

Google Takeout: **Transferring** Content Between Google Accounts (Part 2)

The following tutorial documents the steps for uploading content to a ?????@k12albemarle.org student Google account. This tutorial was created September 2015.

Step 1: Open Google Chrome

Open **Google Chrome**. It's important to use the Google Chrome browser even if your default browser is Firefox, Explorer, or Safari.

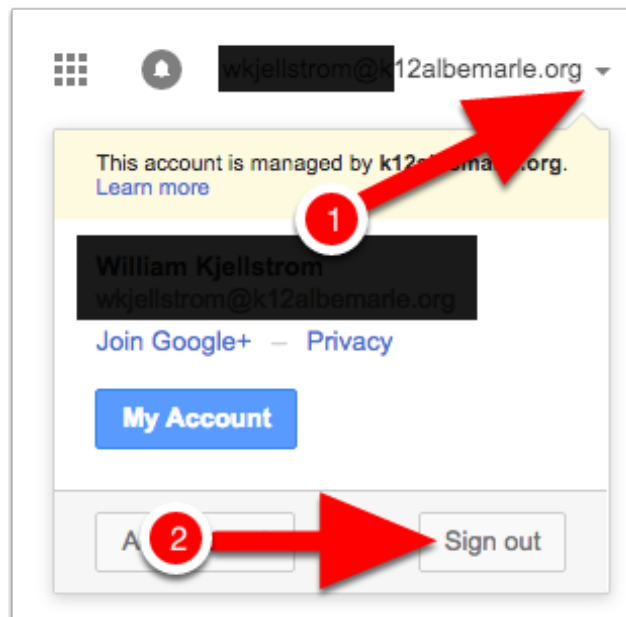


Step 2: Sign Out

Go to www.google.com.

1. Click on the small, gray triangle in the upper right corner of the page next to the account name.*
2. Click the **Sign out** button.

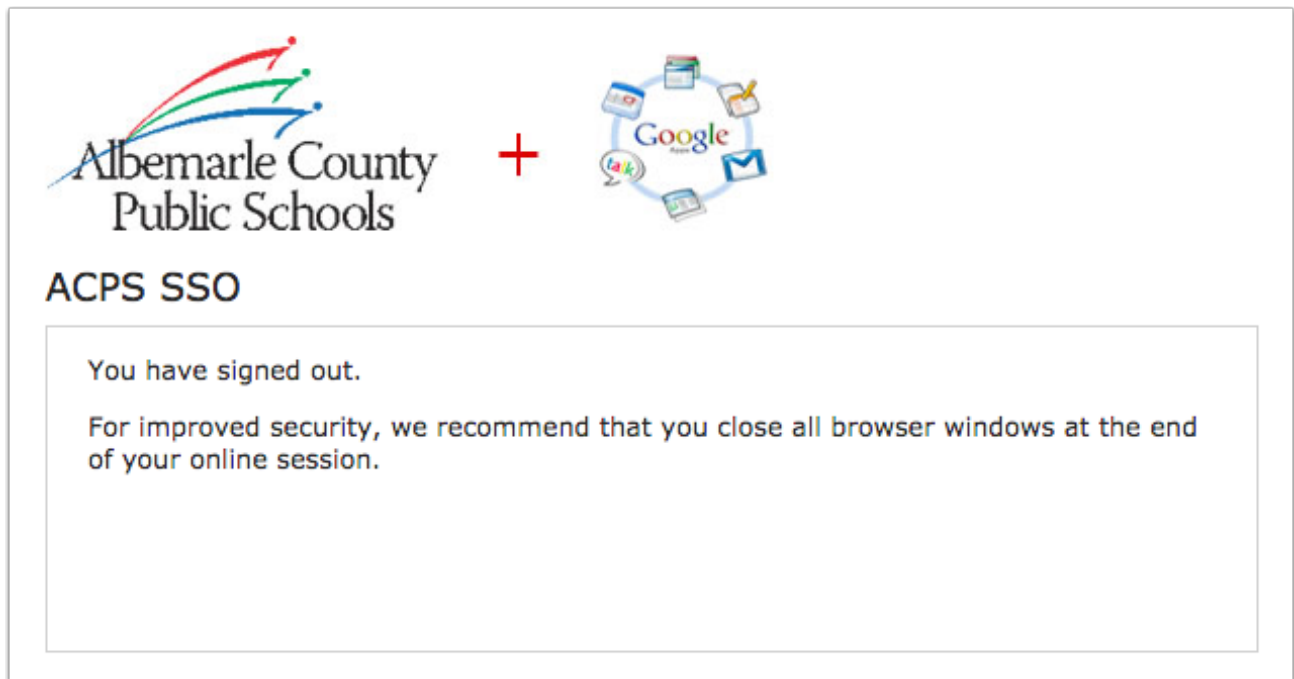
*If you aren't signed into an existing Google account, you will see a blue **Sign in** button.



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Step 3: Close Google Chrome

If you see a message that recommends you close your browser, do so.



Step 4: Open Google Chrome & Sign In

Open the Google Chrome browser (Step 1). Go to www.google.com.

1. Click the blue **Sign in** button in the upper left corner of the page.
2. Sign into your **?????@k12albemarle.org*** Google account. This process will vary depending on whether or not you use Google Chrome on a regular basis.

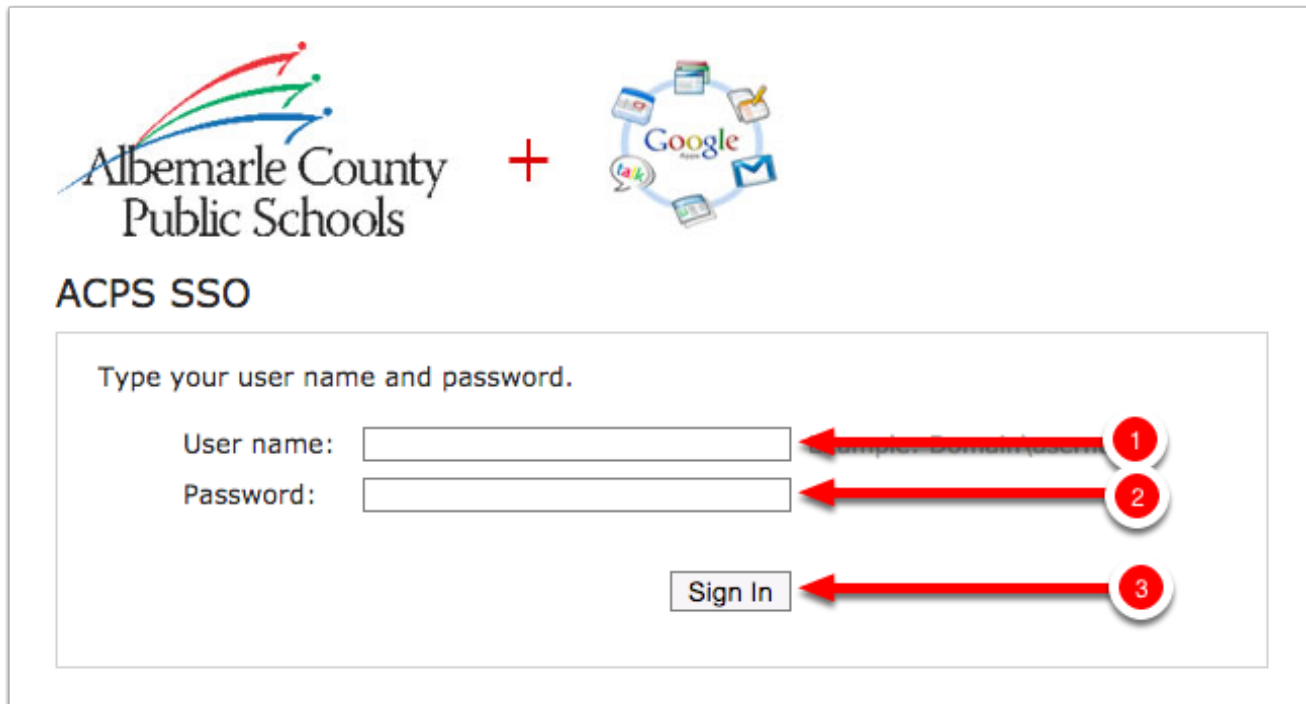
*Do not use your **?????@student.k12albemarle.org** login information.



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Step 5: Enter ACPS Username & Password

1. Enter your username (first part of your email address).
2. Enter your password.
3. Click the **Sign In** button.

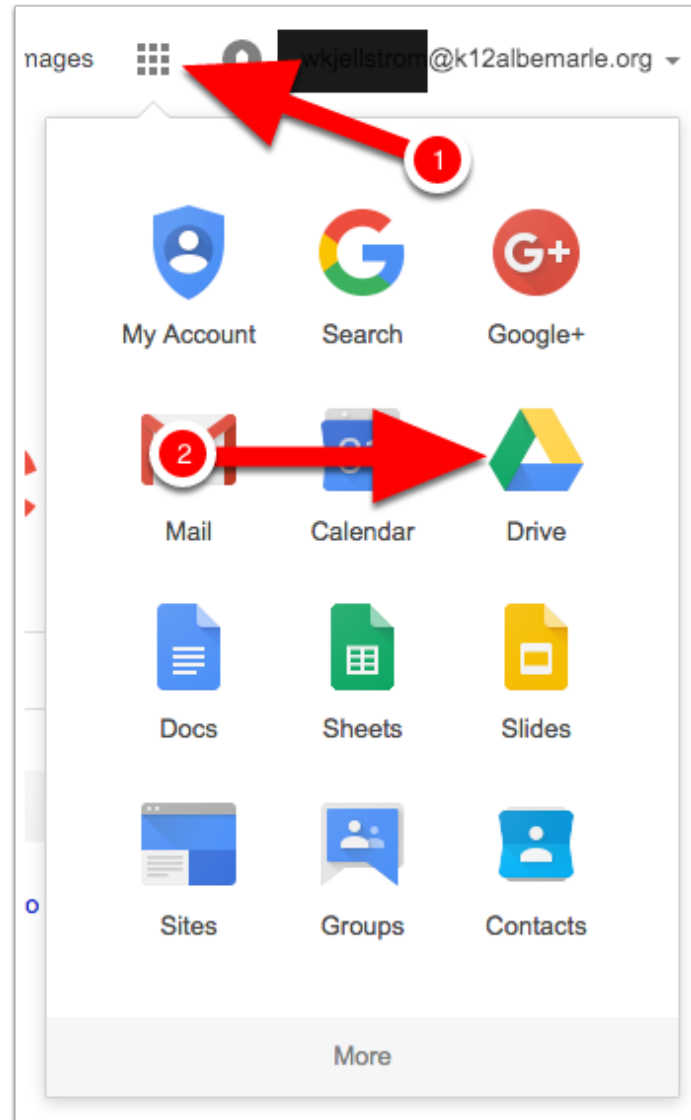


The screenshot shows the login interface for Albemarle County Public Schools (ACPS) Single Sign-On (SSO). At the top left is the ACPS logo, and to its right is a plus sign followed by the Google logo. Below the logos, the text "ACPS SSO" is displayed. A white box contains the instruction "Type your user name and password." Below this instruction are two input fields: "User name:" and "Password:". To the right of each input field is a red arrow pointing left, with a red circle containing the number 1 for the first arrow and 2 for the second. Below the input fields is a "Sign In" button, with a red arrow pointing left to it and a red circle containing the number 3.

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Step 6: Open Google Drive

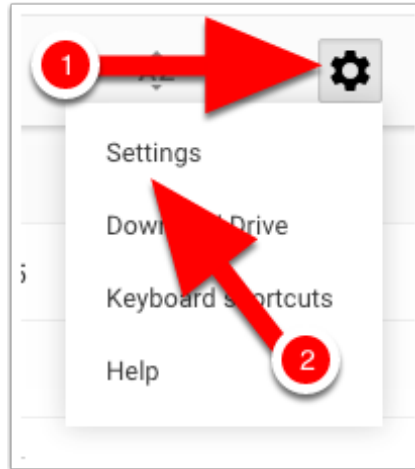
1. Click the 3x3 grid icon in the upper right corner of the page.
2. Select **Drive**.



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Step 7: Settings

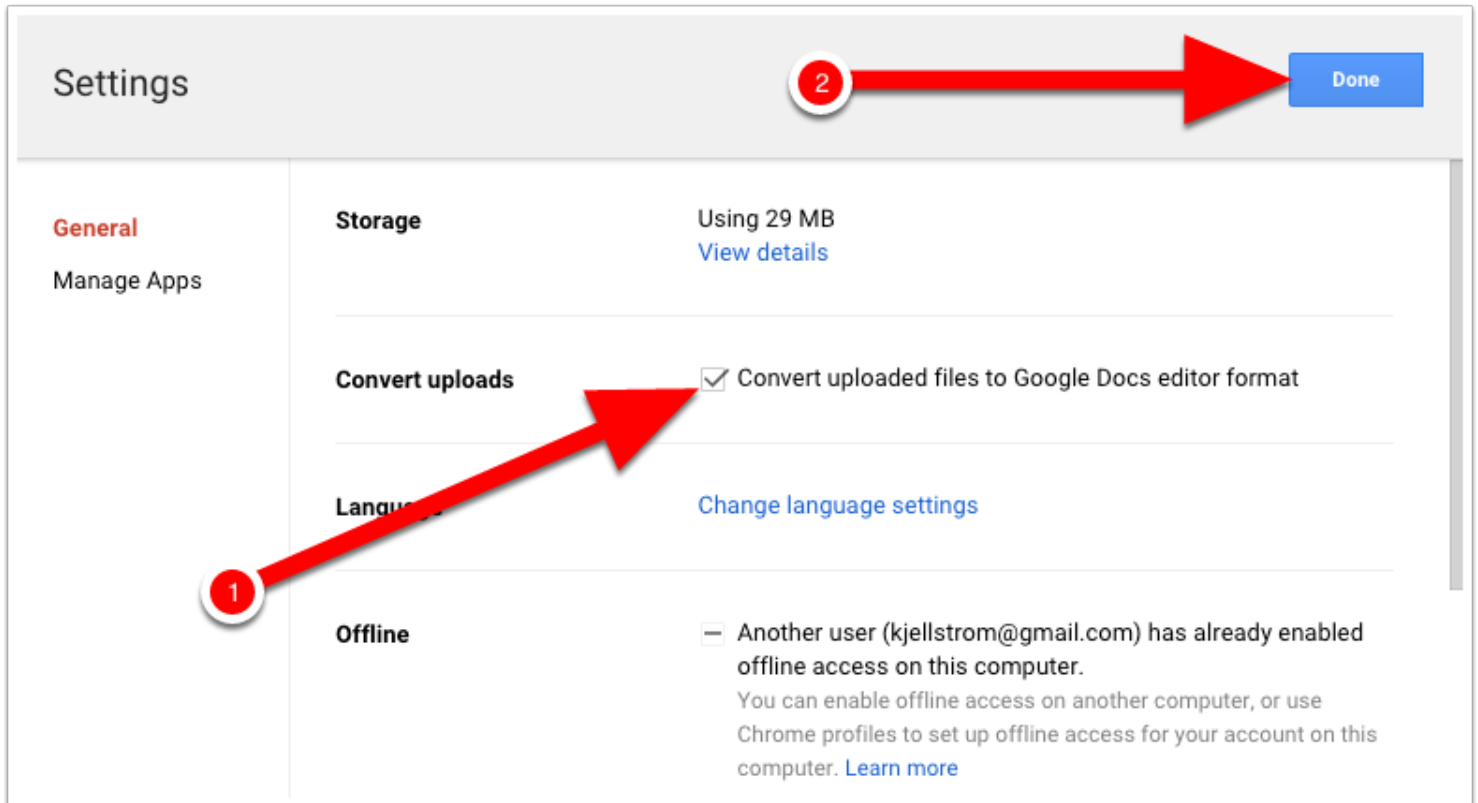
1. Click the gear icon in the upper-right corner of the page.
2. Select **Settings**.



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Step 8: Convert Uploads

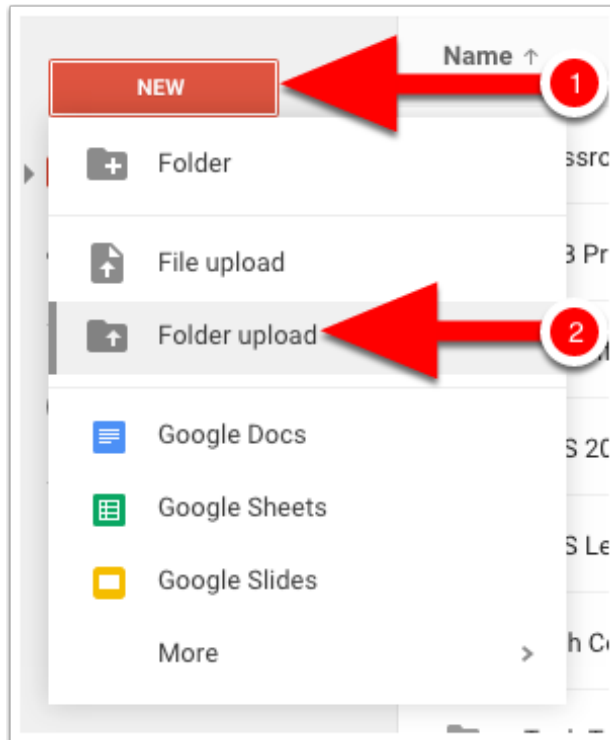
1. Click the check box next to **Convert uploaded files to Google Docs editor format**.
2. Click the blue **Done** button.



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Step 9: Folder Upload

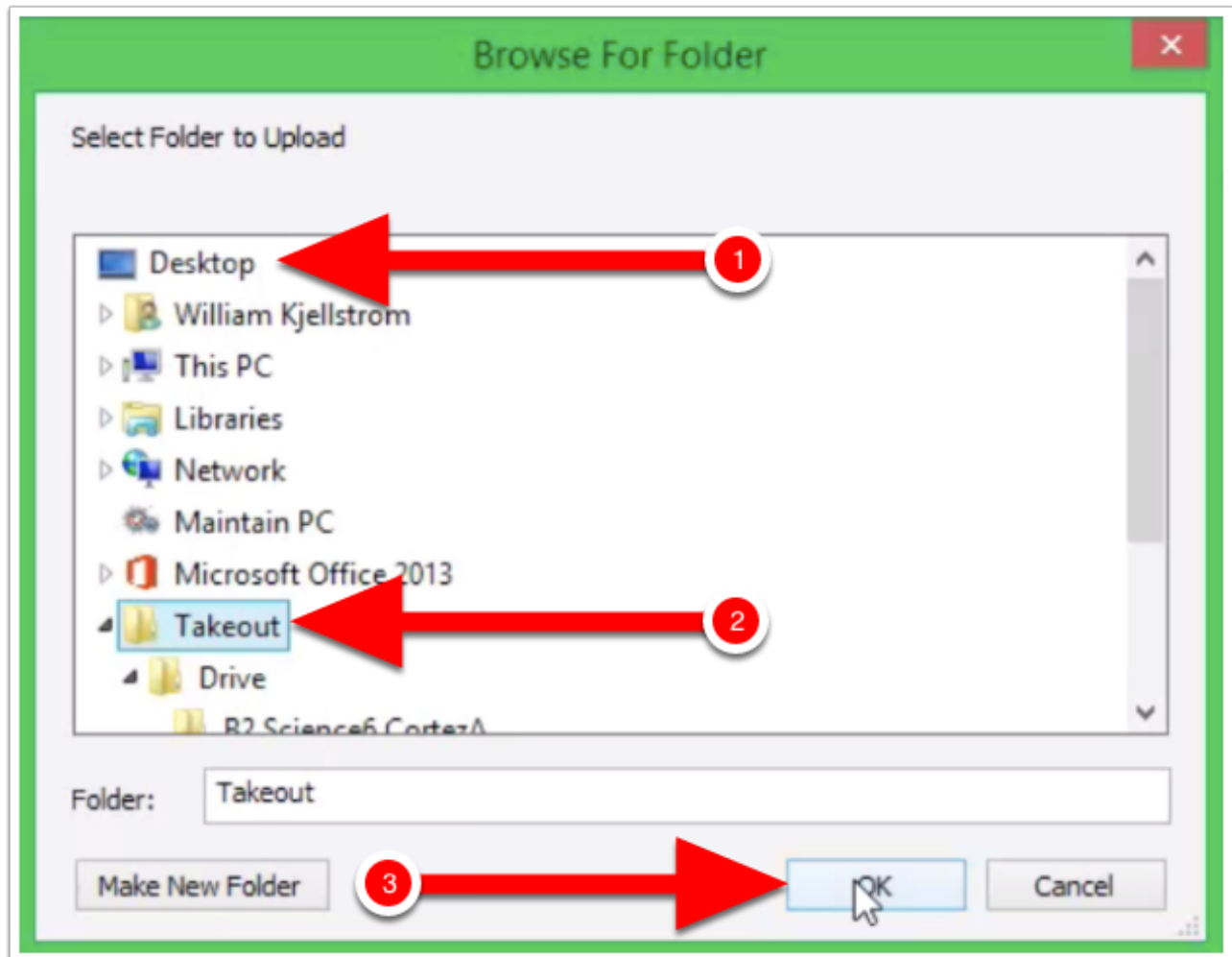
1. Click the red **New** button on the left side of the page.
2. Select **Folder upload**.



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Step 10: Upload Takeout Folder

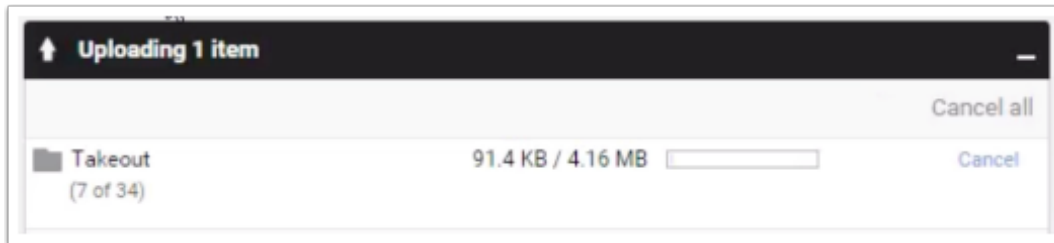
1. Click on **Desktop**.
2. Click on the **Takeout** folder.
3. Click the **OK** button.



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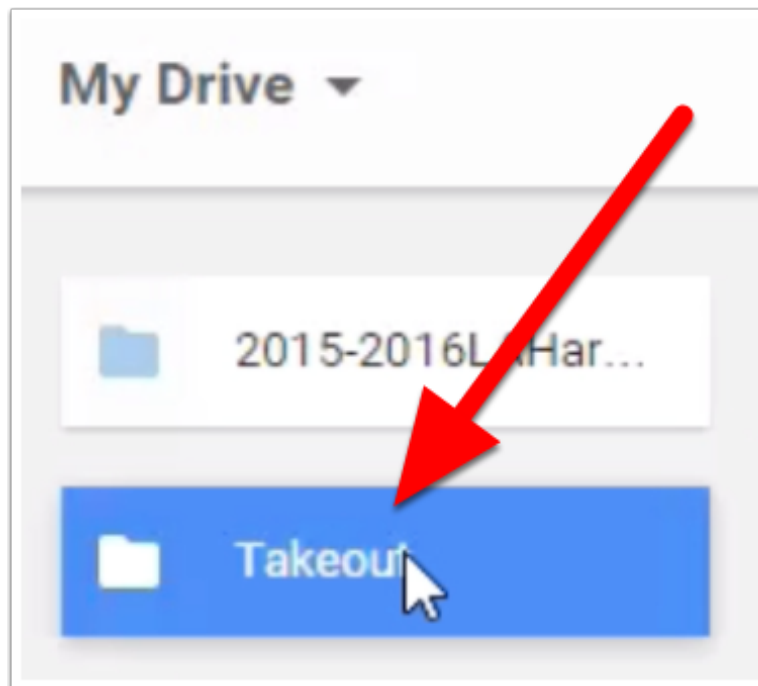
Step 11: Wait

You will see a message bar in the lower right corner of the page. Watch the lovely bar fill.



Step 12: Takeout Folder Contents

All of your data from ?????@k12albemarle.org will be in the **Takeout** folder in Google Drive. Open the folder and then double-click on any of the subfolders (Drive, etc...).



Optional: Rename Takeout Folder

1. Double-click the **Takeout** folder in Google Drive (not shown).

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2. Click on the grey triangle to the right of the **Takeout** folder name.
3. Select **Rename...**
4. Enter a new name for the folder and click **OK** (not shown).

