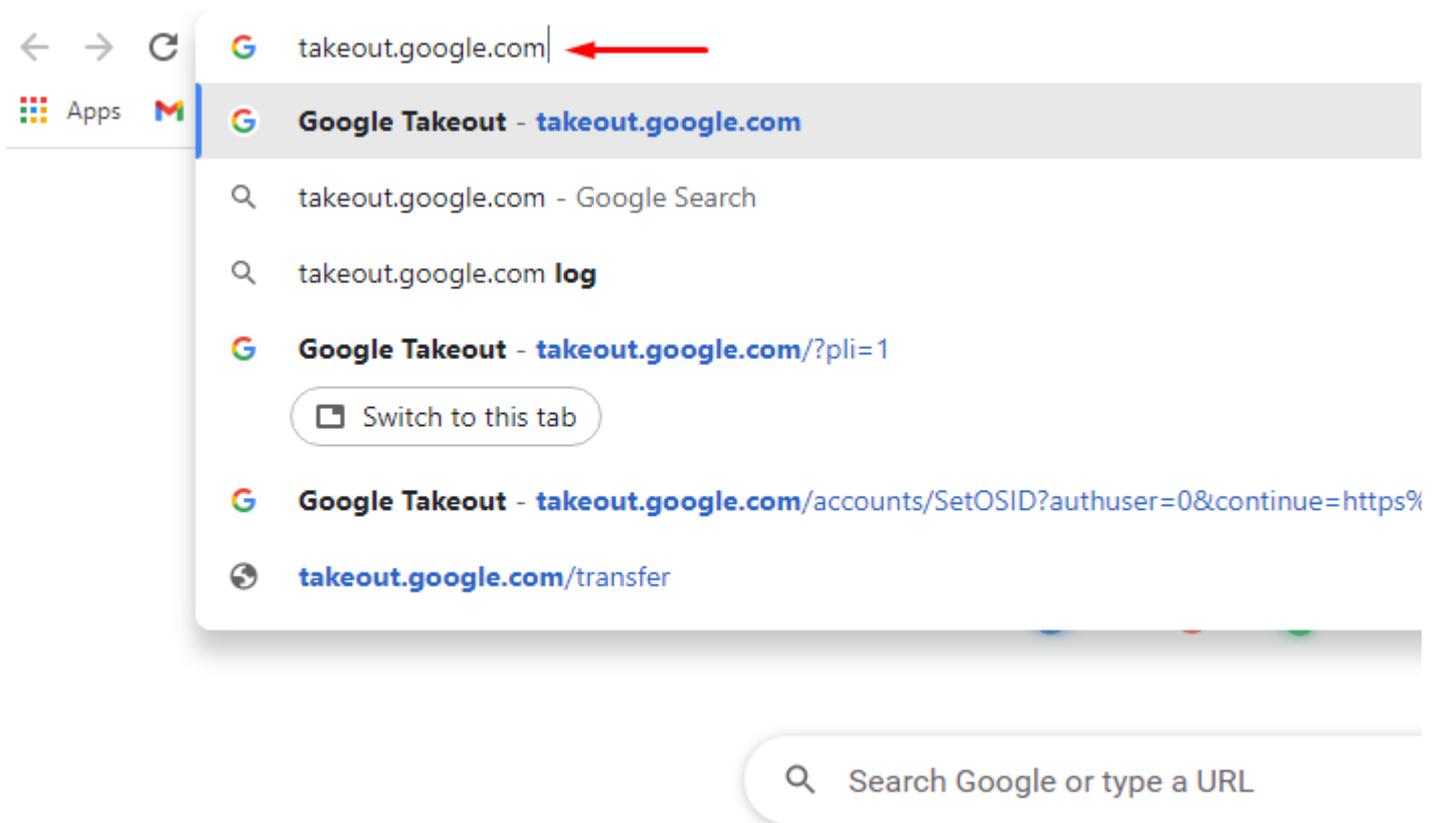


How to Move Google Drive Content to Your Personal Account

This article will show how to move the contents of your school account to your personal account.

Note: Your personal account must be a Google account. If not, you will need to create one to move the contents.

1. Go to "takeout.google.com".



2. Click "Deselect All".

← Google Takeout

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

1 Select data to include 45 of 46 selected

Products Deselect all

 Access Log Activity
Collection of account activity logs

 Due to the size of content found in the Access Log Activity product, exports may take longer to process.

 Multiple formats  All activity logs selected

3. Scroll down to find "Drive" and click the checkbox.

Note: If there are other things you want to transfer over, check those boxes as well.

← Google Takeout

1 Select data to include 0 of 46 selected

 Multiple formats

 Drive
Files you own that have been stored in your [My Drive](#) and [Computers](#). [More info](#)

 Multiple formats  Advanced settings  All Drive data included

4. Scroll to the bottom and click "Next Step".

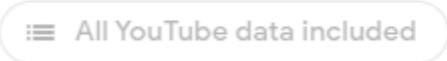
← Google Takeout

1 Select data to include 1 of 46 selected

Your saved Google Voice call history, messages and voicemails as well as current linked numbers. [More info](#)

 Multiple formats

 **YouTube and YouTube Music**
Watch and search history, videos, comments and other content you've created on YouTube and YouTube Music [More info](#)

 Multiple formats  All YouTube data included

Next step

5. Make sure the "Export Once" is selected.

CREATE A NEW EXPORT



Select data to include

1 of 46 selected



Choose file type, frequency & destination

Delivery method

Send download link via email ▼

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency



Export once

1 export



Export every 2 months for 1 year

6 exports

6. Make sure the "File Type" is set to ".zip".

Delivery method

Send download link via email ▼

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

Export once

1 export

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼ 

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

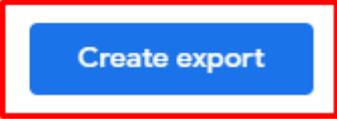
[Create export](#)

7. Click "Create Export".

ize

e opened on almost any computer.

than this size will be split into multiple files.



Create export

8. A screen with the export process will appear.

← Google Takeout

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT



Select data to include

1 of 46 selected



Choose file type, frequency & destination

Export progress



Google is creating a copy of files from Drive

This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.



Cancel export



Create another export

9. When the export is done, you will receive an email. Click "Download your files"

Note: This may take quite awhile to get if you have a lot of files in your drive.



Google Takeout <noreply@google.com>

to me ▾



Your account, yo

We've finished creating a copy of the Google data you re
download your files until December 23, 2021.

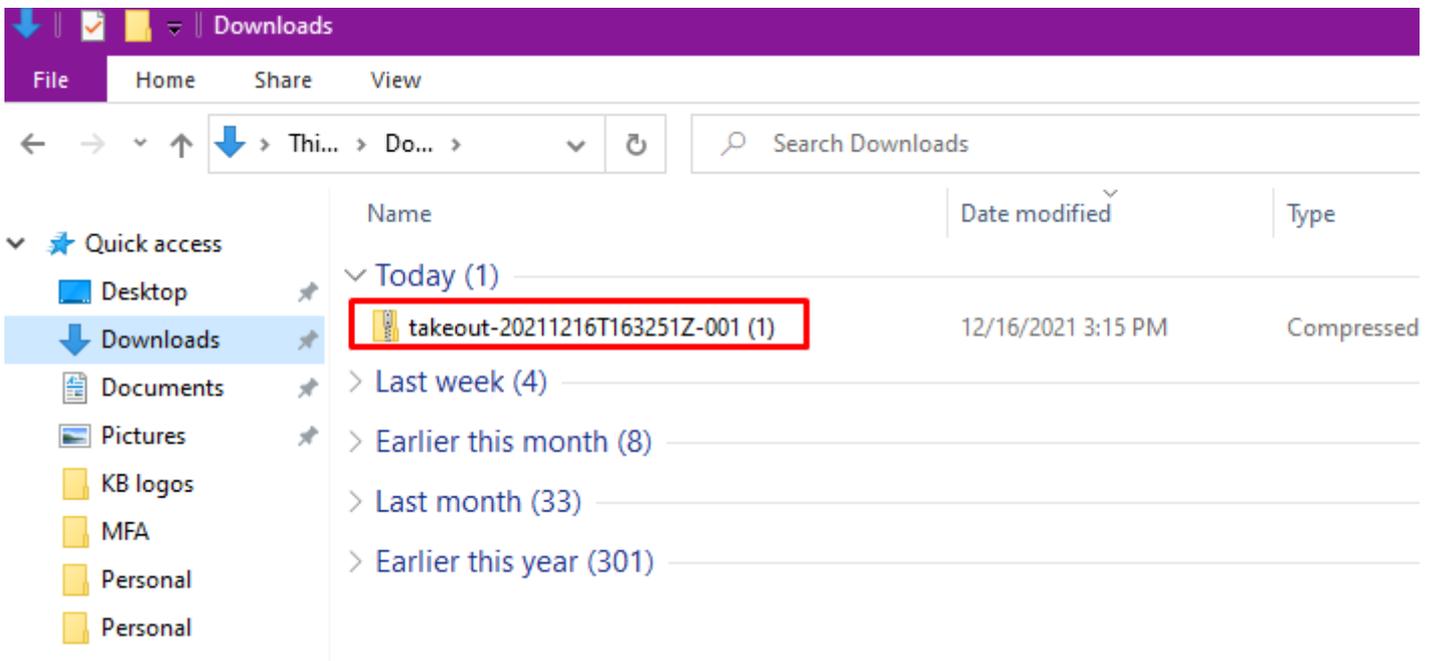
Your download will contain data from:

- Drive

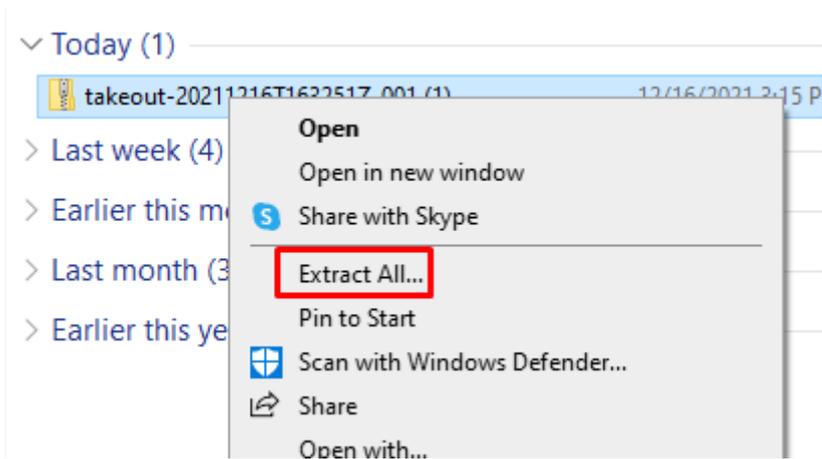
Manage export

Download your f

10. Find the file in "Downloads". It will be a zipped file.



11. To unzip it, right click and select "Extract All".



12. Click "Extract".



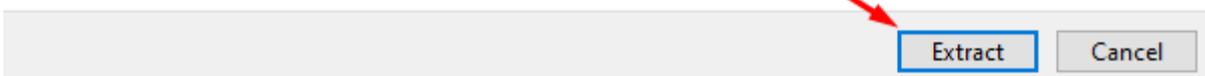
Select a Destination and Extract Files

Files will be extracted to this folder:

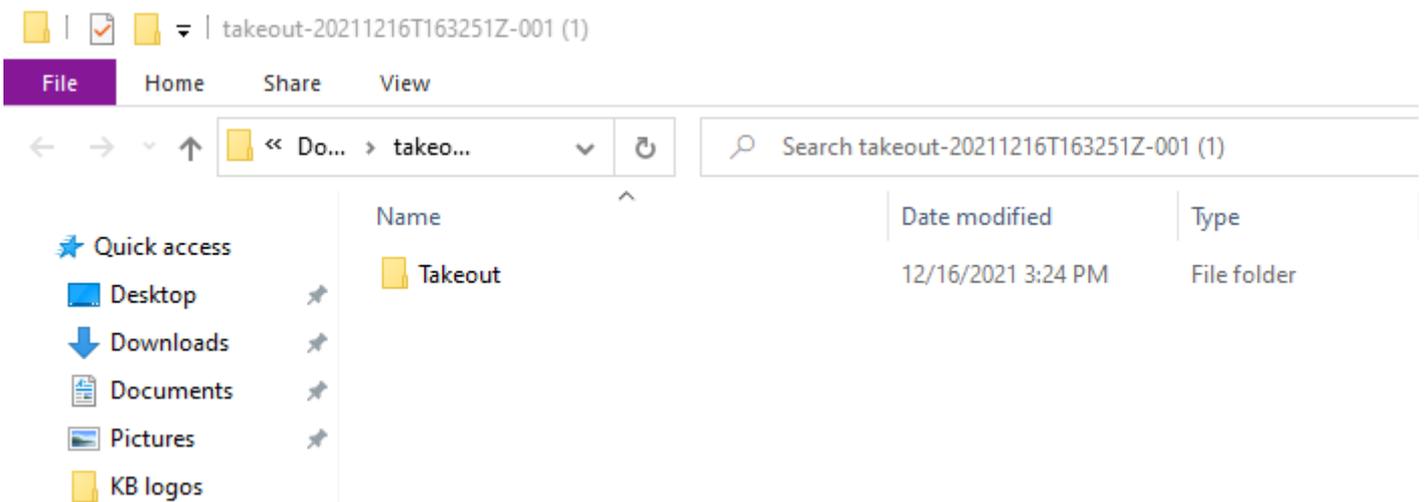
C:\Users\hiceb\Downloads\takeout-20211216T163251Z-001 (1)

Browse...

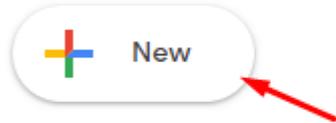
Show extracted files when complete



13. The file will open in a new folder window location. You will see the file is now unzipped.



14. Go to your personal account Google Drive. Click "New".



Priority



Shared drives

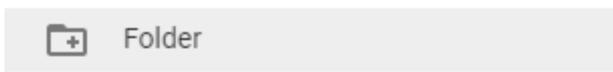
Shared with me

Recent

Starred

Trash

15. Select "File Upload".



Folder upload

Google Docs >

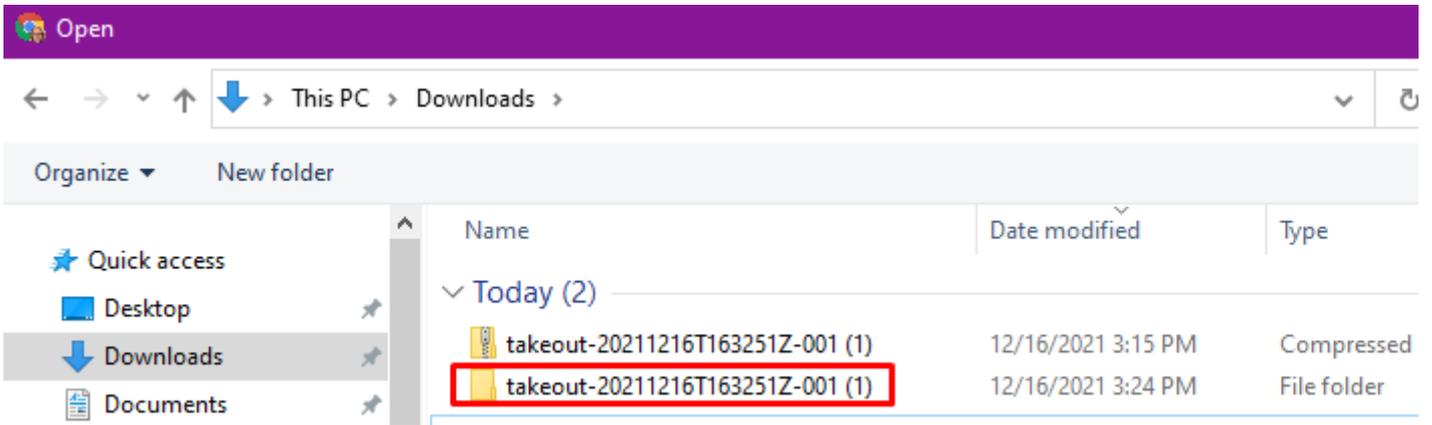
Google Sheets >

Google Slides >

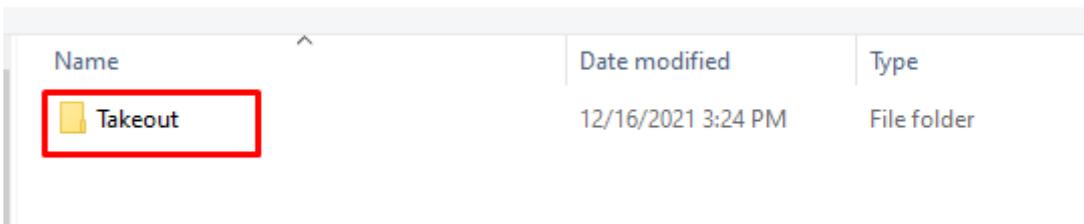
Google Forms >

More >

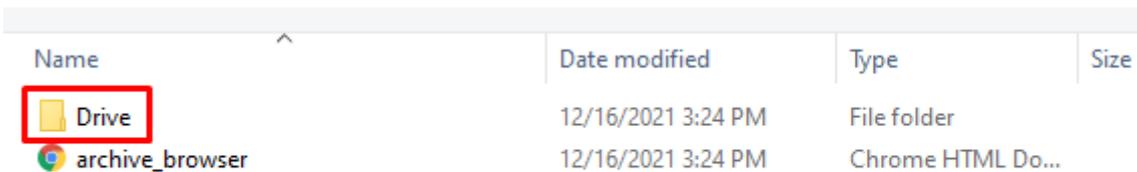
16. Select the unzipped file from your computer, it will most likely be in your Downloads.



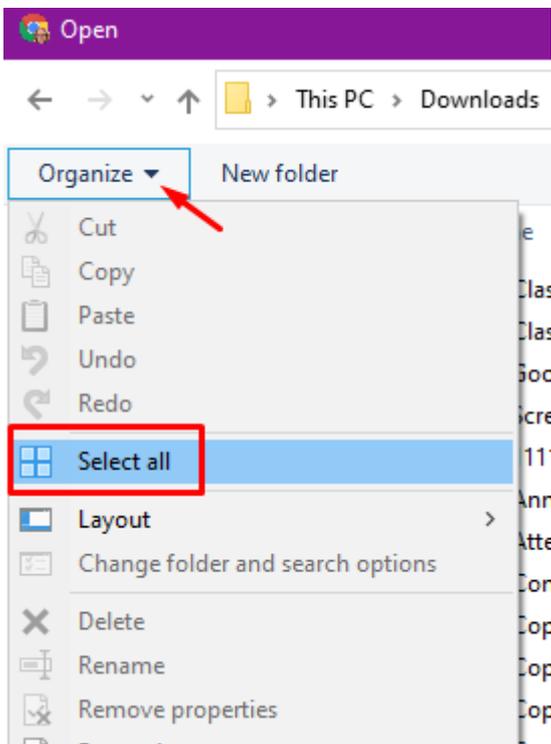
17. Double click "Takeout".



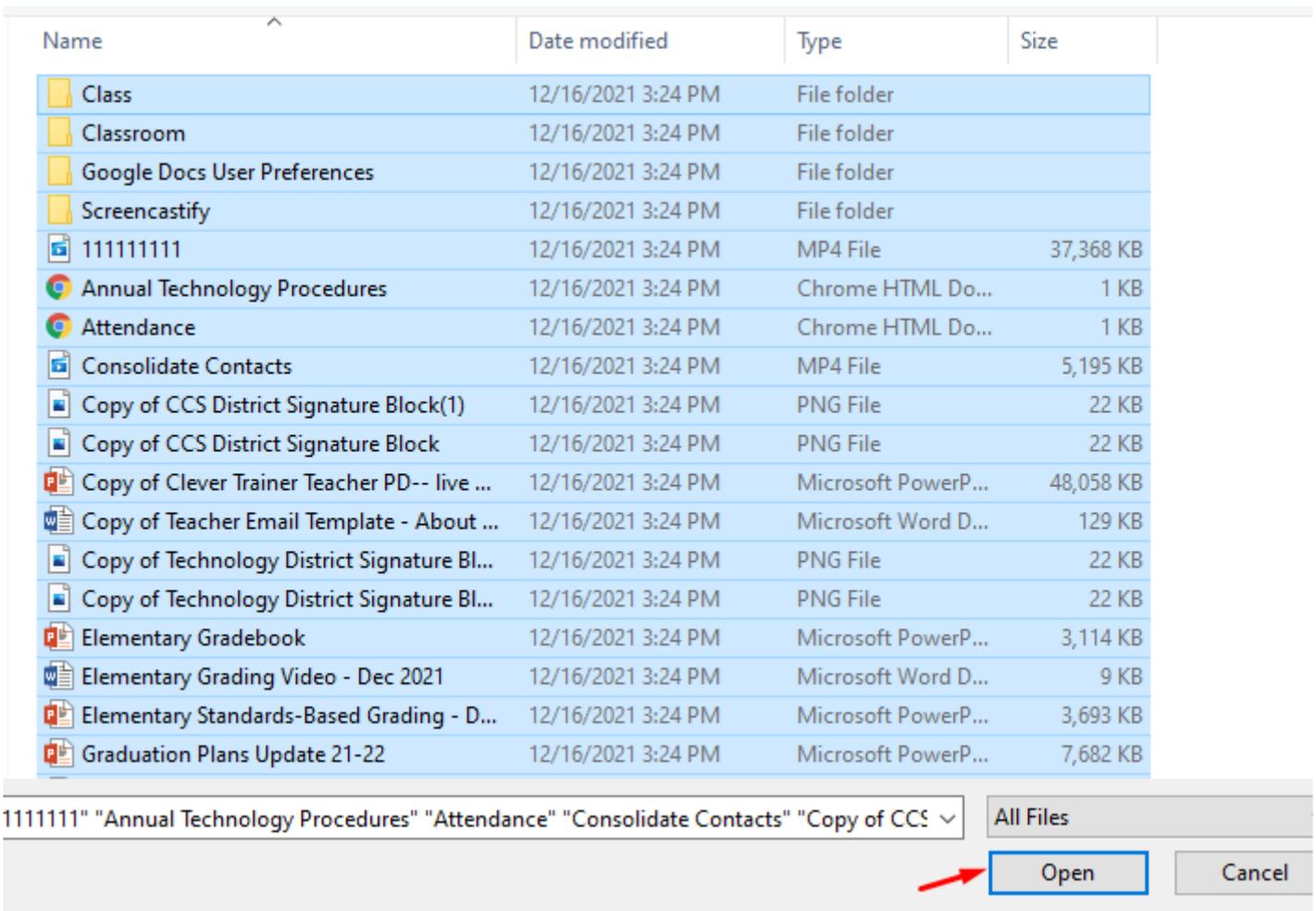
18. Double click "Drive".



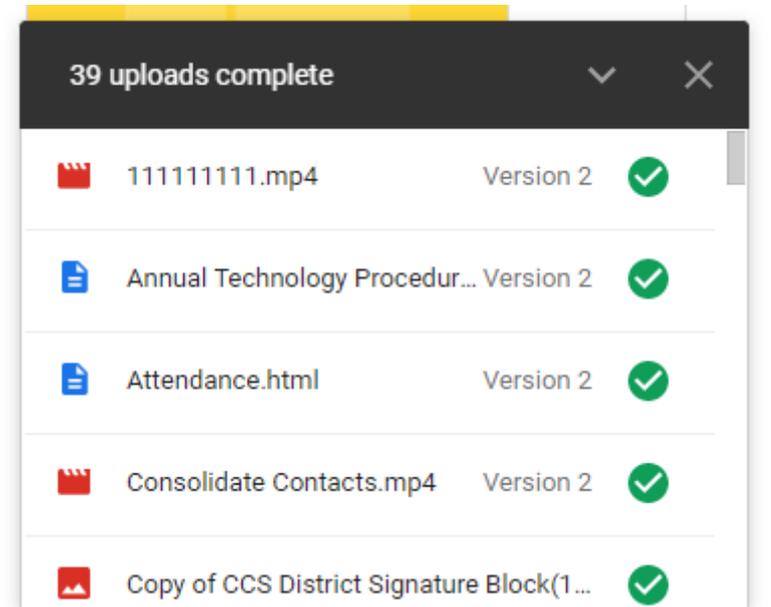
19. Click "Organize" then "Select All".



20. All of the files will be selected. Now, click "Open".



21. An upload status bar will appear in the bottom right.



22. Once complete, you will see all of the files in your drive.

Revision #3

Created 16 December 2021 15:23:04 by Brittany Hice

Updated 14 April 2022 13:45:37 by Brittany Hice