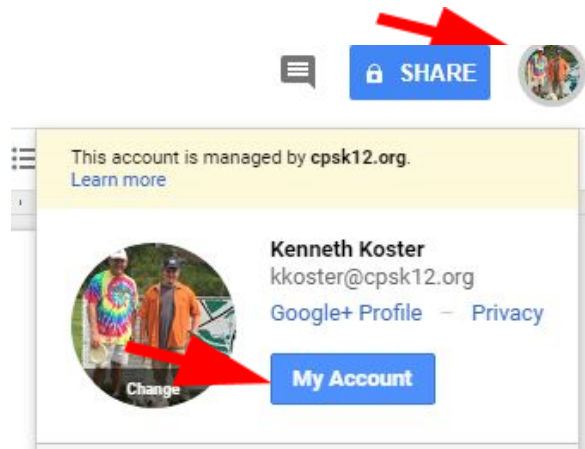
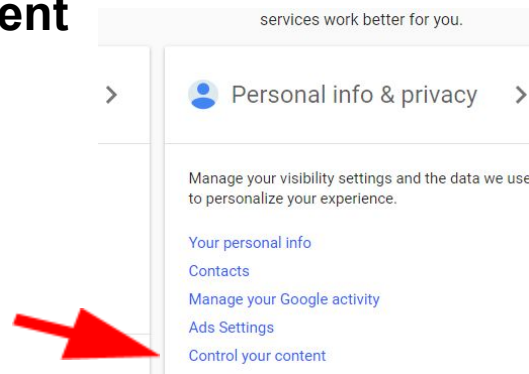


How to move your Google files to a new location

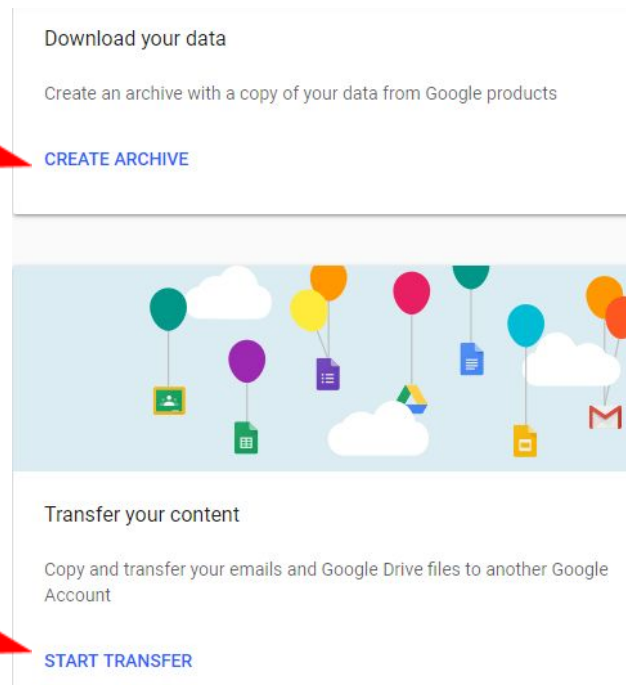
1. Sign into your school Google account, select your **account icon** from top right and select **My Account**.



2. Select **Control your content** from the Personal info & privacy area



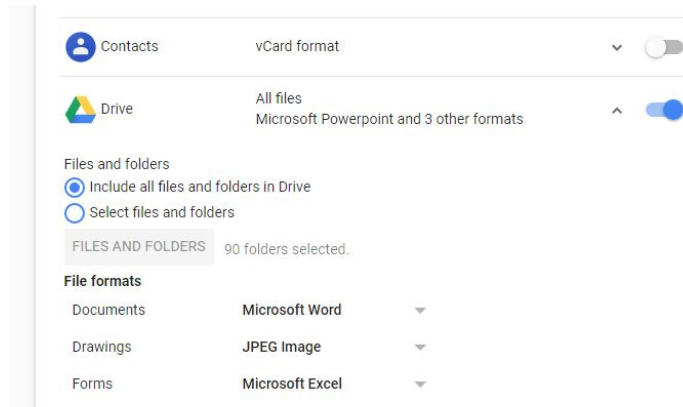
3. If you are **not** going to create a new Google account, select **Create Archive** and save your data on a flash drive, if you created a **new** Google account, to transfer your content select **Start Transfer**



If Creating the Archive

If Creating the Archive

select data to include & file formats, then select **Next**, then **Create Archive**, it will be sent to you in an email. You will have 1 week to save the data somewhere.



Your account, your data.

The Google data archive you started on April 9, 2018 is ready. It contains your Classroom data. It will be available for you to download until April 16, 2018.

Manage archives

[Download archive](#)

If Transferring to a new Google Account

If Transferring to a new Google Account enter your new Google email address, then go to your new Google email and select **Get Confirmation Code**, the code will appear immediately, copy that code and place here.

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



Select **Verify**, then select the content you want to transfer and select **Start Transfer**. May take several hours to one week to appear in your new Google account.

2. Verify your destination account

3. Select content to copy and transfer

