



## *Transfer or Download Your School Content*

**Your School Account** → **Take It With You**

School G Suite accounts are closed when students are no longer enrolled. This means that when you transfer or graduate you will no longer have access to your files and resources in G Suite unless you take them with you. You should either “Download data” or “Transfer content” before leaving.

### **Option 1: Download your data from all G Suite products**



Create an archive with a copy of your data from Google products.

1. Visit this site: <https://takeout.google.com/settings/takeout>

If you need help, click on the Help Icon  near the top right of the screen.

2. Follow the onscreen instructions to create an archive of your data.

Get Help: [Download your data](#)

### **Option 2: Transfer your content from Drive and Gmail**



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

1. Visit this site: <https://takeout.google.com/transfer>

If you need help, click on the Help Icon  near the top right of the screen.

2. Follow the onscreen instructions to copy and transfer your school stuff to a personal Google account.

Get More Help: [Copy content from your school account to another account](#)