

Congratulations Seniors!!!

Some of you will be interested in keeping your hard work from the past 4 years and others will not. For those of you that are interested, here are directions to help you out. You now have two ways of taking your content with you: Google Takeout or Google transfer.

Google Takeout

Google Takeout will allow you to download your @alstudent.org content to a .ZIP format that you can easily save to another cloud based storage (Dropbox, OneDrive or your existing Google Drive).

Once you are logged in to your account, open Chrome, click to open a new tab, click on the "App Launcher" (the gray waffle icon). From there, select "Account".

Select "Data & personalization" in the left sidebar.

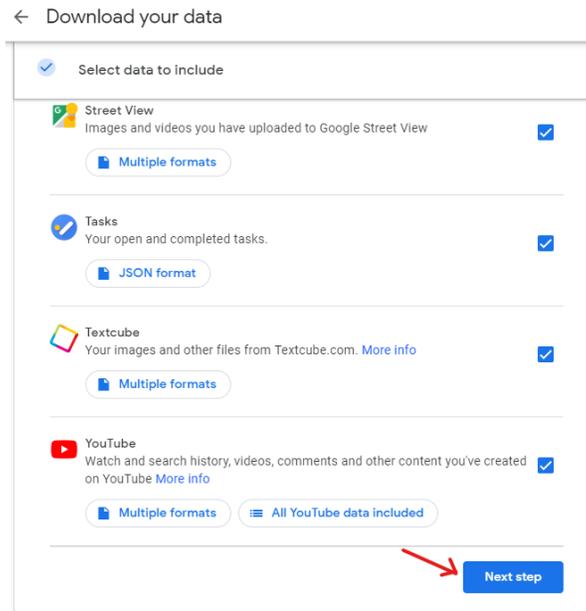
The screenshot shows the Google Account interface. On the left, the sidebar contains the following items: Home, Personal info, **Data & personalization** (highlighted with a red box), Security, People & sharing, Payments & subscriptions, Help, and Send feedback. The main content area is titled "Data & personalization" and includes a search bar at the top. Below the title, there are three main sections: "Review your privacy settings" with a "Get started" link, "Transfer your content" with a "Start transfer" link, and "Activity controls" which lists several activity types with their status: Web & App Activity (Paused), Voice & Audio Activity (Paused), Device Information (Paused), YouTube Search History (On), and YouTube Watch History (On). A "Manage your activity controls" link is located at the bottom of the activity controls section.

Now is where you have a choice to "Download your data" or "Transfer your Content". Directions for each are below.

Download your Data

Scroll down on the page until you see “Download or delete your data”. Under this heading, select “Download your data”.

Select what you want to keep, then hit “Next Step” at the bottom.

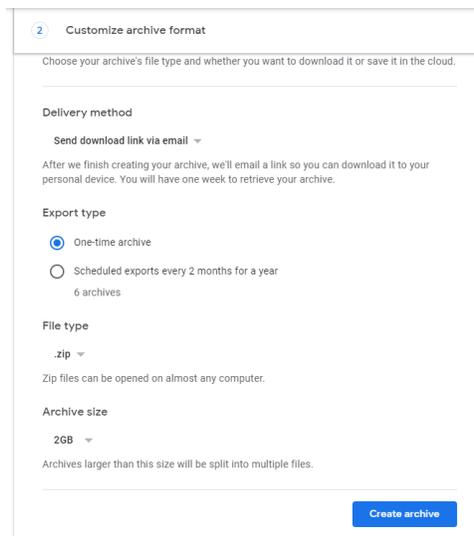


The screenshot shows a web interface titled "Download your data" with a back arrow on the left. Below the title is a section "Select data to include" with a checkmark icon. It lists four categories, each with a checkmark in a blue box on the right:

- Street View**: Images and videos you have uploaded to Google Street View. Below it is a button labeled "Multiple formats".
- Tasks**: Your open and completed tasks. Below it is a button labeled "JSON format".
- Textcube**: Your images and other files from Textcube.com. [More info](#). Below it is a button labeled "Multiple formats".
- YouTube**: Watch and search history, videos, comments and other content you've created on YouTube. [More info](#). Below it are two buttons: "Multiple formats" and "All YouTube data included".

At the bottom right of the selection area is a blue button labeled "Next step", with a red arrow pointing to it from the left.

From here, under “Delivery Method,” select where you would like the data to be stored. If you choose to export to drive, make sure you download the .zip file before the end of the year. Leave the “File type” as “.zip,” and make sure to select “One-time archive.” Then hit “Create archive,” and your data is successfully archived and can be downloaded.



The screenshot shows a web interface titled "2 Customize archive format". Below the title is a subtitle: "Choose your archive's file type and whether you want to download it or save it in the cloud." The form has three sections:

- Delivery method**: A dropdown menu set to "Send download link via email". Below it is a note: "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."
- Export type**: Two radio button options: "One-time archive" (selected) and "Scheduled exports every 2 months for a year" (with "6 archives" below it).
- File type**: A dropdown menu set to ".zip". Below it is a note: "Zip files can be opened on almost any computer."

At the bottom of the form is a blue button labeled "Create archive".

Transfer your Content

Want to send all your goodies to your personal Google account? Now you can! The steps are very similar to Google Takeout, but instead of choosing "Download your data", you will select "Start transfer".

Data & personalization
Your data, activity, and preferences that help make Google services more useful to you

Review your privacy settings

Take the Privacy Checkup, a step-by-step guide that helps you choose your privacy settings

[Get started](#)

Transfer your content

Transfer your email and Google Drive files to another Google Account

[Start transfer](#)

Activity controls
You can choose to save your activity for better personalization across Google. Turn on or pause these settings at any time.

Web & App Activity	Paused	>
Voice & Audio Activity	Paused	>
Device Information	Paused	>
YouTube Search History	On	>
YouTube Watch History	On	>

[Manage your activity controls](#)

Enter your personal email account (**NOT ALSTUDENT**) in the box and hit "SEND CODE."

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

Enter the code from Google (in your personal email), then hit “VERIFY.”

Transfer your content

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



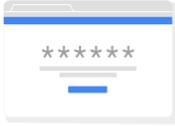
✓ 1. Code sent to **steve@alstudent.org**

2. Verify your destination account

Check your **steve@alstudent.org** 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

123456

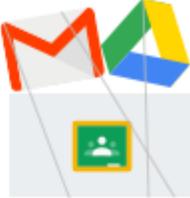


VERIFY [RESEND CODE](#)

3. Select content to copy and transfer

Pick what you want to keep, then hit “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](#)

 **20 student**
20student@alstudent.org →  **steve@alstudent.org**

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

Copy and transfer to **steve@alstudent.org** [Change](#)

START TRANSFER