

Google Transfer: Save Your Google Drive & Gmail

Transferring your files from your Fort Zumwalt account to your personal gmail account.

1. Visit <https://takeout.google.com/transfer> (logged into @student.fz.k12.mo.us)
2. Enter destination account (needs to be a personal gmail account)- Do not have a personal gmail account? Create one here- <https://accounts.google.com/signup>

1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Code sent to **samplestudentfz2017@gmail.com**

Don't have a Google Account? [Create account](#)



NEXT

3. Verify your Account

Verify your account

A request was made to transfer content to your account from ncusumano@fz.k12.mo.us.

Get a confirmation code below to verify this account. The code will be valid for 24 hours. [Learn more](#)

Not expecting this email? Do nothing and no content will be transferred.

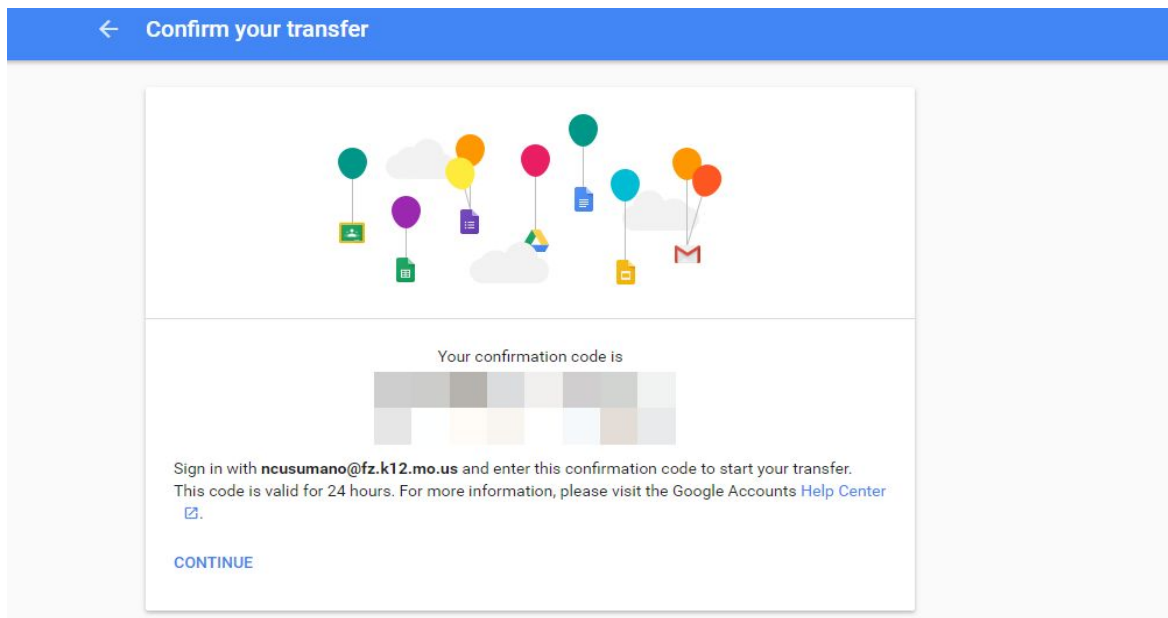
Get confirmation code



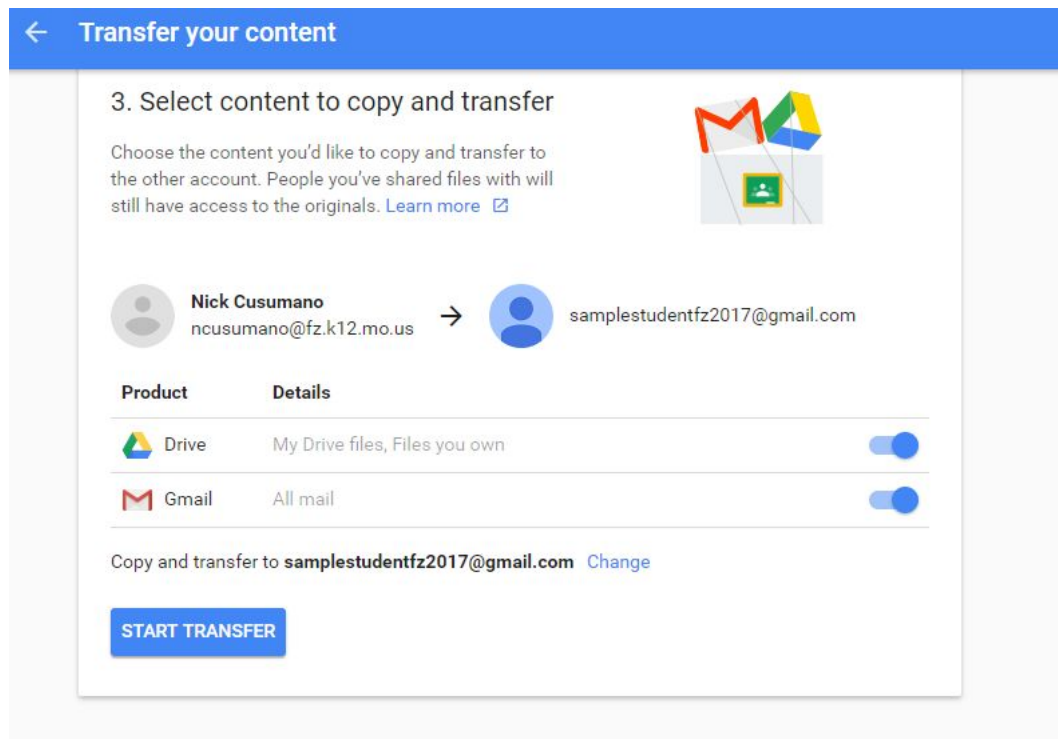
This message was sent to you because you recently used Google's Transfer your content service. [Privacy Policy](#) | [Terms of service](#)

Google

4. Confirm transfer with code



5. Verify what content you want transferred- Google Drive and/or Gmail



Details about the copy process

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

* Extra help- <https://support.google.com/accounts/answer/6386856>

Download files that aren't copied

To save your content from other Google products, you can see the next page of directions .

For example, you can download your Gmail contacts, your YouTube videos, and your photo albums in Google Photos.

GOOGLE TAKEOUT: SAVE YOUR GOOGLE DATA

1. Visit <https://www.google.com/settings/takeout> (logged into @student.fz.k12.mo.us account)

2. Select the products you want to archive. (Remember you can transfer Google Drive content and Gmail to a personal Gmail using the directions in page 1-3 of this document) You will use this link for all other Google content.

3. Select **Next** and leave the default settings:

4. Go to FZ Gmail and open the e-mail that states Google Takeout is complete.

5. On a personal computer, click link to download file. Save to non-school account or device. Your archive link is only good for 7 days

Customize archive format

Choose your archive's file type and whether you

File type

Zip files can be opened on almost any computer.

Archive size (max)

Archives larger than this size will be split into multiple files.

Delivery method

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

Create archive

Download archive

*Extra Support:

<https://support.google.com/accounts/answer/3024190?hl=en>