**In mid June all senior email accounts under the dogrschools.org domain will be deleted. This will be a tutorial about how to backup all of your google drive files, including anything shared with you.**

Backing up files shared with you:

Go into your google drive, and click on the tab **on the left-hand side of the page. Select all of the files by pressing Crtl + A. It should look like the page below:**
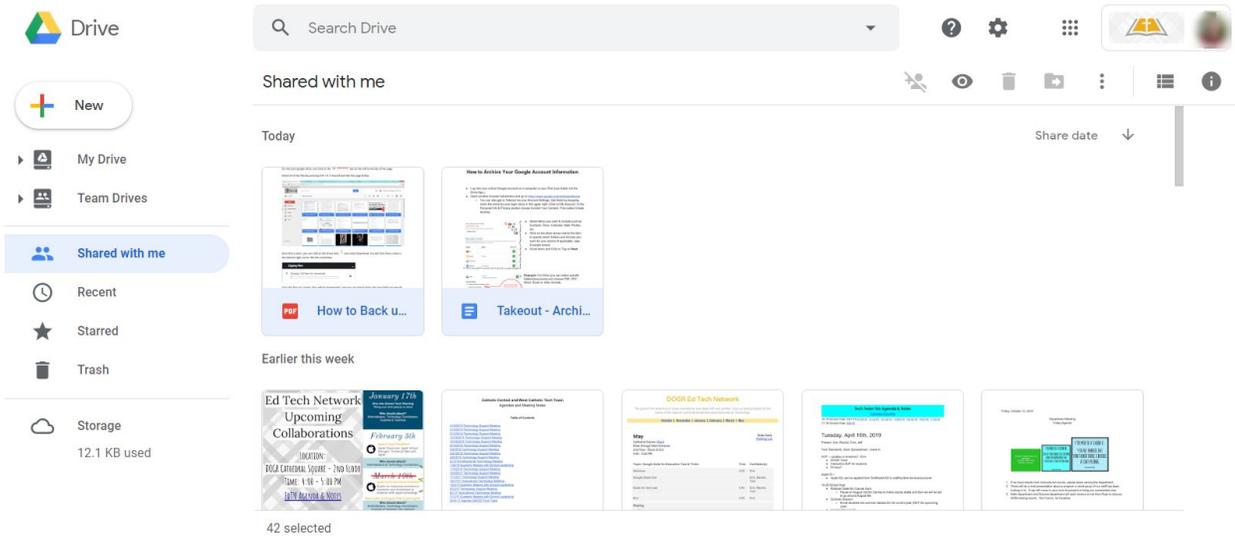
Once this is done, you can click on the three dots and select Download. You will then have a box in the bottom right corner like the one below:
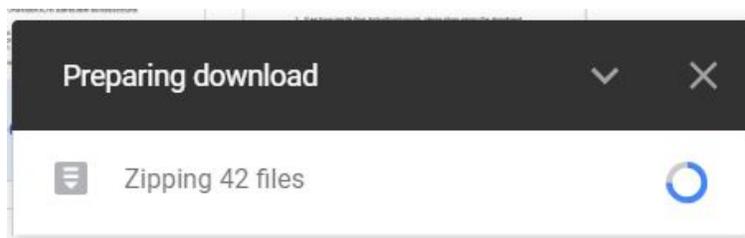
Once the files are zipped, they will be downloaded, and you can export them into any folder you would like on your computer.

Transfering all of your emails and Drive files to a new personal email account:

Click on your email address in the top right corner of the window, and select Google Account just below your school email address. It should open a new tab that looks like the page below:

Click on the START TRANSFER link in the area highlighted above. This will then open up a page that will ask you to enter the email address of the new gmail address you would like to transfer your data to and clock on SEND CODE to send your destination email a code to verify the new account.

Once you verify your account, you will be prompted to select the data you want to transfer:
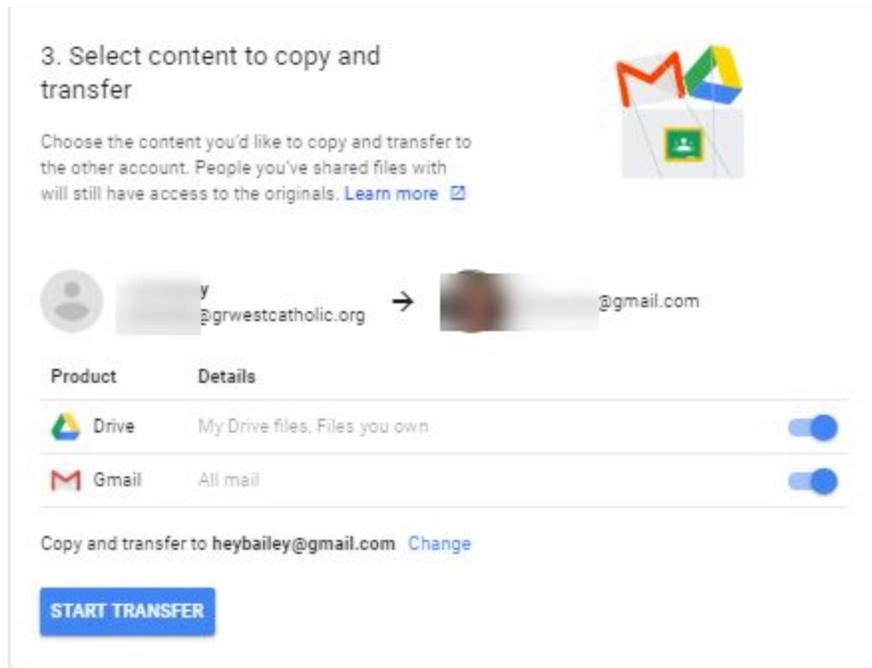
Once you select start transfer, you will receive an email indicating that the transfer has started and that it can take up to a week to transfer all of your data to the new account. You will also receive an email when your transfer is completed.
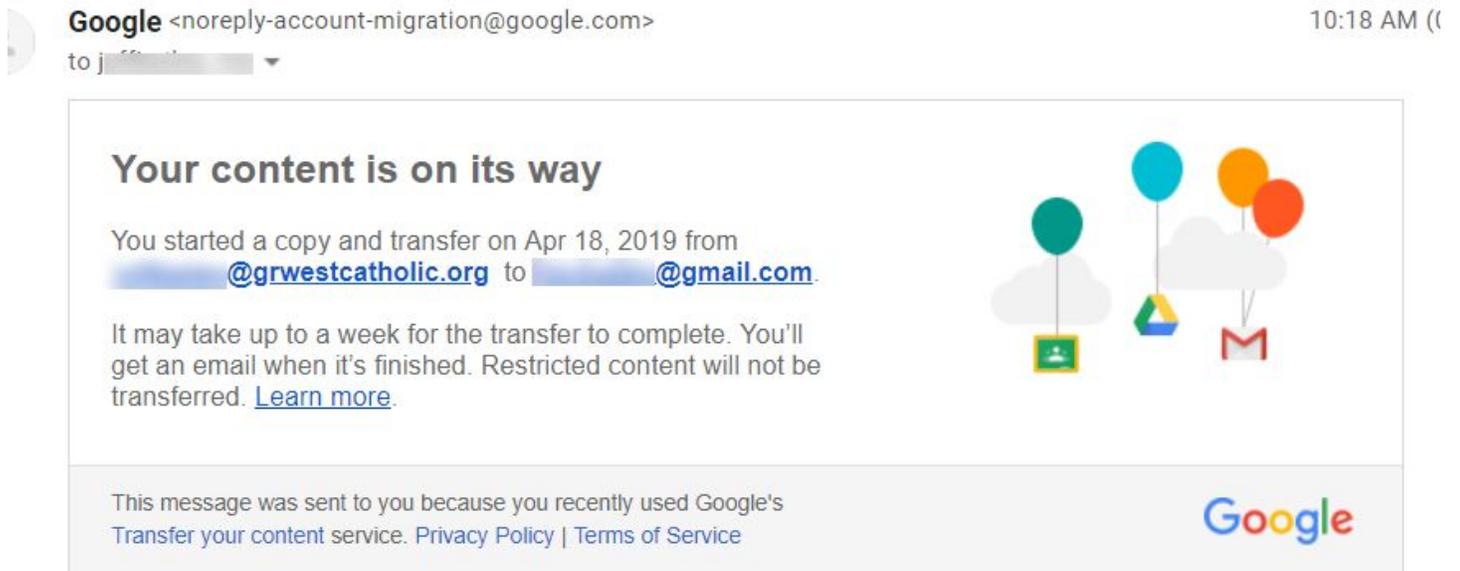
If you need to download further content, such as from other Google Services, Click the Data and Personalization tab and then scroll down to the box that says DOWNLOAD YOUR DATA. Clicking on this location will provide a way to down all of the data that Google has for your account.