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.



- 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 <u>Google Takeout Transfer History</u> page and click on "View History" to see the status of the transfer.



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How to create a backup and download UCPS Google Drive Content

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

Ownload vour data
Your account, your data.
Export a copy of content in your Google Account if you want to
back it up or use it with a service outside of Google.
CREATE & NEW ARCHIVE
1 Select data to include
Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. Learn more
Products
Deselect all
Android Device Configuration Service Android device astributes, performance data, software versions, and identifiers. More info
HTML format

- 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).

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	Cownload your data
	2 Customize archive format
	Choose your archive's file type and whether you want to download it or save it in the cloud.
	Delivery method
	Send download link via email Add to Drive we'll email a link so you can download it to your Add to Dropbox Add to Dropbox Add to Dropbox
	Add to Box Scheduled exports every 2 months for a year
	6 archives
	rine type o size _zip ∽
	Zip files can be opened on almost any computer.
	208 -

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.



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- 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.

mat
ry 2 months for a year
ost any computer.
compressed in zip64. Older operating systems may not be here are external applications that can be used to
Create archive

- 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.

← Download your data
Your account your data
Export a copy of content in your Google Account if you want to
back it up or use it with a service outside of Google.
buck it up of use it mind service outside of obogie.
CREATE A NEW ARCHIVE
(a) 10 (c)
Select data to include
 Customize archive format
Archive progress
An archive of 49 products is currently being prepared Dense note that archives may take a long time (hours or possibly days) to create. You will
receive an email when your archive is complete.
Cancel archive + Create another archive



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