

How to Transfer a Copy of Your Gmail and Drive Files to a Personal Google Account


If you are leaving the district you have two options to save your data. The first option is to download a copy of your data using [Google Takeout](#). The other option, which we will go over here, is to transfer your email and drive files to a personal Google account.

1. Go to <https://takeout.google.com/transfer> while signed into your school district Google account
2. Enter your personal gmail address and click send code


← **Transfer your content**

Transfer your content


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





1. Enter a destination account


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

Enter an email address



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

SEND CODE 




2. Verify your destination account

3. Select content to copy and transfer

3. Open your personal email account and enter the code sent:

Transfer your content

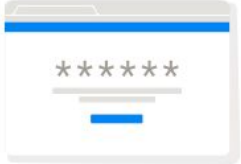
Copy and transfer your email and Google Drive files to another Google Account




✓ 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](#)

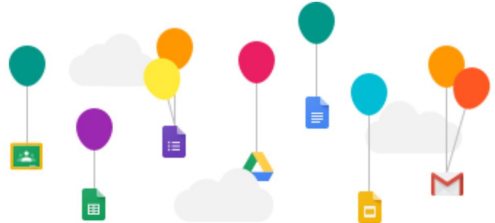


Enter code



VERIFY RESEND CODE

Confirm your transfer



Your confirmation code is

D0 [redacted] 3

Sign in with [redacted]@wrightcity.k12.mo.us 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](#)

Google Terms & Privacy Help

4. Start the transfer:

Transfer your content

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




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

✓ 2. Account verified

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](#)



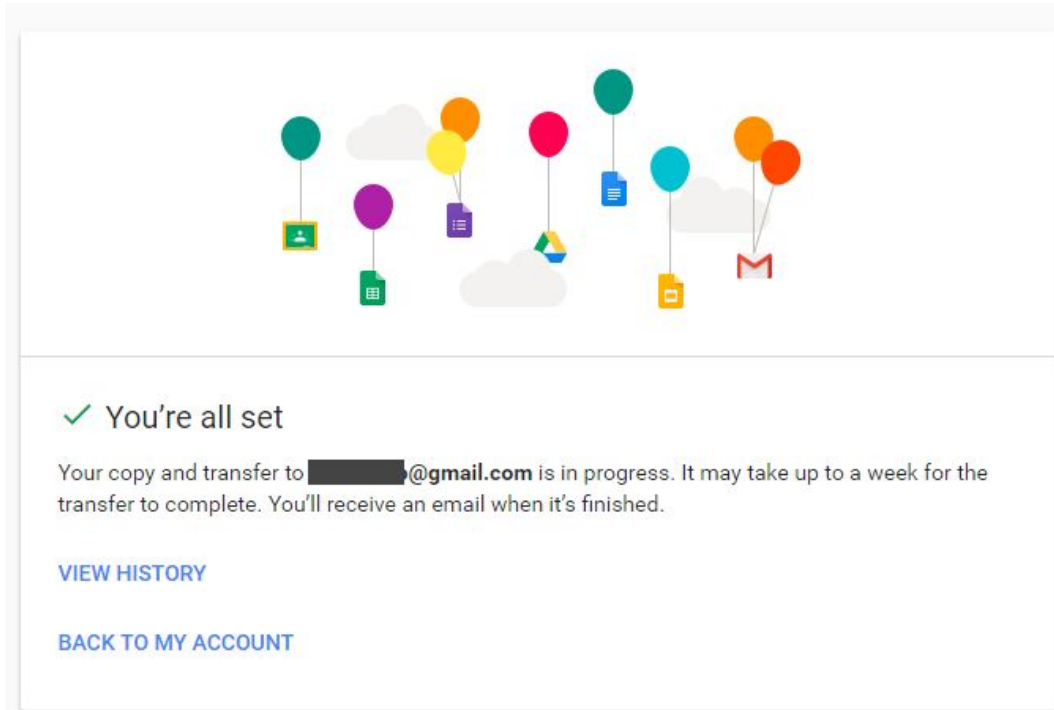
[redacted] Student [redacted]@wrightcity.k12.mo.us → [redacted] [redacted]@gmail.com

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

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

[START TRANSFER](#)

5. 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.
- Emails will be labelled in your personal account with a label of school email address
- Files will be in a folder labelled as your school email address directly in the "My Drive" of your personal account.
- 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.
- A full list of FAQs can be found [here](#).