

# GOOGLE DRIVE FILE TRANSFER

*Avoid the college freshman panic and save your files!!*

*You will not be able to access your drive after June 30, 2023.*

To back up or transfer student Google Drives –

## Google Drive Backup or Transfer directions

- To Save your Google Drive data to a zip folder follow directions found here: <https://takeout.google.com/>
- To transfer your Google Drive/gmail to a personal gmail account use <https://takeout.google.com/transfer>

This is a link to the Information Desk found on student Chromebook shelves, it has a link to an easy to follow YouTube video -

<https://sites.google.com/naperville203.org/information-desk/google-drive-backuptransfer>