How to Use Google Takeout Transfer

What does Google Transfer do?

Google Transfer moves your files and data, such as Google Drive or Gmail data, from one account to another.

Who should use this?

Anyone leaving the district, such as graduating seniors or retiring employees, should use Google Transfer to backup their data before their account is disabled.

Directions

1. Create a personal Google Account
2. Sign in to the account you want to transfer from
3. Go to takeout.google.com/transfer
4. Enter the email of the personal account
5. Enter verification number that was emailed to the personal account
6. Select the content & data you want transferred and click "Start Transfer"