

Transferring Google drive contents to a different Google account.

First of all you will need a zip file program. I use 7 zip because it's free and easy.

Go to <https://myaccount.google.com/> and click on "Control your content, under Personal info & privacy. Click on Create Archive. Click on Select none to clear all of the check marks. Then select what you want to archive. You probably just want Drive. You can archive everything or select the files and folders you want. If you have specific emails you want to save, you could email them to your new account or you can archive them. I'm not so sure how easy those are to transfer.

Click Next. Make sure you have selected .zip for the **File type**. Choose your **Delivery method**. I would select Send download link via email. Click **Create archive**.

Once you receive the link to your download, click on **Download archive** and save the file to your desktop. 7 zip will open and you'll see a "Takeout" folder(s) and/or files.

You can now go to your new Google account and upload the files and folders to your Drive.

If you need help email Mr. Herriott(herro@wapak.org)