

Reminder: G Suite (Google Apps for Education) Accounts Will be DELETED After Graduation

After you graduate, your student G Suite account and all of the content (emails, documents, presentations, spreadsheets, saved media, etc.) will be deleted. If you want to keep items that you created and saved using these tools, you must download those items to another drive.

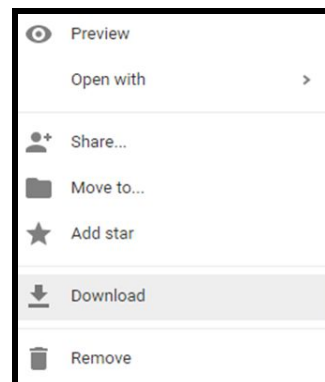
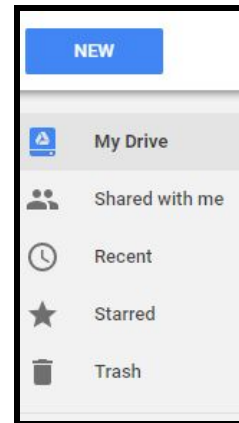
ALL ACCOUNTS WILL BE DELETED AFTER JUNE 15th.

****Make sure your files have been downloaded prior to June 15th.****

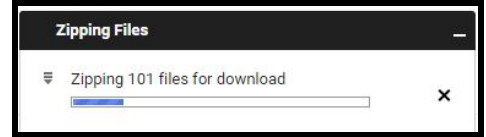
Saving Your Google Drive Files

OPTION #1

1. On a home computer with Internet access, using the Chrome browser, login to your Google account.
2. Go to the Google Drive homepage.
3. Click on “My Drive”.
4. Select the first folder in your Google Drive, it should turn blue.
5. Click Ctrl + A to select to select ALL of your folders. ALL of your folders should now be blue.
6. Right click on the first folder and click “Download” to begin zipping your files.

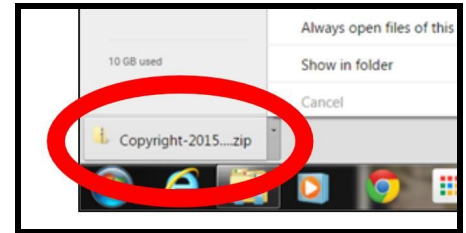


7. The “Zipping Files” window will automatically open and your files will start downloading.

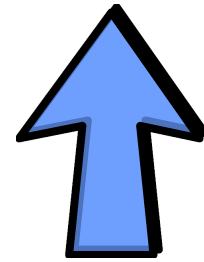


8. Chrome Browser (pic): Once download is complete, a box will appear in the bottom left hand corner.

Firefox or Internet Explorer: Once download is complete, you will be prompted to save the files to your computer.



9. Chrome Browser (pic): Click on the down arrow on the right side of the box and select “Open” to unzip the files. From the downloads directory, you can move the files to a chosen location on the computer.



OPTION #2

Click below for directions on how to use Google Takeout.

[Using Google Takeout to Create a Backup](#)

