

## Transferring GSuite Files

Google Drive accounts for those leaving the school division (students and staff) will be deleted once ties with CPS are severed. There are two ways to save pertinent files: downloading them directly to a personal computer/jumpdrive or transferring files to a personal Gmail account.

Start whichever process you select as soon as possible; there is no way to determine the length of time this will take. The length of time is dependent upon the size of the files/folders being downloaded. Option 1 should be done at home.

Option 1 - Download Folders:

**The process of downloading files should be completed at home.**

- Log into your CPS GSuite account and go to **Drive**.
- Organize your files into manageable folders.
- Right-click the appropriate folders.
- Select **Download**.
- In the bottom right corner, a window will open stating the folder is being zipped.
- Once the folder is zipped, you will receive a message to save the file.
- The file should be saved to a location such as your personal computer or jump drive.

Option 2 – Use **Google Takeout** to transfer files:

- You will need a personal Gmail account prior to starting this process.
- Log into your CPS GSuite Account.
- In the URL bar, go to <https://takeout.google.com/transfer>
- Enter your personal email account; this will be the location to which your files will be transferred.
- Click **Send Code** to receive the verification code.
- Check your personal email for a confirmation to request your code. Follow all of the prompts to get the verification code.
- Once you receive the code, go back to the Google Takeout area of your school account and type the code in the **Verify your destination account** space provided.
- Click **Verify**.

Transfer your content

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



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✓ 1. Code sent to `XXX@gmail.com`

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2. Verify your destination account

Check your `XXX@gmail.com` email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#) [🔗](#)

Enter code

VERIFY   RESEND CODE

- Select what you would like to transfer by toggling the buttons on or off. Click **Start Transfer**.

### 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](#) 



 **G OSHTsst**  
 XXX@cpschools.com →  **GiGi Badawi**  
 XXX@gmail.com

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

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

**START TRANSFER**

- You will see a screen that gives you the option to **View History**. Nothing else is pertinent and nothing else will happen on this screen.

### Transfer your content

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

[VIEW HISTORY](#)




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✓ 1. Code sent to [XXX@gmail.com](#)

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2. Verify your destination account

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3. Select content to copy and transfer

- You will receive notification in both school and personal email accounts when the transfer has been completed.
- Large transfers may take up to a week; start early.
- Keep in mind the following items will not transfer:
  - Images stored under **Google Photos**
  - **Shared with Me** files that have NOT been added to your drive
  - **Google Sites, Google Forms**, or other third party content in Drive
- Transferred files will appear in a folder labeled with your CPS Gmail account name.