

# *Google Takeout & Sites Transfer*

## Google Takeout

Google Takeout will allow you to export your Google files from your school account so that you can import them into a personal account.

### Creating the Archive:

1. Login to your LPSS Google Account.
2. From the apps grid (waffle), click **Account**.
3. Select **Data & privacy** from the menu on the left.
4. Under **Download or delete your data**, select **Download your data**.
5. Choose the data to include. By default, everything is selected. Click **Deselect All** choose **Drive** and any other services needed and click **Next step**.
6. Be sure that **Send download link via email** and **.zip** are selected. Choose the max archive size.
7. Click **Create export**.

If you have a large amount of data, this will take a while. If not, you can wait a minute to see the download.

### Downloading & Unzipping the Archive:

If you waited for the archive to download, you can click the **Download** button on the page. If not, you will click the **Download** link in the email you received from Google. If clicking the email you will have to log-in to your Google account again.

The download will appear in your downloads folder. Open it. You will need to click **Extract All Files** and **Extract**. A Takeout folder will contain all of your data for each Google app used - bookmarks, Calendar, Drive, etc.

You will either need to move these files to a USB drive or upload them into a personal Google Account or Dropbox account.

**NOTE:** All Google Docs, Slides, and Sheets will be converted to Microsoft Office format. If you'd like to continue using Google, create a personal account (if you haven't already) and upload the files.

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Creating a Personal Google Account:

Go to <https://accounts.google.com/SignUp>. Enter the required information and follow the steps listed.

Uploading Your Files into a Personal Google Account:

1. Login to your **PERSONAL** Google account and go to **Google Drive**.
2. Click the **Gear** icon in the top, right corner.
3. Click **Settings**.
4. Check off **Convert uploaded files to Google Docs editor format**.
5. Click **Done**.
6. Open the **Takeout** folder that contains your files.
7. Open the **Drive** folder.
8. Select all files and drag them onto the Google Drive screen.

The files will then be uploaded.

Changing Ownership of Your Google Site:

1. Open your Google Site with your LPSS account.
2. Click the Share button in the top, right corner (head with + sign)..
3. Add your personal Google account (as an editor) in the **Invite people:** box.
4. Click **Send** and **Yes**.
5. When your personal account has been added to the list, click on the drop down menu next to your personal account and select **Is owner**.
6. Click **Save changes**.
7. Logout of your LPSS account.
8. Login to your personal Google account.
9. Go back to the share settings of the site and remove your LPSS account.