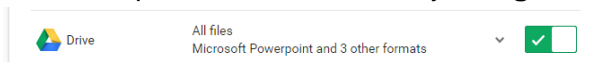




## How do I transfer my files from Google Drive?

### Download an archive of your Gibbons Google Drive via Google Takeout

- ☀ Sign into your Gibbons Google Account
- ☀ Go to **Google Takeout**
  - 📌 <https://takeout.google.com/settings/takeout>
- ☀ With the options listed, select only **Google Drive**



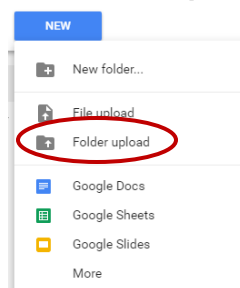
- ☀ Click **Next**
- ☀ On the next page select the delivery method you would like
  - 📌 For example, **Send download link via email**
- ☀ Click **Create Archive**
- ☀ Once the download is complete you will either receive an email with the download link or the download will be located in one of the other options you chose.
- ☀ For email
  - 📌 Open the email message and Click **Download Archive**
  - 📌 You may be directed to log into your Gibbons account again

### Upload archived Drive to new Google Drive account

- ☀ Sign out of your Gibbons Account
- ☀ Sign into your new or already existing personal Google Account
- ☀ In **Drive**
  - 📌 Click the **Drive Settings Icon** near the top right corner



- 📌 Click **Settings**
- 📌 Check the box “Convert uploaded files to Google Docs editor format”
- 📌 Click **Done**
- 📌 Click **New...Folder Upload**



- 📌 Find the folder with the downloaded Google archive and select it
- ☀ All of your Drive files should start to load into your personal account