

# Google Takeout for Schools: Transferring Your @stu.smuhsd.org Content to Another Google Account

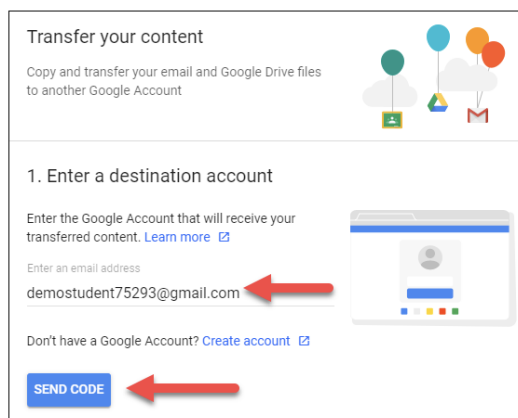
Adapted from Control Alt Achieve: <https://www.controlaltachieve.com/2020/05/google-takeout.html>

## Before You Start:

- You need to have two different Google accounts.
  - *Source account* - your @stu.smuhsd.org account (this account must be a Google school account)
  - *Destination account* - the account you are transferring all of the content **to**. This can be a personal gmail account or another school Google account. If you don't have a personal Gmail account - create one at [google.com/gmail](https://google.com/gmail)

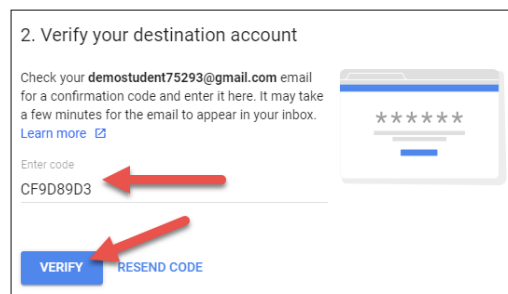
## Step 1: Enter a destination account

- Log on to both Google accounts. This can be on the same device or different devices.
- From your @stu.smuhsd.org account go to: <https://takeout.google.com/transfer>
- Enter the email address that you want to transfer the files **to** and click **Send code**.
- Go to the account you want to transfer to and check for an email with the subject: *Verify your account*.
- Click the *Get confirmation code* button in that email.
- Your confirmation code will open in a new tab.
- Copy this code!



## Step 2: Verify your account

- Go back to your Google Takeout Transfer screen (in your @stu.smuhsd.org account).
- Enter the confirmation code that you just copied and click *Verify*.

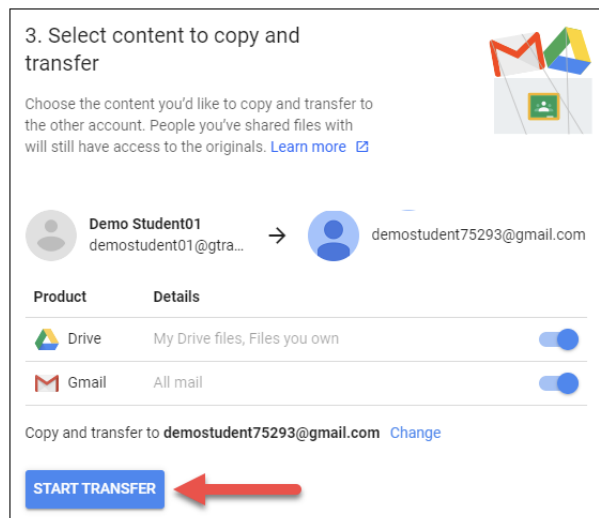


## Step 3: Select content to copy and transfer

- Go back to your Google Takeout Transfer screen (in your @stu.smuhsd.org account).
- If you don't change anything, both your Google Drive files and Email will be transferred. If you do not want that - toggle off the one you don't want to transfer.
- Select *Start Transfer* to start the process!

## Step 4: Transfer your content

- Your email and files are now transferring. This may take up to a week depending on how many files you have!
- You can close your computer once this process starts - the transfer is happening on Google's servers.
- Emails will show up in the destination account's inbox with a @stu.smuhsd.org label.
- In Drive, all files that you owned or had editing rights will be copied over to a folder named with your @stu.smuhsd.org account.
- These files are copies and are not shared with anyone else.



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