Leaving Edgefield County School District?
Got Google content??

Use [Google Transfer](#) to move any content you need to a personal Google account.

BEFORE You Begin:

You need a personal (non-school) Gmail account for this process

If you don't already have one, just go to **gmail.com** and use the red **Create an Account** button to create a free account.

Email address

If you have been using your school Google account for any correspondence with colleges, future employers, etc., be sure to supply these organizations with your NEW preferred email address.

Time permitting, don't move what you don't need to

If you plan to transfer your Gmail messages, delete old messages no longer needed. Just keep those that you might need later. The same applies to removing files from "My Drive" that you will no longer need after leaving school.

Only items from "My Drive" and any "folders" within that will be copied. **To copy files that appear in "Shared with Me"** you must "[Add them to My Drive](#)".

Also consider that **if you are the owner of documents for a club or other activity** that will continue after your departure, you should [transfer ownership](#) of them to someone remaining at the school.

**Other content you want to keep besides Gmail/Google Drive?**

Data from other products such as **Google Photos, YouTube videos, and Gmail contacts** can be *downloaded* using [the Download process](#) as opposed to Transfer. For ease of both organization and storage, it

is often best to make several different archive files when using this process, one for each different type of data.

Transferring Your Gmail / Google Drive files
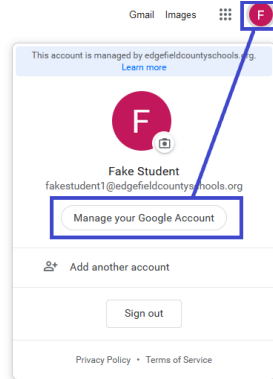
1. Go to your school Google home screen.
2. Click the **Account** icon in the upper right corner as shown above.
3. Click the **Manage your Google Account** button.
4. On the *Home* screen, click **Start Transfer** on the "Transfer your Content" tile.
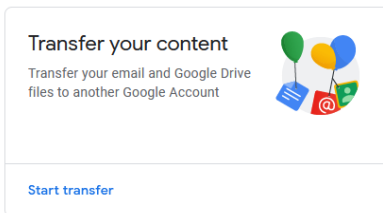
5. Enter the full email address for your *personal* Gmail account that will *receive* a copy of your school Gmail/Drive data. Click **Send Code**.
6. Access your **personal gmail account** & locate the email message from Google. *(If you're doing this from a Chromebook, it might be easiest to access the personal gmail account from a different device such as a smartphone.)* Click the **Get confirmation code** button in the email message and copy the code you see.
7. Back in your school account, enter or paste the code into the box provided, then click **Verify**.

Review your settings and start your Transfer.