

Exporting your Google Data

Google now offers two options to take data from your school G Suite account. You can use one or both of these tools depending on the data you want to keep and you will not remove files from your current school G Suite account.

Which Process is Right for You?

| | Google Takeout | Transfer Your Content |
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| Tool Access | https://takeout.google.com/ | https://takeout.google.com/transfer |
| Instructions | Takeout Instructions | Transfer Your Content Instructions |
| File Ownership | You must be an owner or an editor for files to transfer. | |
| How is data transferred? | Converts your files into Word, Excel, Powerpoint etc which you can download onto another computer | Directly transfers the contents of your Google Drive and/or Gmail to another Google account |
| What types of data are transferred? | You can choose Google Drive, Youtube, Bookmarks, Calendar, Contacts, Photos etc | You can choose Google Drive and/or Gmail |
| Email | Does not work well with Email | Transfers emails directly from one Google account to another Google account (Don't worry all the emails are put in a folder) |
| Cautions | Make sure to check your archive before leaving the school. Sometimes the process does not work or you may not have all of the files you wanted | Your destination Google Account must have enough storage space. If you are transferring to another school your space is unlimited. You may need to pay for extra storage if you are using a personal Google account. |
| Extra Steps | You will need to upload and convert your files to add them to another Google account. | None |
| Recommendations | Use Transfer your Content for Google Drive and Gmail and Takeout for other data. If you are going to a non-Google School or country where you will not be able to use Google, Takeout is your best option. You will have files in a useable format. | Start here to get your Google Drive and Gmail transferred to new Google Account. Then use Takeout for other services you want to copy. |