



SMUSD Ed Tech Quick Guide

Google Drive - Google Takeout/Copy Files from SMUSD Account to Personal Google Account

About Google Takeout

Leaving SMUSD? You can copy all the data from your SMUSD Drive to a personal Google account. Please note: **Google Takeout will only allow you to save files that are in your “My Drive” and are owned by you. Google Takeout will not save files in your “Shared with Me” folder.**

Get Ready for Takeout Copy & Transfer

If you have a large amount of files, it may take some time for Google Takeout to copy your entire Drive. Before you begin the process described below, make sure the folders in your Drive are organized how you like them. Google Takeout will copy your files as they currently exist in your Google Drive. If there are any files in your “shared with me” that you are hoping to download, you will need to “make a copy” of those documents so you have your own copy of the document that is living in your My Drive. **You will need a personal Google/Gmail account to complete this process.**

Copy & Transfer your Files

Log in and Access Takeout

Sign in to your SMUSD Google account and navigate to takeout.google.com/transfer.

Start the Copy Process

1. Enter the email address of the destination Google Account where you want to copy your content, and select **Get Code**.
2. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select **Get Confirmation Code**. A new tab will open with a code. Note: The Confirmation Code only works for 24 hours.
3. On your school account, go back to the "Transfer your content" page. Enter the code, then choose **Verify**.
4. Choose the content you'd like to copy (you can copy items in your Drive and emails from Gmail), then select **Start Transfer**.

The screenshot shows the 'Transfer your content' page in Google Takeout. At the top, there is a blue header with a back arrow and the text 'Transfer your content'. Below this, the main content area is titled 'Transfer your content' and includes the subtitle 'Copy and transfer your email and Google Drive files to another Google Account'. To the right of the subtitle are icons for Google Drive, Gmail, and Google Photos. The page is divided into three steps: 1. 'Enter a destination account' - This step includes a text input field for the destination email, a 'Code sent to' field with a pencil icon, and a 'NEXT' button. 2. 'Account verified' - This step is marked with a green checkmark. 3. 'Select content to copy and transfer' - This step is currently empty. A 'Learn more' link is visible next to the 'Enter the Google Account' text.

Details About the Copy Process

1. The copy process usually happens within a few hours, but it can take up to a week.
2. Copied files might appear in batches on your Google Account during the copy process.
3. When your files are finished copying, you'll get an email at your Gmail address.

See your Copied Files

To see the files you've copied, sign in to Gmail or Google Drive with your Google Account.

Gmail: Copied content will have a label with your school account name and the date you started the copy process.

Drive: Copied content will be in a folder labeled with your school account name and the date you started the copy process.

What Changes on Copied Files

There are a few important changes that happen on files copied from Google Drive:

- You automatically become the file owner of all copied files. (The owners of the original files remain the same.)
- Copied files aren't shared with others. (You can always choose to share them.)
- Comments are copied, but revision history isn't.