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

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(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)**.
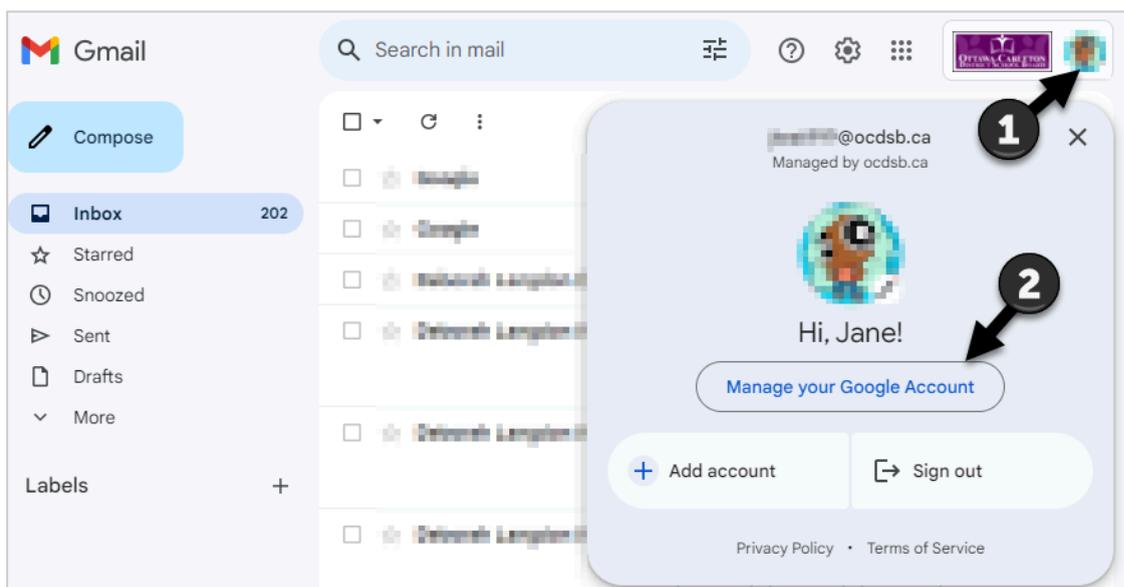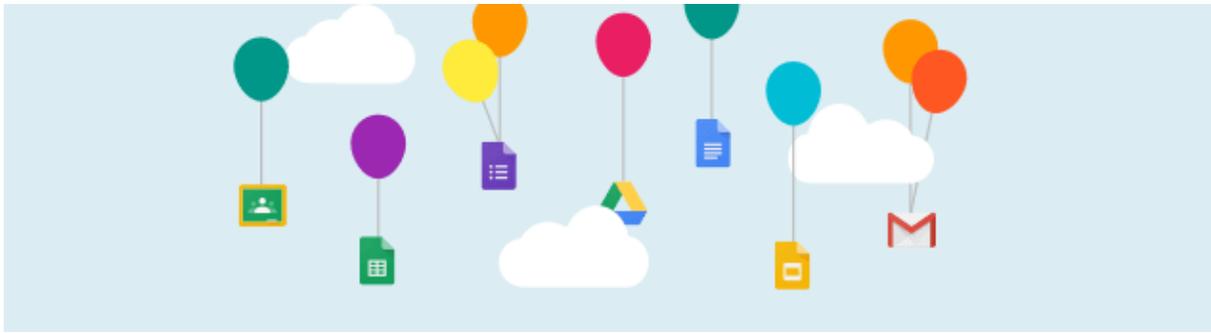
3. Click on **Start Transfer**.
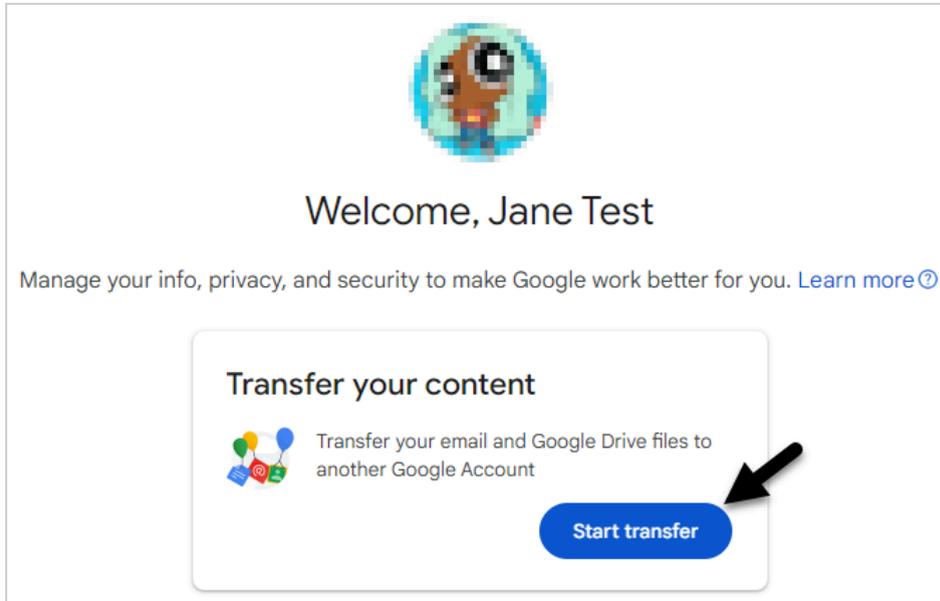
4. Enter your **personal Google email address (#1 below)** that you would like your files sent to.

5. Click **Send Code (#2)** to receive a verification email at the address you entered.
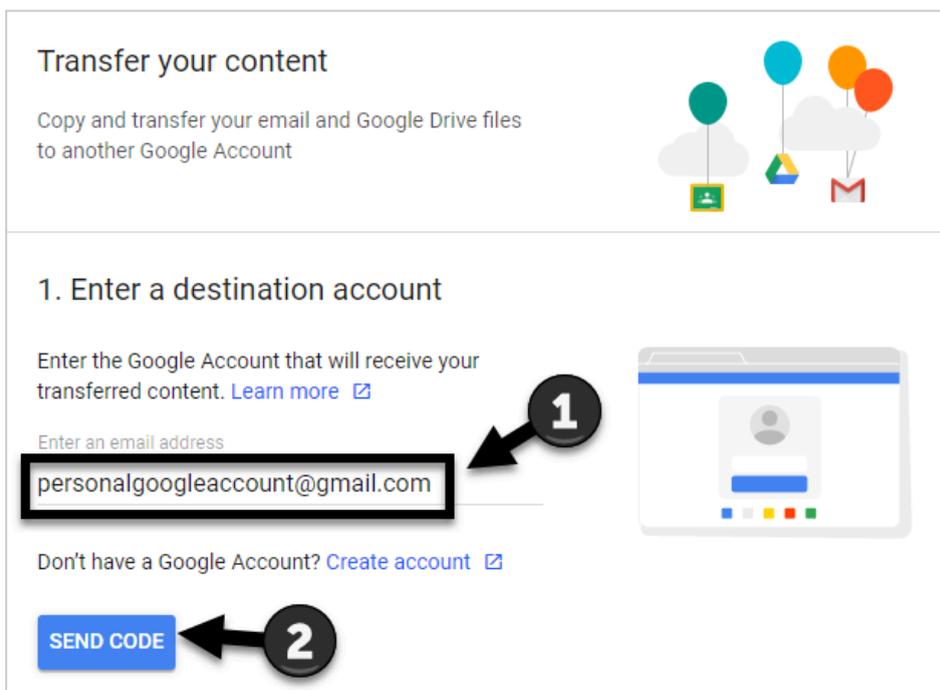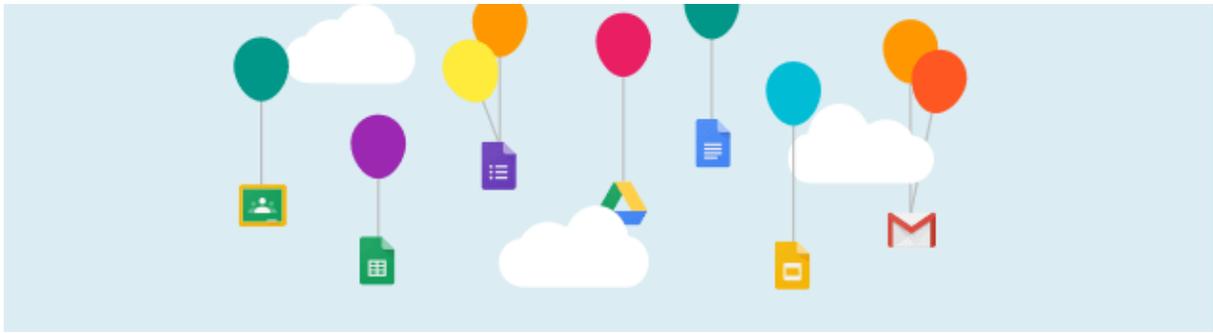
Verify your Personal Account

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.
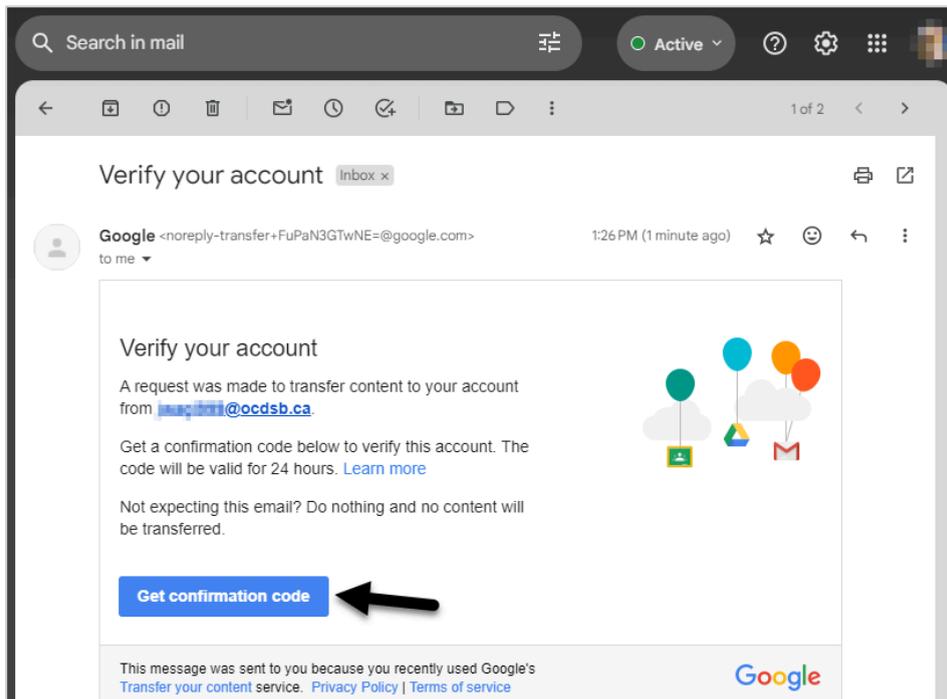
3. **Copy the code** you see. You will need to enter it to verify your account.
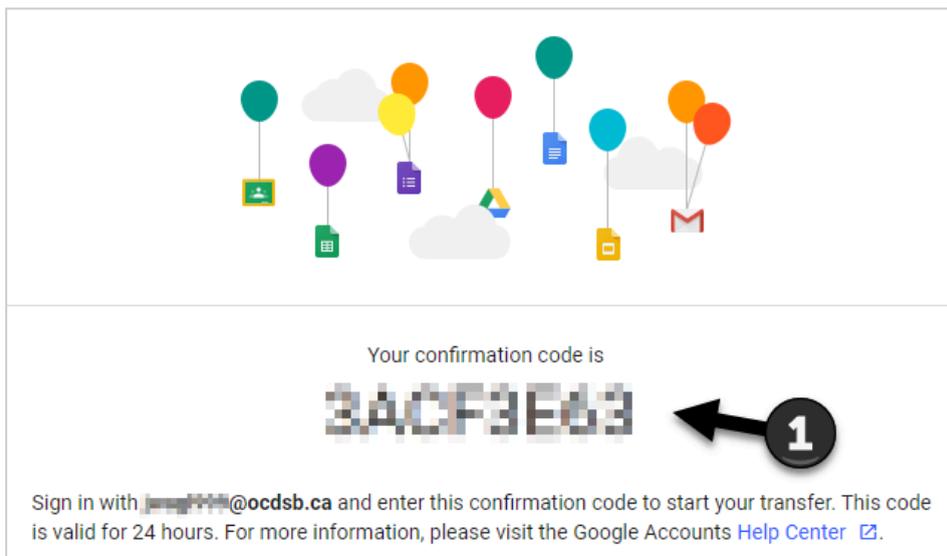
4. Enter your **confirmation code** (**#1**) in screen where you are logged in with your OCDSB account.

5. Click the **VERIFY** button (**#2**).

Transfer your Content

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

Transfer Starts

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

✓ You're all set

Your copy and transfer to █████@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
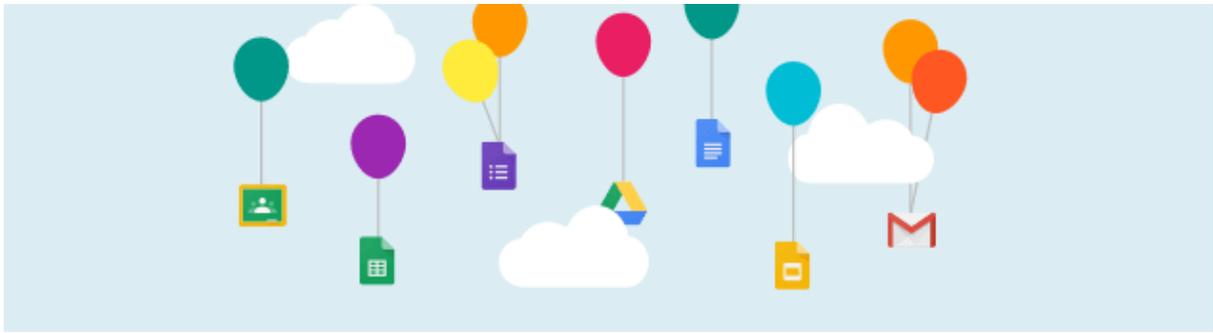
2. You will receive an email in both your OCDSB Google <u>and</u> personal Google accounts indicating that your content is being copied and transferred.
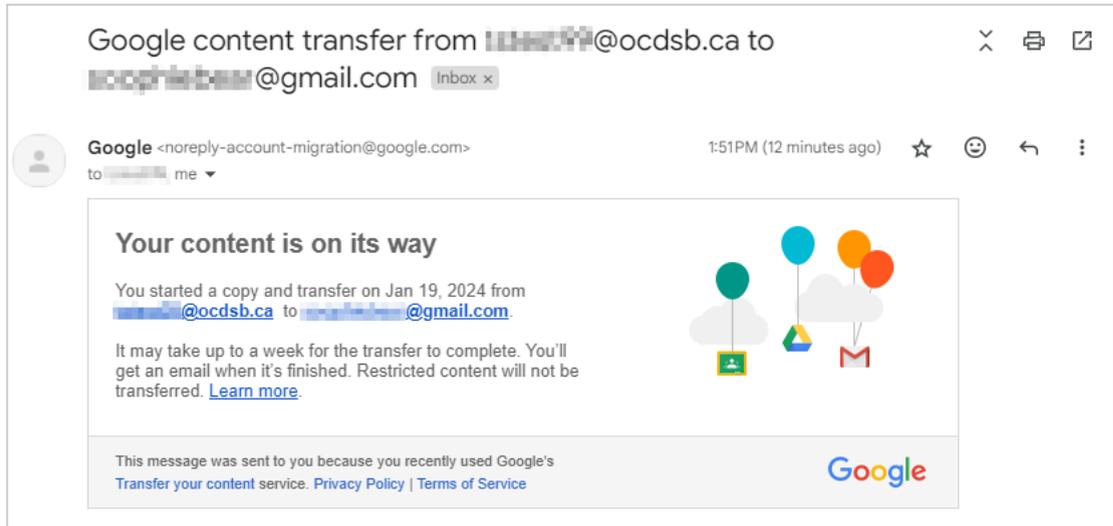
Transfer Completes

1. You will receive an email to your personal Google account when the transfer is complete:
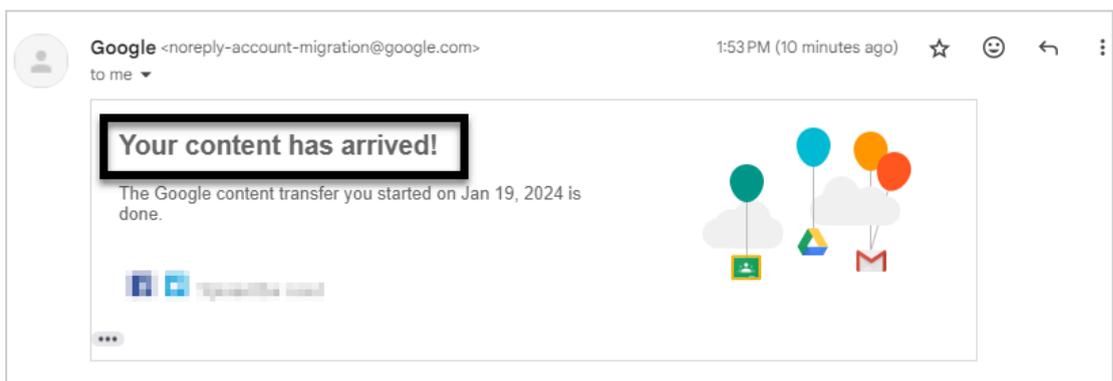
2. Verify that the transfer was successful by signing into your personal Google account and checking your Gmail and/or Drive for the content from your OCDSB Google Account.