

HOW TO TRANSFER A COPY OF YOUR WGCloud DRIVE FILES TO A PERSONAL GOOGLE ACCOUNT

If you are leaving the district you have two options to save your data.

1. You may download an archive copy of your data to your personal computer

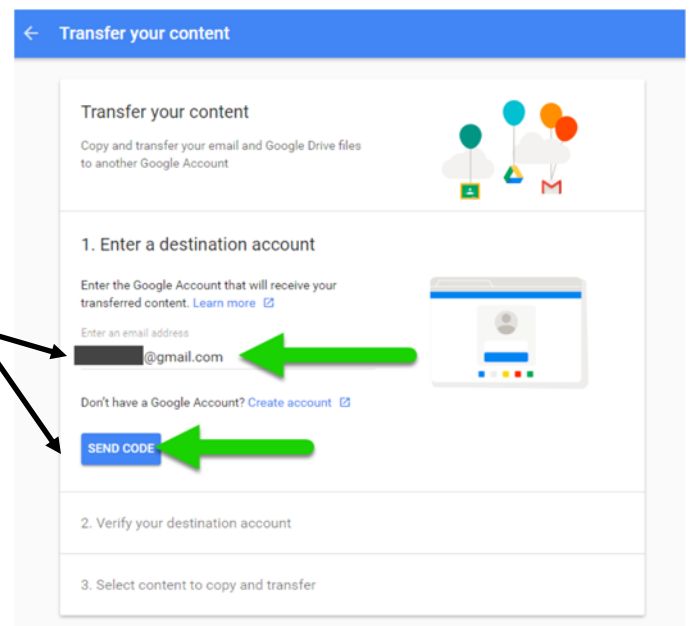
<https://support.google.com/accounts/answer/3024190?source=gsearch&hl=en>

2. You may transfer your email and drive files to a personal Google account. See below for instructions on transferring Google account content.

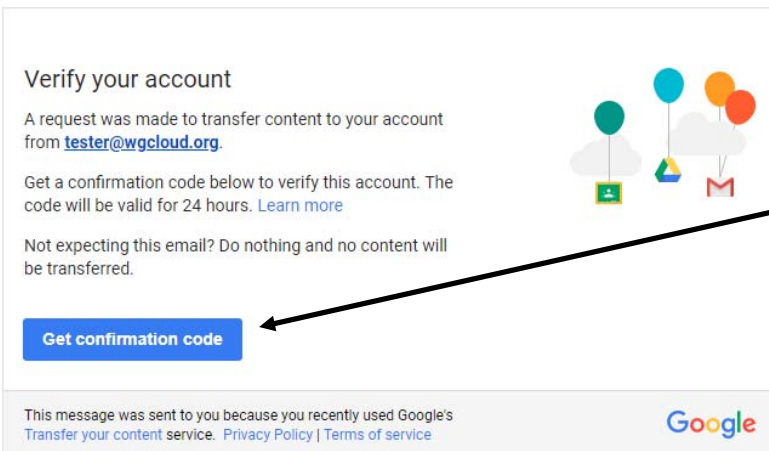
Transferring your email and drive files to a personal Google account

Go to <https://takeout.google.com/transfer> while signed into your district **WGCloud.org** account

Enter your personal **Gmail** address and click “Send Code”



The screenshot shows the 'Transfer your content' page. At the top, there's a blue header with a back arrow and the text 'Transfer your content'. Below this, the main heading is 'Transfer your content' with a subtext 'Copy and transfer your email and Google Drive files to another Google Account'. There are three steps: 1. Enter a destination account, 2. Verify your destination account, and 3. Select content to copy and transfer. In step 1, there's a field 'Enter an email address' with a placeholder '@gmail.com'. A green arrow points to this field. Below the field is a link 'Don't have a Google Account? Create account'. A blue button labeled 'SEND CODE' has a green arrow pointing to it. A black arrow from the text 'Enter your personal Gmail address and click “Send Code”' points to the 'SEND CODE' button.

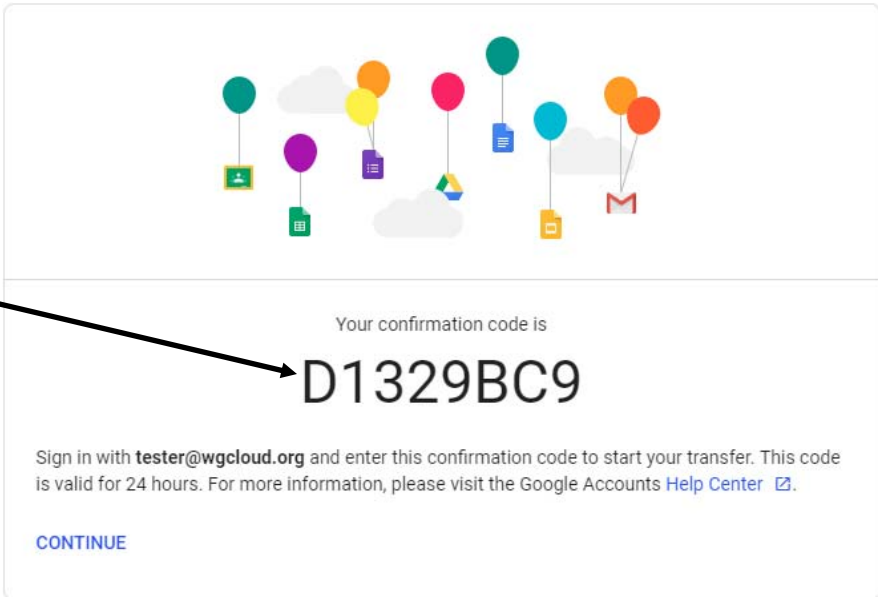


The screenshot shows an email titled 'Verify your account'. The text says: 'A request was made to transfer content to your account from tester@wgcloud.org. Get a confirmation code below to verify this account. The code will be valid for 24 hours. [Learn more](#). Not expecting this email? Do nothing and no content will be transferred.' At the bottom, there is a blue button labeled 'Get confirmation code'. A black arrow from the text 'Open your personal email account, find the email with the subject, “Verify your account” and click “Get confirmation code”' points to this button. The footer of the email says 'This message was sent to you because you recently used Google's Transfer your content service. [Privacy Policy](#) | [Terms of service](#)' and the Google logo is on the right.

Open your personal email account, find the email with the subject, “Verify your account” and click “Get confirmation code”

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Copy your “confirmation code”



The screen displays a confirmation code. At the top, there is a decorative header with colorful balloons and icons representing various Google services like Drive, Photos, and Mail. Below this, the text 'Your confirmation code is' is followed by the code 'D1329BC9' in a large, bold font. Underneath the code, a paragraph explains that the user should sign in with 'tester@wgcloud.org' and enter this code to start the transfer, noting that the code is valid for 24 hours and providing a link to the Google Accounts Help Center. At the bottom left, there is a blue 'CONTINUE' button.

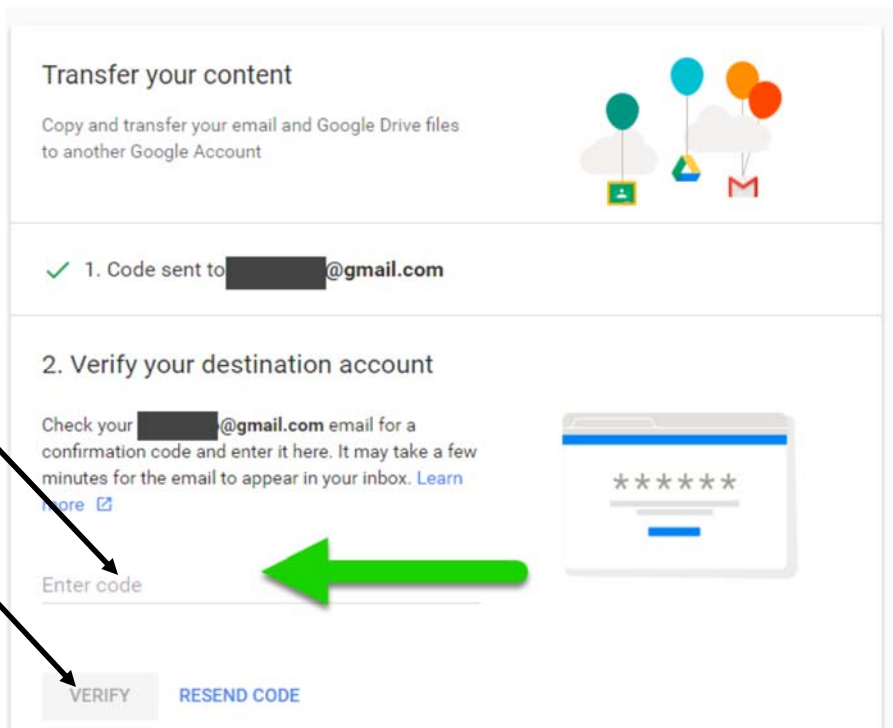
Your confirmation code is

D1329BC9

Sign in with **tester@wgcloud.org** and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts [Help Center](#).

[CONTINUE](#)

While signed into your district **WGCloud.org** account, enter your “confirmation code” from above and click “**VERIFY**”



The screen is titled 'Transfer your content' and provides instructions for transferring data. It shows a progress bar with two steps: '1. Code sent to [redacted]@gmail.com' (completed) and '2. Verify your destination account' (current step). Step 2 instructs the user to check their email for a confirmation code and enter it in a field labeled 'Enter code'. A large green arrow points to this input field. To the right of the input field is a graphic of a password field with six asterisks. At the bottom, there are two buttons: a grey 'VERIFY' button and a blue 'RESEND CODE' link.

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account

✓ 1. Code sent to [redacted]@gmail.com

2. Verify your destination account

Check your [redacted]@gmail.com email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#)

Enter code

[*****](#)


[VERIFY](#) [RESEND CODE](#)


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Click "START TRANSFER"

3. Select content to copy and transfer



Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



 **Testy Tester**
tester@wgcloud.org

 →

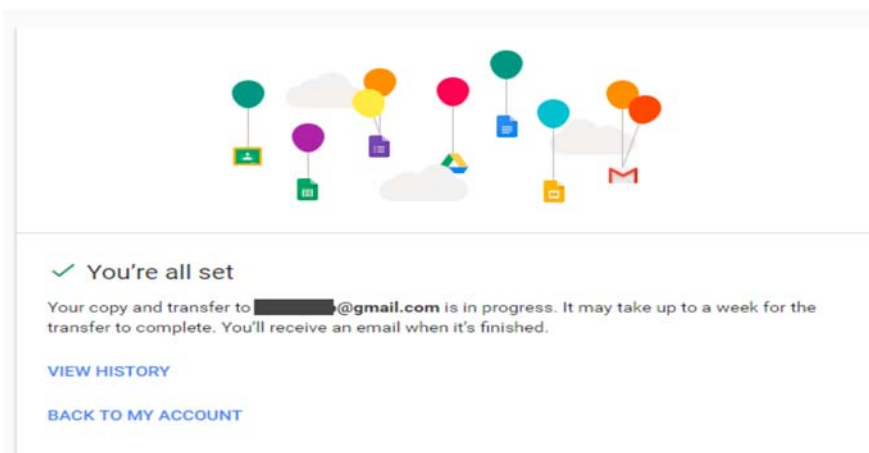
██████████@gmail.com

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to ██████████@gmail.com [Change](#)

START TRANSFER

You are all set!



A couple important things to note:

- Only emails and documents that you own transfer.
- The original files stay in your school account. Any changes you make to the copied files don't affect the originals.
- A file in My Drive won't be copied if either of the following are true.
- You're a viewer, not an editor or owner
- The owner has turned off download, print, and copy options for commenters and viewer