

**For Students:**

## **Copying Content from your School Google Account to a Personal Google Account**

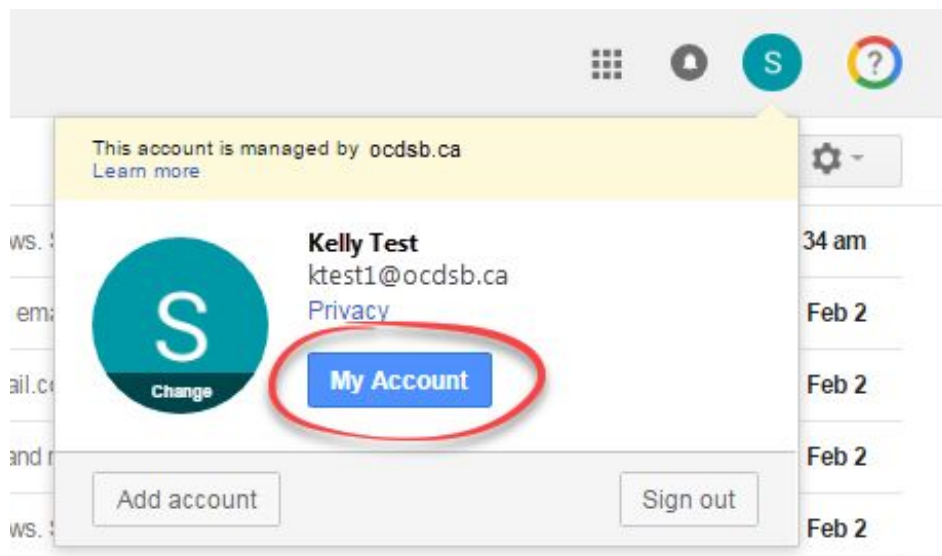
**\*\*Please note:** This process can only be completed by OCDSB Student accounts. It cannot be used by OCDSB staff.

If you're using a Google Account through your school, you can copy and transfer your files to another Google Account. This process lets you keep important files when you graduate, or leave the OCDSB for another reason.

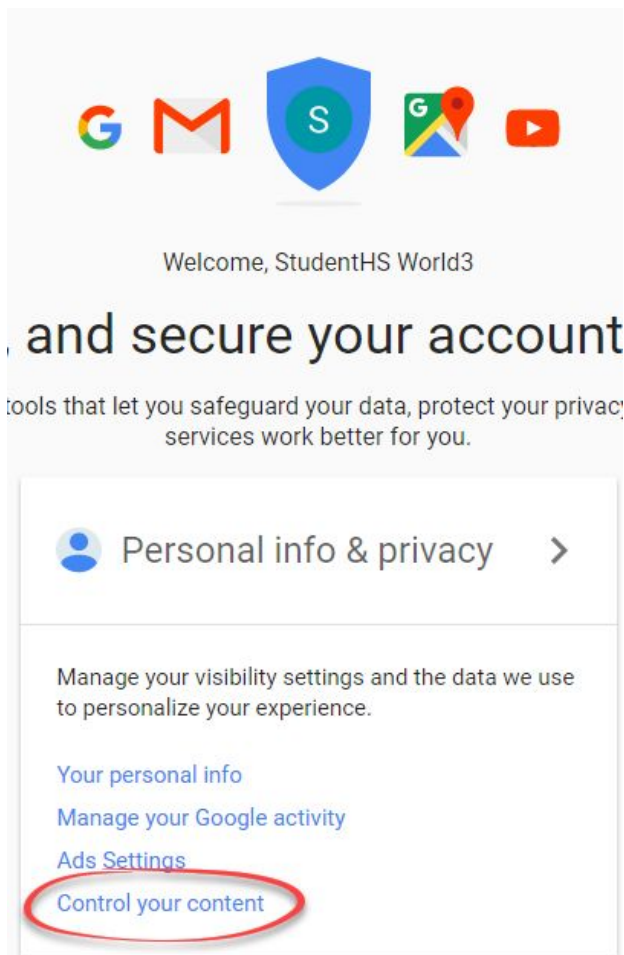
Please note that this action will only work between Google accounts. If you haven't yet created a personal Gmail account, please visit [google.com](https://google.com) and sign up for a free account.

### **Accessing your 'My Account'**

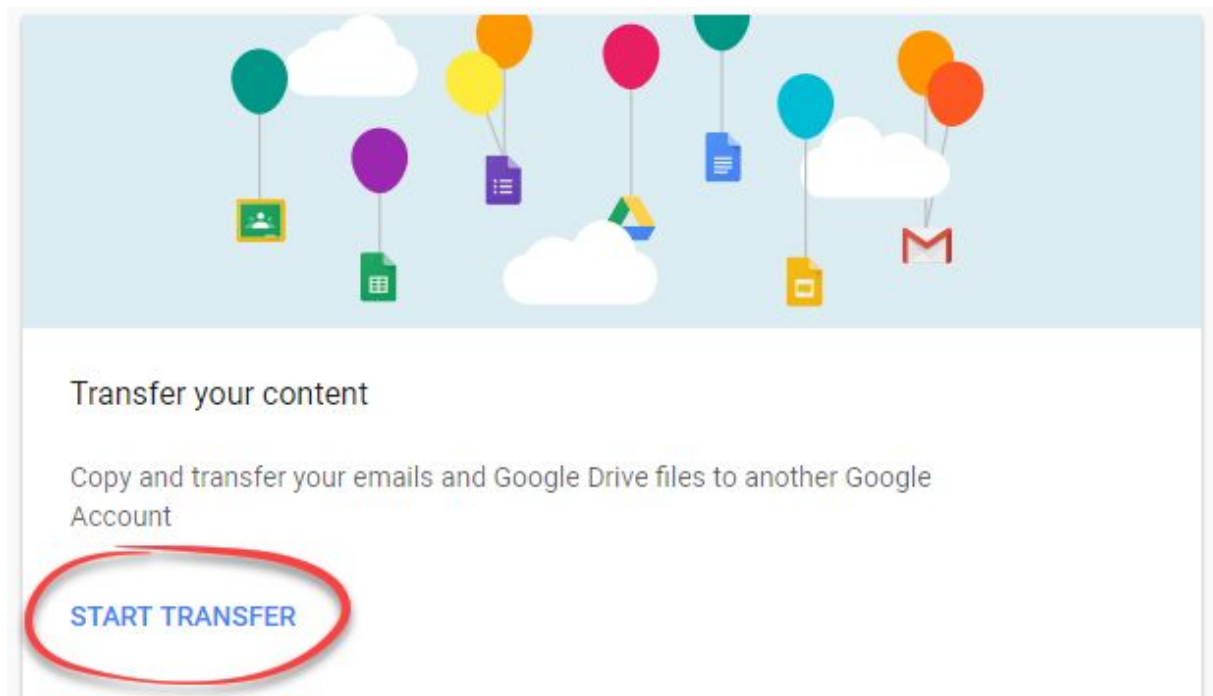
1. Sign in to your student OCDSB email account. (ex [ktest1@ocdsb.ca](mailto:ktest1@ocdsb.ca))
2. From your Gmail home screen, click the letter icon, and select **'My Account'**.



- From within your 'My Account' settings, under the Personal info & privacy section, click the 'Control your content' link.




- Find the Transfer your content section, and click the 'Start Transfer' button.



- From within the Transfer your content box, enter your personal email address in the appropriate area, and click the blue 'Send Code' button.

### Transfer your content

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



#### 1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

1

Don't have a Google Account? [Create account](#)

2 **SEND CODE**

#### 2. Verify your destination account

#### 3. Select content to copy and transfer

- A verification email will be sent to your personal account directly from Google requesting that you confirm the details by requesting a confirmation code. You will need to login to your personal Gmail account to access the email.

### Verify your account



A request was made to transfer content to your account from [ktest1@ocdsb.ca](mailto:ktest1@ocdsb.ca)

Get a confirmation code below to verify this account. The code will be valid for 24 hours. [Learn more](#)

Not expecting this email? Do nothing and no content will be transferred.

**Get confirmation code**


This message was sent to you because you recently used Google's [Transfer your content](#) service. [Privacy Policy](#) | [Terms of service](#)



- Copy down your confirmation code and return back to your OCDSB Student 'Transfer your content' page. Enter the Confirmation code provided in the space provided, and click **Verify**.


## Transfer your content


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



✓ 1. Code sent to **sarahdhunt79@gmail.com**

### 2. Verify your destination account

Check your **sarahdhunt79@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

1 C2FF9EA0|


2 **VERIFY** RESEND CODE

3. Select content to copy and transfer

8. Confirm whether you'd like the information from Gmail AND Google Drive, or just one or the other. You can slide the toggle button to turn either option off. Blue is on and will transfer the data. White is off and will not transfer the data.

### Transfer your content

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






✓ 1. Code sent to **your.account@gmail.com**



✓ 2. Account verified

### 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](#)



 **Kelly Test**  
ktest1@ocdsb.ca →  your.account@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 **your.account@gmail.com** [Change](#)

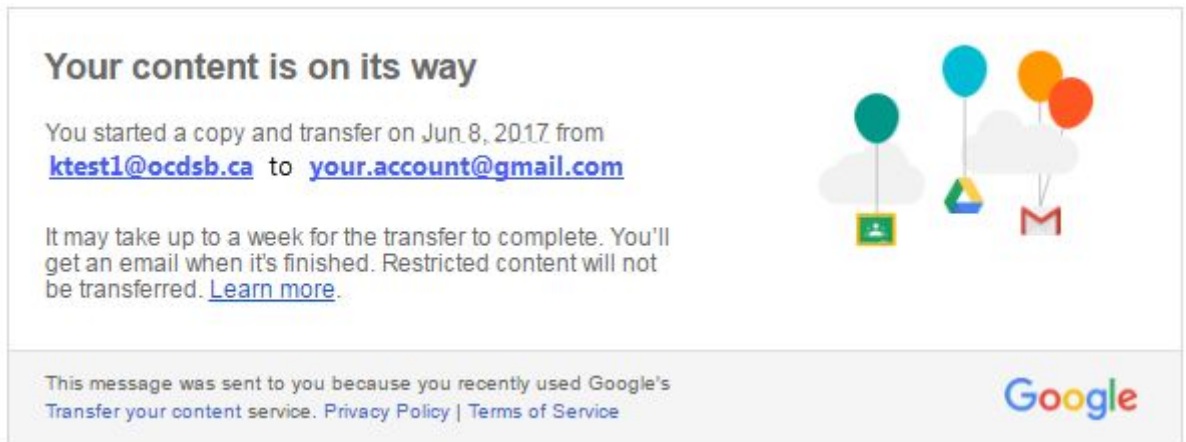
**START TRANSFER**

9. Once you have clicked the **Start Transfer** button, it will change to look like this:

STARTING TRANSFER...

10. You *may* see an error message indicating that the transfer was unsuccessful and to try again. This is most likely not the case. Give it some time before determining whether or not the information will transfer. It most likely will.

11. Both your OCDSB and your personal email addresses will receive the same status message from Google once the process has started:



12. Once the process has been completed, only your personal email account will receive the following email from Google:

