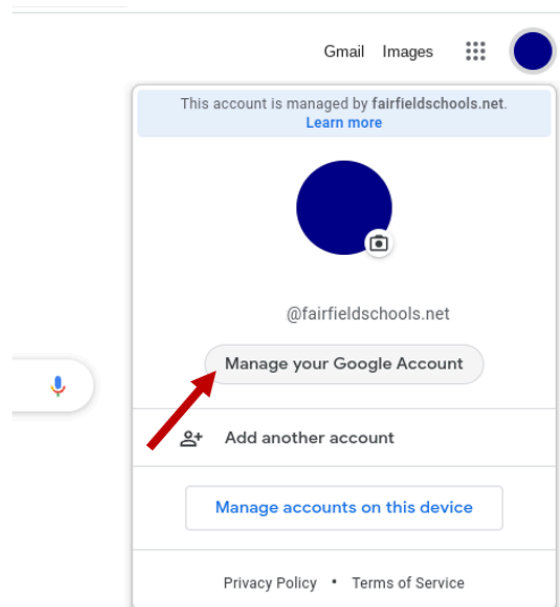


Exporting your FPS Google Account Data to your Personal Google Account

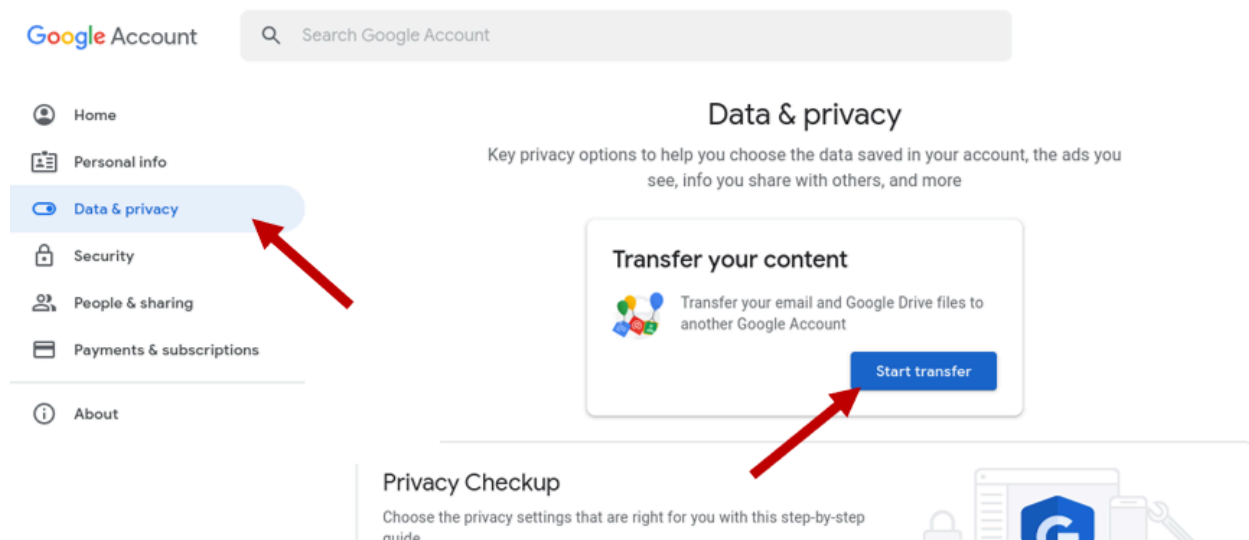
The following instructions will show you how to transfer your Fairfield Public Schools Google Drive to your personal Google account and how to download it onto your personal machine.

Transferring directly to your personal Google Account

Step 1: Log into your Fairfield Public Schools Google account and then select “ Manage your Google Account”.



Step 2: On the left select “Data & Privacy” and then select “Start Transfer” under “Transfer your content”



Step 3: Enter your personal Google email address (i.e. yourname@gmail.com), then press “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

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

SEND CODE



2. Verify your destination account

Step 4: Go to your personal Google Email and open the verification email that was sent. Select “Get confirmation code”.

Verify your account

A request was made to transfer content to your account from @fairfieldschools.net.

Get a confirmation code below to verify this account. The code will be valid for 24 hours. [Learn more](#)

Not expecting this email? Do nothing and no content will be transferred.

Get confirmation code



This message was sent to you because you recently used Google's [Transfer your content](#) service. [Privacy Policy](#) | [Terms of service](#)



Step 5: Enter the verification code retrieved from the last step and click “verify”.

The screenshot shows the 'Transfer your content' interface. At the top, it says '1. Code sent to @fairfieldschools.net'. Below this, it says '2. Verify your destination account'. The instructions state: 'Check your @fairfieldschools.net email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#)'. There is a text input field labeled 'Enter code' with the placeholder '#####'. A red arrow points to this field. Below the field are two buttons: 'VERIFY' and 'RESEND CODE'. A red arrow points to the 'VERIFY' button. At the bottom, it says '3. Select content to copy and transfer'.

Step 6: Select the content you want to transfer and then select “Start Transfer”.

The screenshot shows the 'Transfer your content' interface. At the top, it says '2. Account verified'. Below this, it says '3. Select content to copy and transfer'. The instructions state: 'Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)'. There is a visual representation of the transfer between two accounts, both labeled '@fairfieldschools.net'. Below this is a table with two columns: 'Product' and 'Details'. The table has two rows: 'Drive' and 'Gmail'. The 'Drive' row has the details 'My Drive files, Files you own, Shared with me files' and a toggle switch that is turned on. The 'Gmail' row has the details 'All mail' and a toggle switch that is turned off. A red arrow points to the 'Drive' row. Below the table, it says 'Copy and transfer to @fairfieldschools.net [Change](#)'. At the bottom, there is a blue button labeled 'START TRANSFER'. A red arrow points to this button.

The transfer will run and you will get an email confirmation once it is done and the receipt will also receive an email.

Downloading your FPS Google Drive to your personal computer

Step 1. Navigate to <https://takeout.google.com/settings/takeout> and sign in using your school Google account. (...@fairfieldschools.net)

Step 2. Under “Create a New Export” select the data that you wish to include in export and then click “Next Step” at the bottom of the page.

(It would be best practice to deselect all then select one by one to ensure you don't export unnecessary data)

← Google Takeout

1 Select data to include 1 of 45 selected

Multiple formats

Drive
Files you own that have been stored in your [My Drive](#) and [Computers](#). [More info](#) ☒

Multiple formats Advanced settings All Drive data included

Fit
Your Google Fit data, including your workouts, sleep data, and daily metrics like steps and distance. ☐

Multiple formats All Fit data included

Google Account
Data about registration and account activity. ☐

HTML format

Step 3. Select the file type, frequency, and destination that you would like to export, then select “Create Export”.

Download

Manage exports

← Google Takeout

CREATE A NEW EXPORT

✓

Select data to include

1 of 45 selected

2

Choose file type, frequency & destination

Delivery method

Send download link via email

Add to Drive

Add to Dropbox

Add to OneDrive

Add to Box

1 export

Export every 2 months for 1 year

← Google Takeout

2

Choose file type, frequency & destination

Frequency

●

Export once

1 export

Export every 2 months for 1 year

6 exports

File type & size

.zip

Zip files can be opened on almost any computer.

2 GB

Exports larger than this size will be split into multiple files.

Create export

Step 4. Once the data export is complete you will get an email where you will now select “Download your files”

