Leaving Shen but Want to Take Your Google Information with You? [rev 6/21/21]

When an employee retires/leaves the District, their Google account gets disabled shortly thereafter. To preserve Google data, plan ahead and follow the instructions below.

Note about SHARED documents: Any folders/files OWNED by you will disappear when your account is disabled, regardless of whether you have shared those files with others. In order for those files to remain active, you must either move them to a Shared Drive OR transfer ownership to someone else.

Before proceeding, ensure you have enough space (either in a personal Google account or on your hard drive/flash drive) to accommodate the new data. While in your Shen Google Drive, look at the bottom of the left navigation pane. If your current Shen usage is nearing or above 15 GB, you likely need to delete files prior to trying Option 1 (although you can pay for additional storage, most personal Google accounts have 15 GB). Click the word **Storage** to see files listed by size. Right-click on a file to remove. Deleting a few large files often has a greater impact than deleting many smaller ones.

Option 1: TRANSFER Data to a Personal Google Account
Best if you have a personal Google account or plan to create a free one.

1. Check available storage on your personal account to ensure it's greater than what you aim to transfer.
2. While signed in to your SHEN account, click your profile icon/initial in the upper right. Click **Manage Your Google account**, then **Transfer your content** (or just click here).
3. Enter your PERSONAL Google email address (the account where your Shen files will be sent). Click **Send Code** and follow the prompts to verify your destination account.
4. By default both Google Drive and Gmail files will transfer. When ready, click **Start Transfer**.
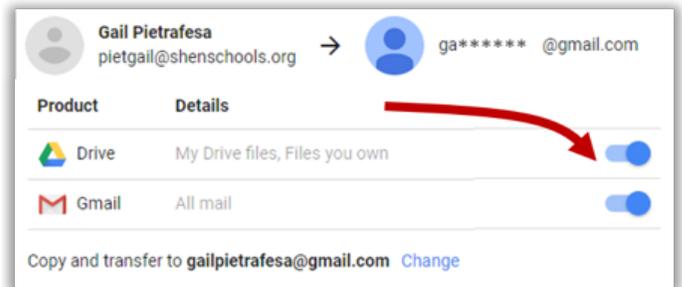
Be patient! It can take hours or days to complete the transfer.

-OR-

Option 2: DOWNLOAD Google Data to your Personal Computer
Converts Google formats to Microsoft Office-- only use this option if you have access to Microsoft Office.

1. Start at https://takeout.google.com/
2. In the **Products** section, click **Deselect All**, then scroll down and only check what's needed (e.g. **Drive**; although Classroom and Mail are options, these are saving offline and will not be in a useful format). Optional: In the Drive section, click **All Drive Data included** if you wish to designate specific Google folders to download or exclude. When ready, scroll down to the bottom and click **Next Step**.
3. Choose **Export once**, then choose **Create Export**. The larger the selection of files, the longer it will take (could be hours or days). Eventually, you'll get an email with a link to download your files. They will download in **.ZIP** format and you'll have to **extract** the files before being able to access them. To **extract** a .zip file on a PC, right-click and choose **Extract All**. Click **Extract**. A second, unzipped folder will appear with the extracted files.