

Exporting your Google Data

Google now offers two options to take data from your school G Suite account. You can use one or both of these tools depending on the data you want to keep and you will not remove files from your current school G Suite account.

Which Process is Right for You?

	Google Takeout	Transfer Your Content
Tool Access		
Instructions	Takeout Instructions	Transfer Your Content Instructions
File Ownership	You must be an owner or an editor for files to transfer.	

How is data transferred?

Converts your files into Word, Excel, Powerpoint etc which you can download onto another computer