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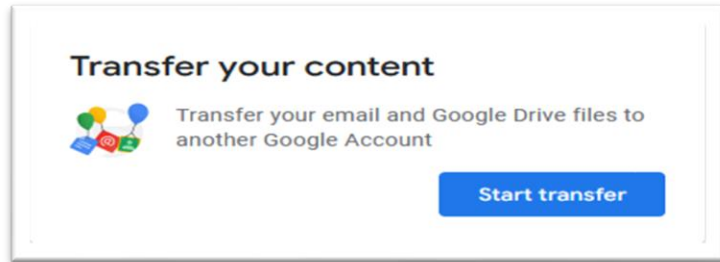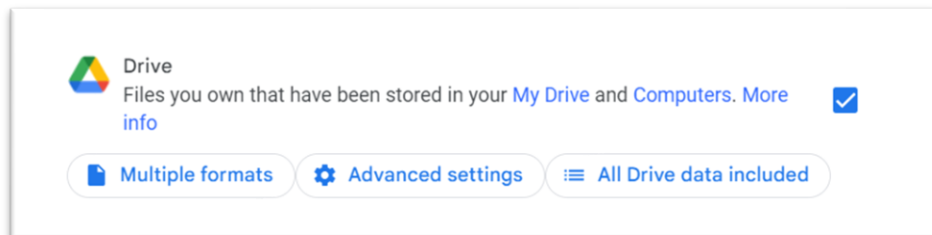# GOOGLE DRIVE – EXPORT FILES TO ALTERNATE ACCOUNT

Created By: Technology Services

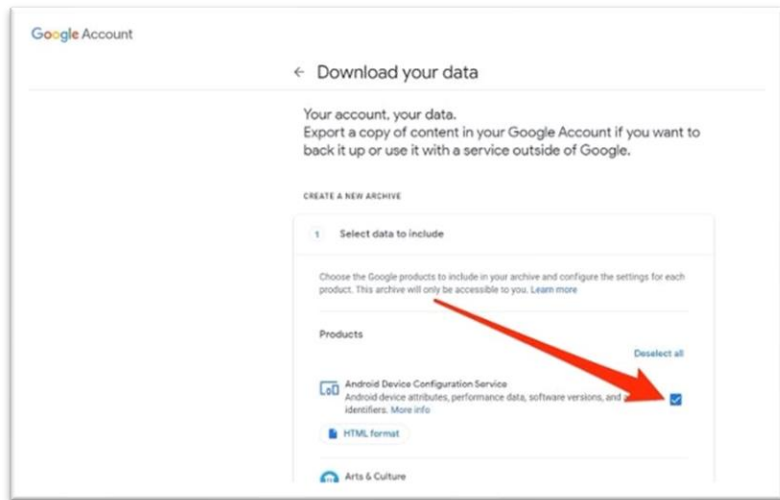1. Go to the Google Takeout Data & Privacy page and log in with your UCPS account.

2. In the Transfer your content section, select Start Transfer

3. In the "Enter a destination account" section, enter the email address of the Google account you want to transfer your Gmail/email and/or Google Drive data to. For example, **jdoe01@gmail.com.**

4. Click **Send Code** so that a code can be sent to the Google account that you are transferring data to in order to allow the transfer.

5. Log in to the personal Google account and retrieve the code and enter it where prompted on the Takeout transfer window.

6. In the "Select content to transfer and copy" section, select Gmail and/or Drive depending on what you want to migrate to your other Google account. Note Photos and sites are other options if you wish to copy these select those items.
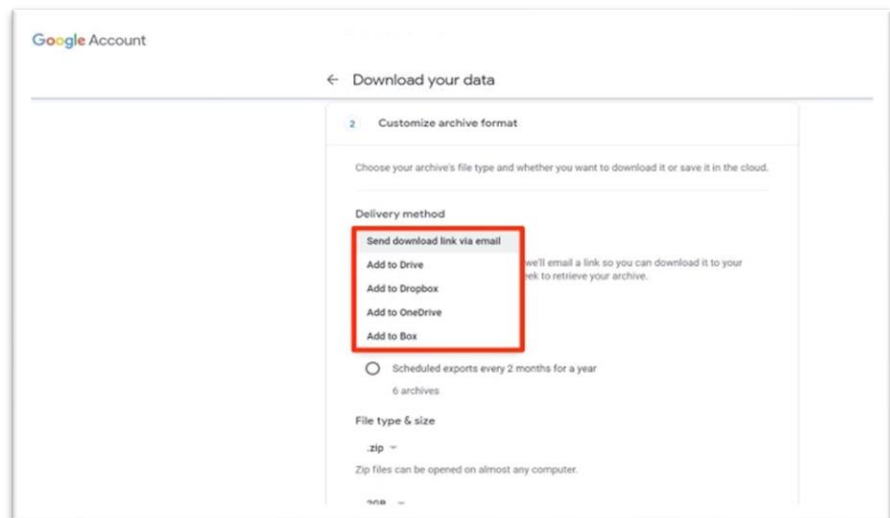

7. You will receive an email in the Google account you selected to transfer your Gmail and/or Drive data to that the transfer of the content is on its way and then you will get another email once the transfer is completed.

   a. Also, keep in mind that it could take several days to do the transfer depending on how much data you have and you must have enough storage available to you on the destination account in order to hold the transfer of the data.

   b. At any time, you can return to the Google Takeout Transfer History page and click on "View History" to see the status of the transfer.

How to create a backup and download UCPS Google Drive Content

1. Go to the Google Takeout settings page and log in with your UCPS account and check all the services that you want to save data.

   a. Google has an extensive list of services that you can check or uncheck individually.

2. Choose your preferred method of downloading the archive. This can be a download link sent to an email address, or a file added to your Drive, Dropbox, OneDrive or Box account. If you choose Dropbox, you will have to authenticate with your Dropbox account when prompted and allow the transfer. If you choose "Add to OneDrive", it is expecting a personal Microsoft Account (not an UCPS account).
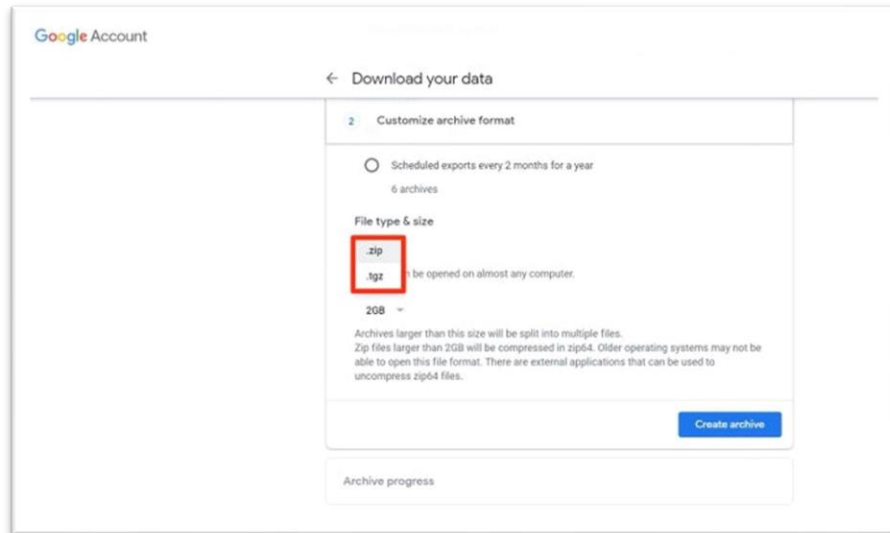

   a. If you ask to have your data sent to a non-Google service, you'll be sent an email with a link to your data on that service once the download is completed.

3. Select whether you prefer this to be a one-time archive or a recurring process. **Choose "one-Time" archive and .Zip format.**
   a. You might need additional software to open a .tgz file.

4. Click the **Create archive** button to begin the download of the data. If you are migrating your data to another service (e.g., OneDrive) you will see a "Link Accounts and Create Export" button instead and you will have to authenticate on that service with the account you specified and you will need to authorize access to transfer data into this account.

5. Google will begin archiving your data, and send it to you in the way you selected. This process can take a while, depending on how much data you're backing up.

   a. The completion message will tell you that the archive process can take hours, or even days, to complete.