

How to transfer a copy of your Gmail and Drive files to a personal Google account

If you are leaving the district you have two options to save your data.

1. You may download an archive copy of your data using [Google Takeout](#). See this page for instructions on downloading Google account content.
 - a. <https://support.google.com/accounts/answer/3024190?source=gsearch&hl=en>.
2. You may transfer your email and drive files to a personal Google account. See below for instructions on transferring Google account content.

Transferring your email and drive files to a personal Google account

1. Go to <https://takeout.google.com/transfer> while signed into your school district Google account
2. Enter your personal gmail address and click 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

██████████@gmail.com

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

SEND CODE


2. Verify your destination account

3. Select content to copy and transfer

3. Open your personal email account (must be done out on your phone or at home, we block access to personal email accounts in the district) and enter the code sent:

Transfer your content

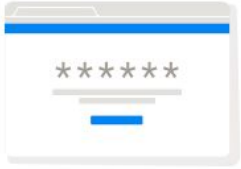
Copy and transfer your email and Google Drive files to another Google Account



✓ 1. Code sent to [redacted]@gmail.com

2. Verify your destination account

Check your [redacted]@gmail.com 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](#)

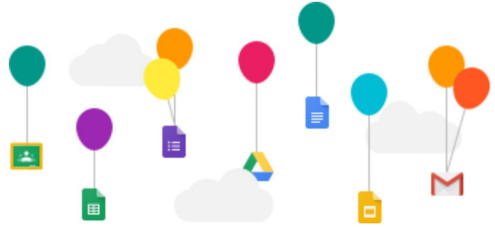


Enter code

←

VERIFY RESEND CODE

Confirm your transfer



Your confirmation code is

DO [redacted] 3

Sign in with [redacted]@wrightcity.k12.mo.us and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts [Help Center](#).


CONTINUE

Google Terms & Privacy Help

4. Start the transfer:

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account






✓ 1. Code sent to [redacted]@gmail.com



✓ 2. Account verified

3. Select content to copy and transfer

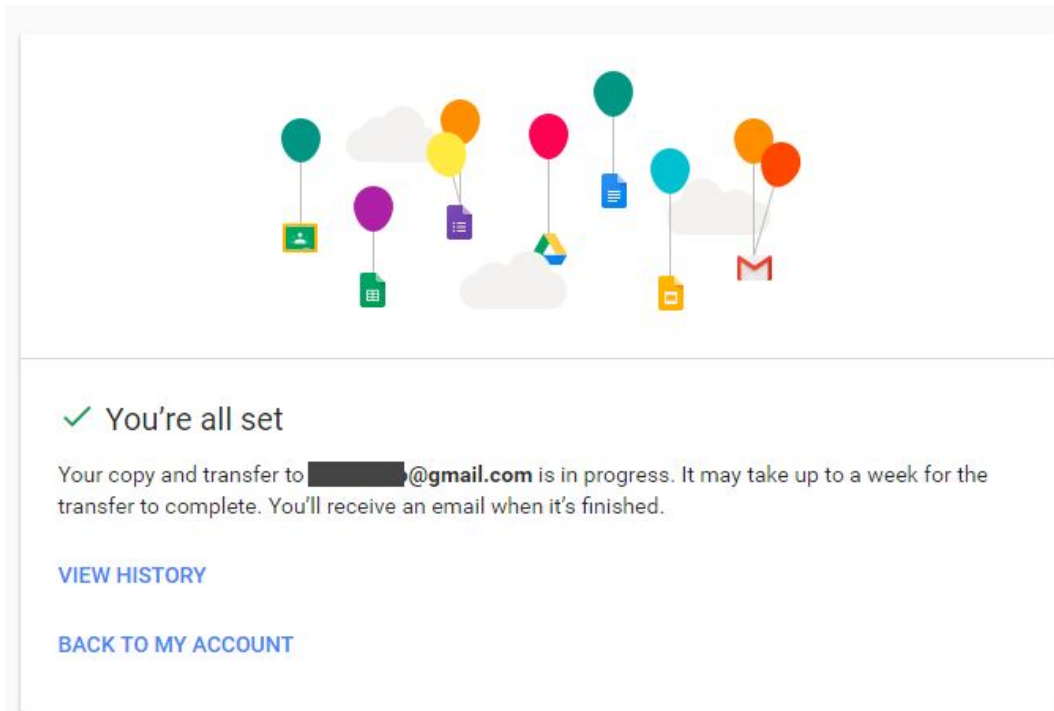
Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



 Student [redacted]@wrightcity.k12.mo.us →  [redacted]@gmail.com

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

5. You are all set!



A couple important things to note:

- Only emails and documents that you own transfer.
- The original files stay in your school account. Any changes you make to the copied files don't affect the originals.
- A file in My Drive won't be copied if either of the following are true.
 - You're a viewer, not an editor or owner
 - The owner has turned off download, print, and copy options for commenters and viewer

Full list of FAQs can be found [here](#)