

Taking Gmail and Google Drive Files with you when you Graduate or Leave the OCDSB

[Translate this Document](#)

(For OCDSB Students)

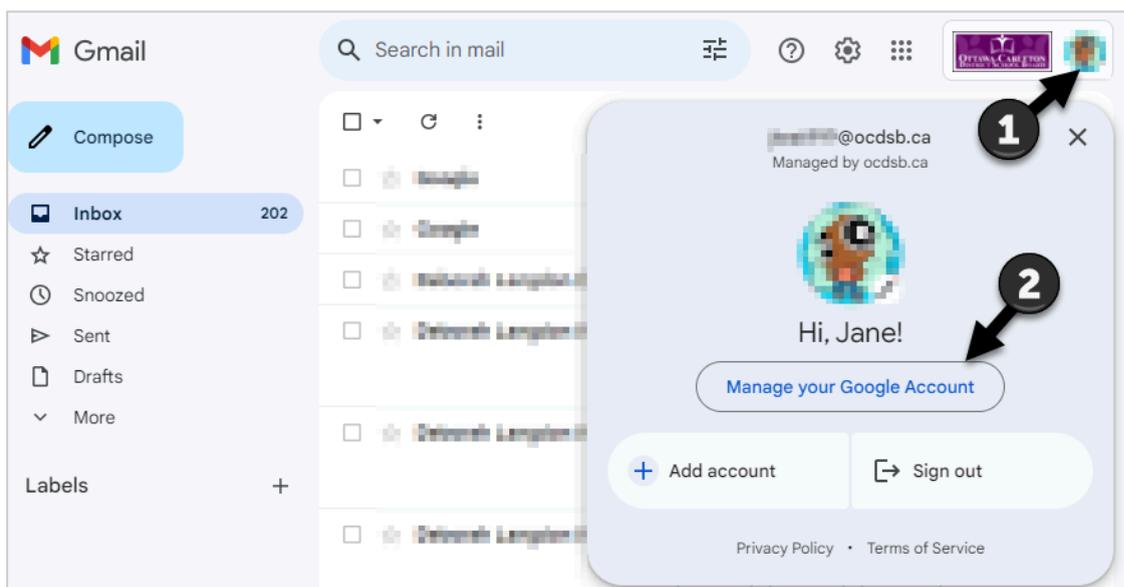
As a student in Grade 7-12, you can **transfer** your OCDSB Gmail and Google Drive files to a **personal Google account** to keep important files when you graduate or leave the OCDSB.

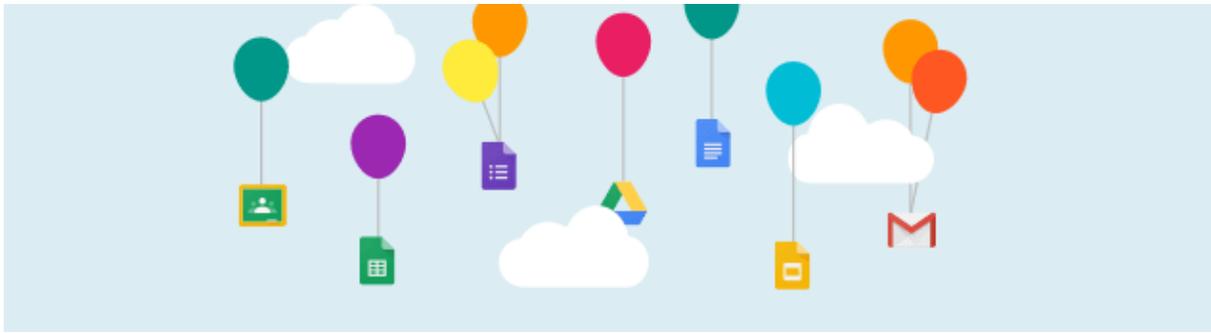
This process is only for students in Grades 7-12 and only works between Google accounts. If you don't have a personal Gmail account, visit google.com to create a free one.

If you are not a student in Grade 7-12, you will need to export your files using [these instructions](#).

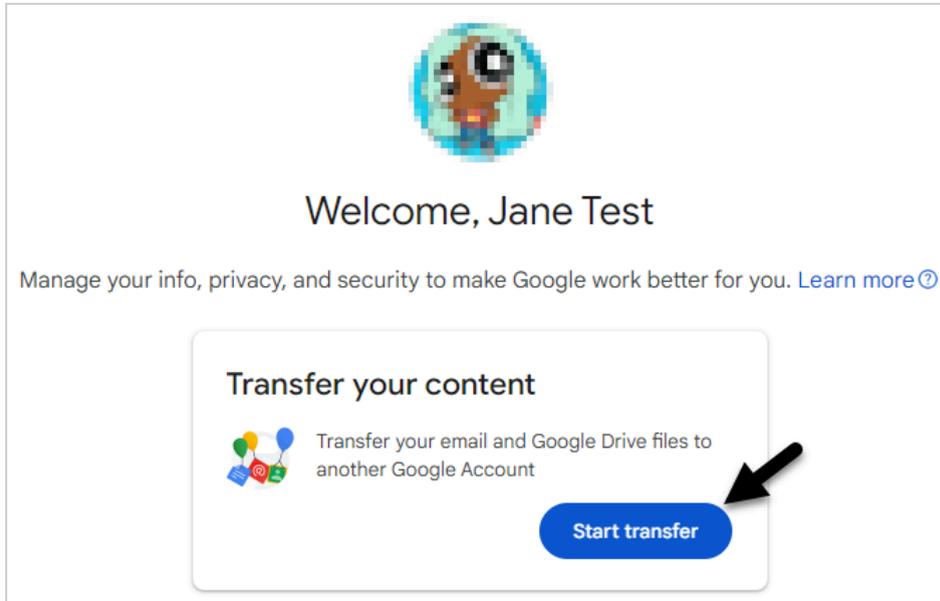
Setting up the Transfer

1. Sign in to your **OCDSB** Google account and open **Gmail**.
2. Click the profile icon in the top right (**#1**) and click **Manage your Google Account** (**#2**).

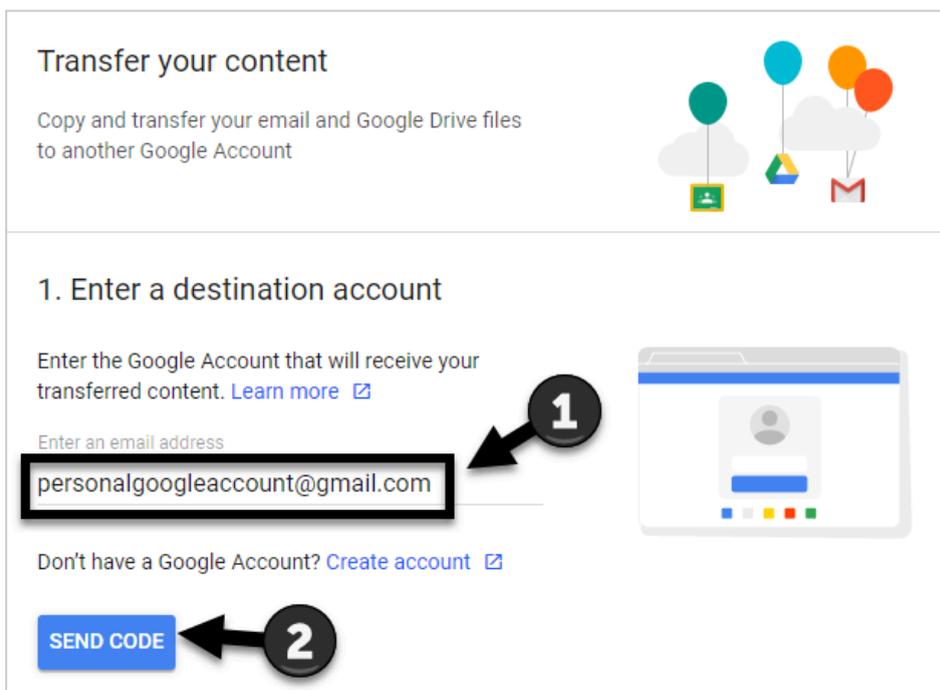


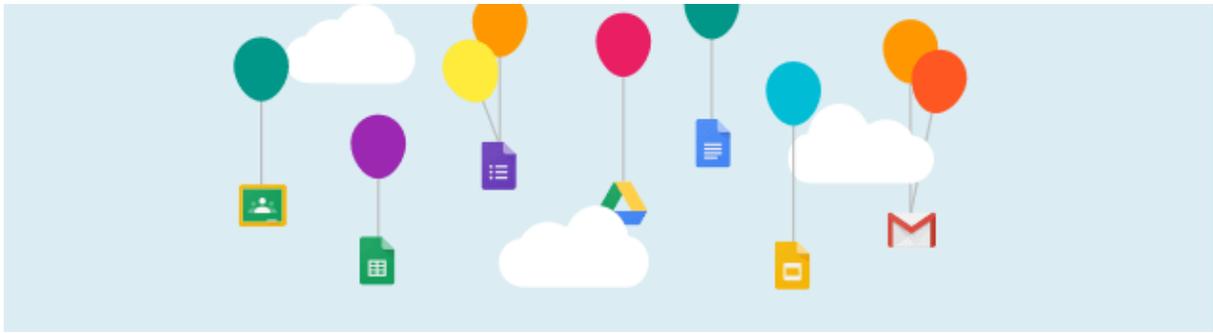


3. Click on **Start Transfer**.



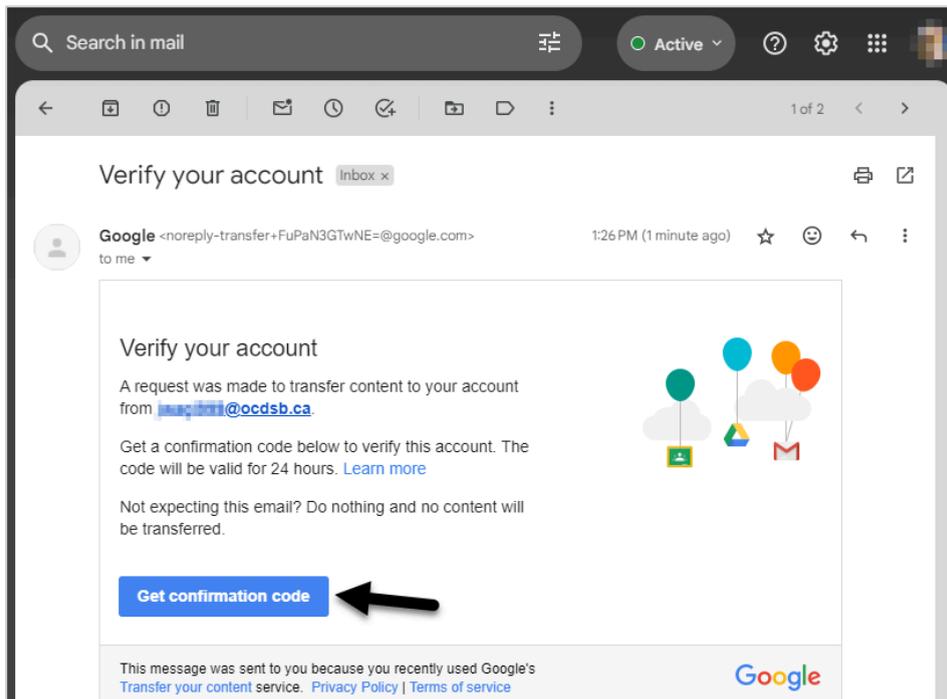
4. Enter your **personal Google email address (#1 below)** that you would like your files sent to.
5. Click **Send Code (#2)** to receive a verification email at the address you entered.



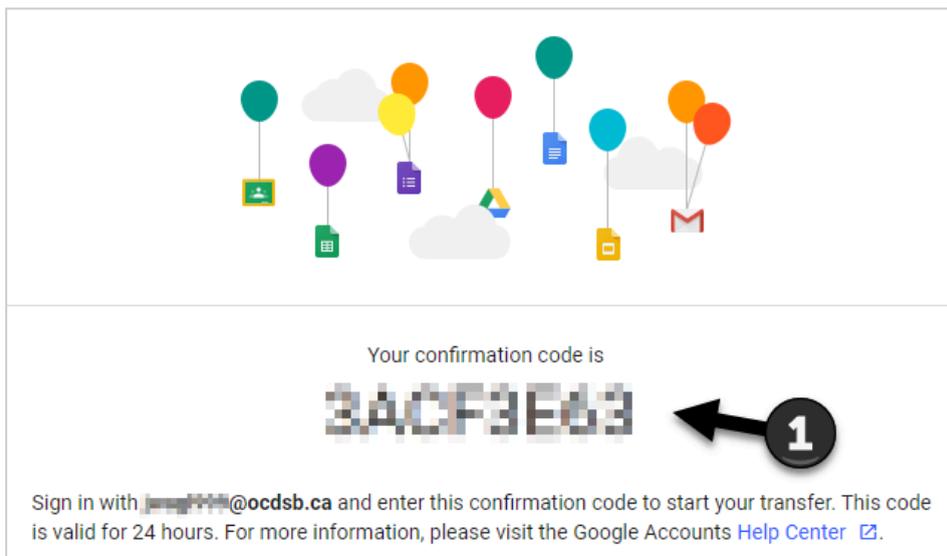


Verify your Personal Account

1. Sign in to your **personal** Google account.
2. Open the email with the subject 'Verify your account' and click on the **Get confirmation code** button.



3. **Copy the code** you see. You will need to enter it to verify your account.





4. Enter your **confirmation code (#1)** in screen where you are logged in with your OCDSB account.
5. Click the **VERIFY** button (#2).

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

[redacted]

[redacted]

Enter code

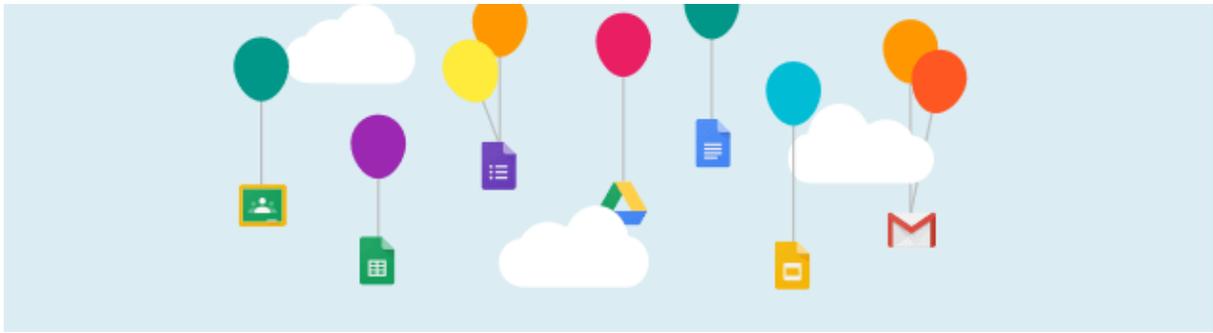
[redacted]

1

VERIFY

2

[redacted]



Transfer your Content

1. Use the toggle switches to choose whether you would like to copy and transfer your OCDSB Drive and/or OCDSB Gmail content to your personal Google account.
2. Click the blue **START TRANSFER** button (#2) once you have made your selection.

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](#) 

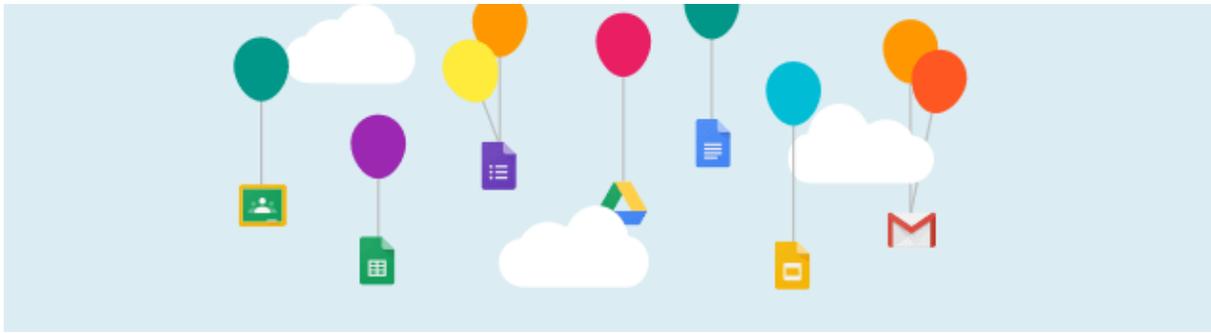
Jane Test  @ocdsb.ca →  @gmail.com

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

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

START TRANSFER 





3. You may be prompted to enter your OCDSB password (#1). If so, enter it and click **Next** (#2).

Google

Hi Jane

jwag1999@ocdsb.ca

To continue, first verify it's you

Enter your password

.....

Show password

[Forgot password?](#)

Next

Transfer Starts

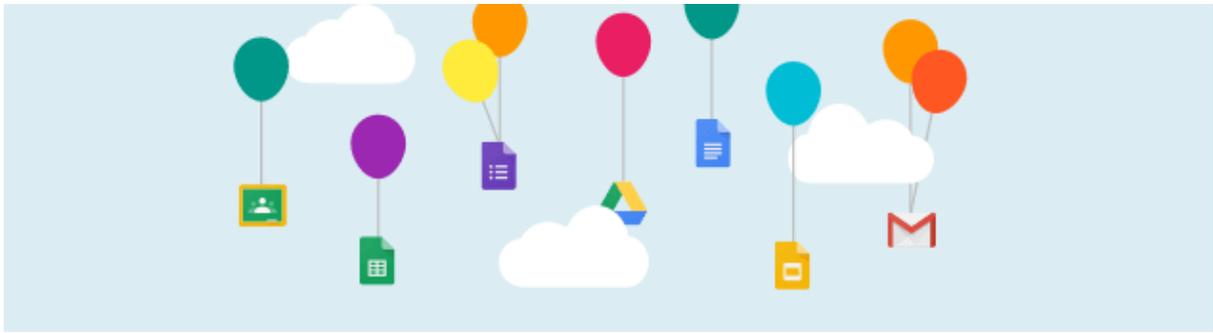
1. You will then see that the transfer has started.

✓ You're all set

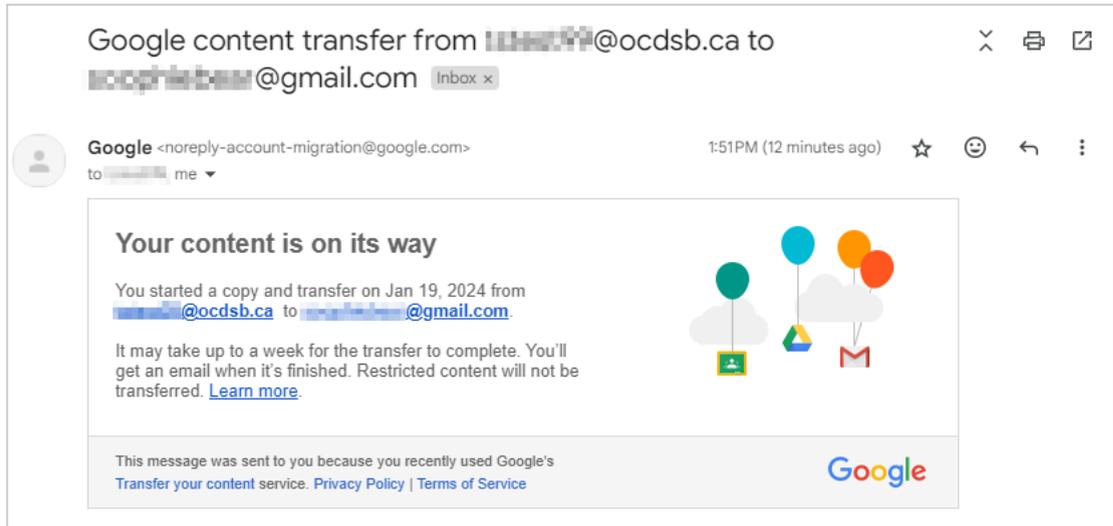
Your copy and transfer to [redacted]@gmail.com is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)

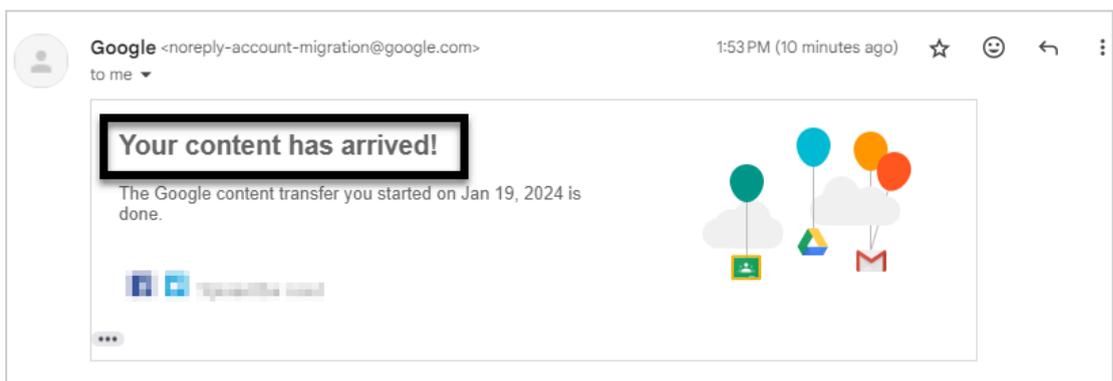


2. You will receive an email in both your OCDSB Google and personal Google accounts indicating that your content is being copied and transferred.



Transfer Completes

1. You will receive an email to your personal Google account when the transfer is complete:



2. Verify that the transfer was successful by signing into your personal Google account and checking your Gmail and/or Drive for the content from your OCDSB Google Account.