing that content. If another person from your department needs those files you should transfer ownership or talk to IT about creating a department Shared Drive.

Delete files by size

Finding and deleting your largest files is a good starting place to free up space.

1. Go to the [overview of your current storage usage](#). You'll see a list of files sorted by the amount of storage space used.
2. Select the files you want to delete and click the **trash can icon** () at the top of the page.

Tip: Click and drag your cursor over multiple files to select them. Alternatively, hold the CTRL/CMD key and click the files to select OR click the first file, hold the SHIFT key, and click another file to select multiple files in a row.

You can also search for file types that use a large amount of space, such as .MP4, .MOV, and .WAV files.

1. Go to [Google Drive](#) and click the **advanced search options icon** () to the right of the search field at the top of the page.
2. Select **Videos** or **Audio** from the **Type** drop-down menu.
3. Select **Owned by me** from the **Owner** drop-down menu.
4. Click **Search**.

Delete files by date

You may have old data that is no longer used and can be deleted from your Drive.

1. Go to [Google Drive](#) and click the **advanced search options icon** () to the right of the search field at the top of the page.
2. Select **Owned by me** from the **Owner** drop-down menu.

3. Select one of the options from the **Date modified** drop-down menu. If you want to search for files modified before a certain date, select **Custom...** and enter the date(s) in the second field provided.

Clean Up Your Google Mail

The primary way to clean up your Google Mail (Gmail) is to delete emails that are no longer relevant or needed. Additionally, emails with large attachments take up the most space - refer to "Delete emails by size" below for more information.

Tip: If you often archive your emails instead of deleting them, you may wish to delete them moving forward. If there are emails you want to keep, instead of archiving them, you can organize them using Gmail labels. (Google does not explicitly label mail that has been archived in Gmail. However, you can use the following search query to find your archived mail: **has:nouserlabels -in:Sent -in:Draft -in:Inbox.**)

Delete Emails Individually or in Bulk

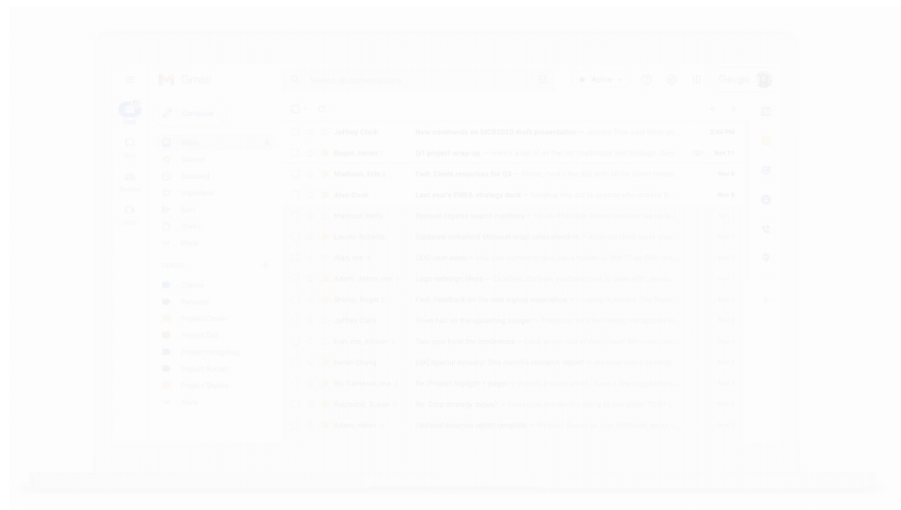
Google allows you to delete your emails individually or in bulk from anywhere in Gmail (i.e., labels, search results, etc.).

To delete emails **individually**:

1. Check the box beside each email you want to delete.
2. Click the **trash can icon** () at the top.

To perform a **bulk** deletion:

1. Check the box at the top in the menu bar to select all emails on that page.
2. Click “**Select all [NUMBER] conversations in [LOCATION]**” under the box you just checked. This will select all conversations that match your search/location.
3. Click the **trash can icon** () at the top.
4. You may be asked to “Confirm Bulk Action.” Click **OK**.



Delete emails by size

Emails with large attachments tend to take up the most space in Gmail. Searching for and deleting these emails will help to reduce storage usage.

To find large emails that take up space:

1. Enter **has:attachment larger:10MB** in the Gmail search field at the top of the page and press **Enter**.

This will identify emails with attachments larger than 10 MB. If this returns a lot of emails, you can start higher by replacing "10" with a higher number, such as 15 or 20, to find even larger files. Additionally, you can use **in:all** to ensure it searches all of your email.

2. Select specific emails and delete them individually, or delete all search results in bulk.

Delete Emails by Date

SSK12 Accounts delete all emails older than six months, but you can still find older emails up to the six month period you may no longer need:

1. Enter **older:2019-01-01** (Replace with any date) in the Gmail search field at the top of the page and press **Enter**.

This will identify emails older than January 1, 2019. You can change this date to be sooner or older by adjusting the numbers in the search.

2. Select specific emails and delete them individually, or delete all search results in bulk.

Delete emails using other search operators

Google allows you to use one or more search operators to filter your Gmail search results even further and beyond just date or size. Refer to the [Google Help Center](#) to learn more.

Notices and Scenarios before Transferring your Content

- [Google Takeout Transfer](#) only supports transferring Gmail and Drive to other Google accounts.
- [Google Takeout](#) supports Downloading or Exporting most Google Data to your PC/Mac to store locally on your computer or uploading to a different cloud service (**Does not require a Google Account**).
- You should use the [Partner Sharing method](#) to transfer your Google Photos from SSK12 Google to your personal Google account.
- If you exceed the storage of your personal account, there is no way to stop the transfer. You will need to delete data until there is enough free space for the transfer to complete.
- A failed transfer can result in duplicate files in your personal account. If this happens, you should delete all copied content in your personal account and restart the transfer.
- The process can take up to a week, especially if you have a lot of content or a slow internet connection.
- You cannot stop a transfer once it starts. You can [check the status](#) of your transfer, but it will not tell you the progress it's made until completion.
- Copied files or mail might appear in batches on your personal account during the process. It is important not to touch the mail or files in either your SSK12 Google account or personal account while the transfer is occurring to avoid potential issues.
- Your data organization (folder structures and email labels) is retained.
- In Gmail, Takeout Transfer will maintain email labels when it copies them to your personal account. Email attachments are also retained.
- Data sharing and permissions on files and folders are not retained. Because the files are copies, your personal account is now the owner, and anything you want to retain sharing on will need to be reshared.

Google Drive Transfer information

- Shared drives do not transfer.
- Files with the “Viewers and commenters can see the option to download, print, and copy” setting unchecked – Takeout doesn't transfer these files.
- Google Sites of which you are the sole owner - Takeout copies the site and leaves it unpublished. The published site in your SSK12 account remains published.
- Google Forms - Takeout doesn't transfer Forms.
- Google Drawings, Microsoft files, .ZIP files, videos, and photos (not Google Photos) - Takeout transfers all these files.
- File comments are copied, but revision/version history is not.

Shared folder structures where you own folders and/or files within it:

You own the shared parent folder

- Takeout copies the folder. However, the following occurs:
- It copies everything you own in the folder structure (folders, files) and keeps the structure intact.
- It only copies subfolders created/owned by others collaborating on the shared folder. It **does not** copy over any files other people own in the structure, just their folders.

- When you delete a shared folder you own, all files/folders owned by other people within the structure will move back to their respective My Drives.

You don't own the shared parent folder

- Takeout doesn't copy any files you own that live within a shared parent folder owned by someone else.

Google Mail (Gmail)

- Archived mail doesn't have a label, these emails will appear in the special labels Takeout Transfer adds.
- Emails in your Trash do not transfer.

Google Takeout Transfer (Drive and Gmail) Before you Begin

Ensure you have a non-SSK12 Google account created with enough storage to hold everything you're copying. [Free personal accounts](#) only come with **15GB** of storage. You should organize and remove old files, folders and emails using the steps above to free up some space before you transfer your content.

School SSK12 Account

- 1) Go to [Google Takeout Transfer](#) while logged in to your SSK12 Google account.
- 2) In the "Enter a destination account" field enter the email address of your personal @gmail.com account
- 3) Click **SEND CODE**.

Personal Gmail Account

- 4) Go to your personal account and log in to check your email.
 - a. If you are following these steps on the same computer, it is recommended to open your personal email in an [incognito window](#) in your browser or is available open your personal email on a separate device.
- 5) Find and open the email from Google in your personal account. The subject line should be similar to "Verify your account."
- 6) Click the **Get confirmation code** button in the email, which will open a new window/tab.
- 7) Copy the code from the window/tab that opens.

School SSK12 Account

- 8) Navigate back to the Google Takeout Transfer page where you're logged in as your SSK12 Google account.
- 9) Paste the copied code in the field under "**Verify destination account**" and click **Verify**.
- 10) Toggle which content you want to copy to your personal account
 - a. Drive (only files you own) and/or Gmail (all email).
- 11) Click **Start Transfer** to begin the process.

When the transfer is complete, you'll receive a confirmation email sent to your personal account (your SSK12 Google account will not receive any notification). The confirmation email will be from noreply-account-migration@google.com. If you don't find the email, check your Spam label or [check the status](#) of your transfer to figure out if it's complete.

Google Takeout (Download and Export) Before you Begin

This option is a Download or Export of data **ONLY** if you plan to move your files to a local PC/MAC or non-Google account such as [Dropbox](#) or [OneDrive](#) this is the option you should use. If you plan to export Classroom data or other Google services data, please note that importing of Google services data remains limited and may not be possible. You should organize and remove old files, folders and emails using the steps above to free up space before you transfer or download your content.

It is recommended to separate your exports into separate requests by service. For example, one request for Gmail data, one for Drive data, etc. This will create an easier to manage transfer of data for you later.

School SSK12 Account

After deciding which types of data, you want to export and organizing it as appropriate, you can proceed with logging in to Takeout.

1. Go to [Google Takeout](#).
2. (If applicable) Enter your @ssk12.org email address in the sign-in prompt and click **Next**.
3. Once you're logged in, Google services that have your data are automatically selected on the Google Takeout page.

At this point you can proceed by manually picking and choosing the data you'd like to export, for additional information regarding this the [instructions provided by Google](#) will assist you in making that decision.

Important: Your data export file may not include certain data types and changes made to your data between when you request an export and when it is ready to download/view. [Learn more about what data may not be included](#).

Next Steps

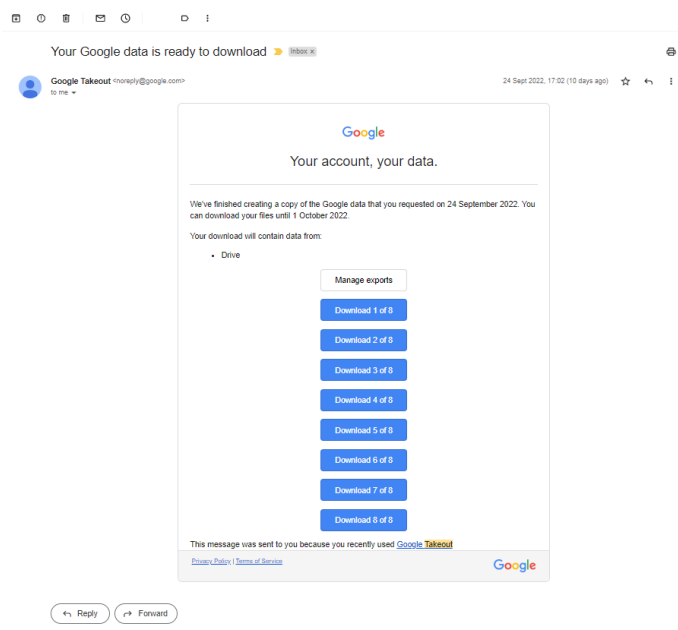
Your export request can take a **few minutes to several days** to process, depending on the type of data, and how much data you're exporting. Please wait until you receive the email notification from noreply@google.com containing a link for downloading your data.

Caution: While you wait for your export to complete, **do not retry the same Takeout request**, as it will result in a duplication of data and could create confusion. However, you can immediately submit another Takeout request for additional Google data types (e.g., Contacts, Calendars, Email, etc.). You do not need to wait for your other Google Takeout request to complete.

You should **always** compare your Google Takeout data with the original data still in your SSK12 Google account to ensure everything has been exported properly. If Takeout fails or data is missing, either try the Takeout process again or [manually download your files/folders from Drive](#) to your desktop. (You can also manually export your [Google Calendars](#) and [Contacts](#) and [export your Photos to a personal Google account](#).)

Download your Drive files

- 1) When you receive the email notification from Google to your @ssk12.org account, click each download link to save each .ZIP file. There may be several.



- Find the downloaded .ZIP files on your computer and extract each one ([Windows](#) / [Mac](#)).

Using Partner Sharing (Google Photos)

To move your photos/videos to a different, non-SSK12 personal Google account, share your photo library with that account using Partner Sharing.

Unfortunately, your photo album structures will not be transferred. You will have to manually recreate and sort each album in your personal account afterward.

1. Go to [Google Photos](#).
2. Click the **gear icon** in the top right.
3. Click the drop-down arrow beside **Sharing** and then **Partner Sharing**.
4. Keep the start date set to **Off**.
5. Select **All photos** under "Choose photos to include," and click **Next**.
6. Enter your personal Google account's email address in the field provided and click **Next**. (You can only transfer to another Google account.)
7. Confirm everything looks correct and click **Send invitation**.
8. Open an incognito window and [log in to your personal \(non-SSK12\) Google account](#).
9. Go to [Google Photos](#) with your personal account. It may take a few minutes to register the invitation.
10. Click the **gear icon** in the top right.
11. Click the drop-down arrow beside **Sharing** and then **Partner Sharing**.
12. Click **Pending invitation** under "Photos from [SSK12 ACCOUNT]."
13. Click **Accept**. (You may be asked to "Share back with [SSK12 ACCOUNT]" - if so, click **Not now**.)
14. You will be taken to an album with all your photos/videos from your SSK12 Google account. Click **Turn on auto save** in the top left corner.
15. Select **Save all photos** under "Choose what to auto-save," and click **Done**. (The top left corner should now say "Saving automatically.")

Depending on how many photos and videos you currently have in your SSK12 Google Photos library, it may take a while for Google to auto-save your photos/videos to your personal account (especially videos). To be safe, wait **at least 24 hours**, maybe more, before disconnecting Partner Sharing and deleting your photos/videos from your SSK12 Google Account.

To disconnect Partner Sharing after Google has automatically saved all of your SSK12 Google account photos/videos:

1. Go to [Google Photos](#) with your personal account.
2. Click the **gear icon** in the top right.
3. Click the drop-down arrow beside **Sharing** and then **Partner Sharing**.
4. Click **Remove partner** and then click **Remove**.
5. Repeat these steps to disconnect Partner Sharing from your SSK12 account, too.

If all of the photos/videos you saved to your personal account from your SSK12 account are still there after removing Partner Sharing, you should be safe to delete them from your SSK12 account.