

Archiving and transferring your Google Account data

School accounts, including files on the network, email, D2L, and GAFE (Google) accounts all disappear once a student or staff leaves the board (graduates, moves away, retires) so one “housekeeping” thing we all need to remember is to save or transfer any files we want to keep.

If you have only a **few files or folders** in your **GAFE account**, you can simply download them to your personal device and then upload them back into a personal Google account if you wish. Alternatively, you can share your files/folders (giving full editing privileges) with your personal Google account and then make a copy (remember that the originals of the shared files will disappear so you must make a copy in order to keep them).

If you have files or folders that you have shared with others you may want to let them know that they should make copies if they haven't already done so, since the original files will soon be disappearing. Make sure you have moved any files shared with you that you want to keep out of your “shared with me” folder into your Drive folder. If you want to continue to be part of a collaborative project, let the others in the group know your new email address to be added to the share list. Finally, don't forget that if you make a copy (or an archived backup) of a file that has been shared with you it will no longer be a live, collaborative file.

Also, keep in mind that a free personal Google account currently (May 2015) has a limit of 5GB while your school account is unlimited in size, so you may need to explore other cloud options if you have more than 5GB of data.

If you have large amounts of data in your Drive to move, and/or if you want to copies of info in other products (your GAFE YouTube account, your Google calendars, Google Plus, Hangouts, Bookmarks, etc. then **you might be interested in the Google Take Out, a service which helps you to make an archived or backup copy of parts or all of your Google services** which you can download to your personal device and then upload elsewhere if you wish. Info will be copied and put into compressed zip files for quicker download and links emailed to you. ([Go here for an explanation of zip files](#) if you don't know what they are).

To **access Google Take Out**, go to <https://www.google.com/settings/takeout> and log into your account, **OR** log into your account first; click on your photo, click on “Account” to access your Account Settings page, scroll down to “Account Tools”, then click on “Download Data.” Choose what services you want to back up and the email address you want the zip files emailed to. It may take hours to create the backup depending on the amount of data you are copying so choose the email me when ready option.

[FAQ page](#)

[Details about file types and how they are saved](#)