

# GOOGLE TAKEOUT

**How to transfer email and files to a personal account before graduation.**

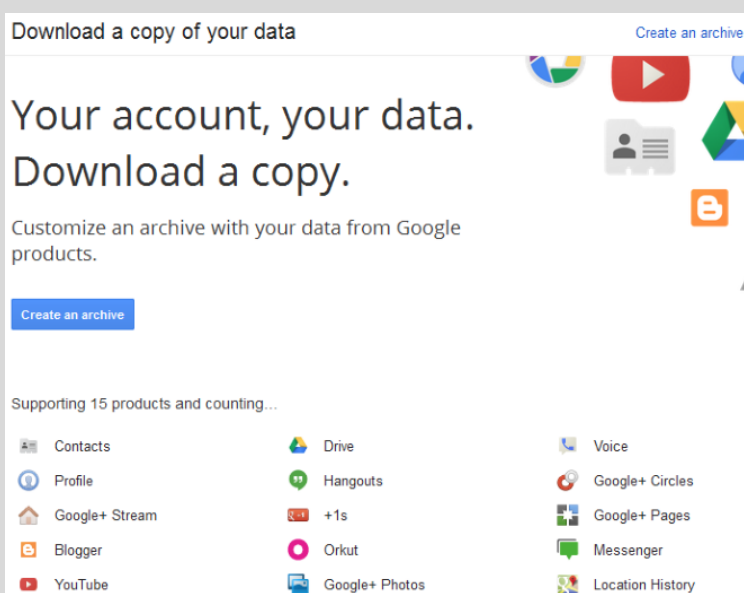
D303 Google Accounts for graduated students are disabled mid-August and deleted after Labor Day.

## Transfer Google Drive Files and Emails

If you wish to transfer Drive files and/or emails to another account outside of D303, you can choose to do so by downloading an archive using Google Takeout.



Google Drive



## Access Google Takeout

Follow the steps to archive your information at HOME on a personal computer NOT at school.



**Only select the data you absolutely Need**

### Step 1:

## Access Tutorial for Google Takeout

Make sure to watch this tutorial before starting the Google Takeout Process. Either access the tutorial via the QR code or the shortened URL.



<https://goo.gl/JIYLYv>

### Step 2:

## Google Takeout Link

Either use the QR code to the right or the shortened URL to access Google Takeout. Be sure to watch the tutorial above before going through the process.



<https://goo.gl/wuPXB8>