- 1. Log into your alumni email account.
- 2. Select the Google Apps button, followed by Accounts.

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3. Select Data and Privacy on the left-hand side menu.

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4. On the following page, click on Start transfer.

| | | Data and privacy |
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| Key privacy | options to you s | help you choose the data saved in your account, the ads ee, info you share with others and more |
| | Trans | fer your content Transfer your email and Google Drive files to another Google Account |
| | | Start transfer |

- 5. You can then nominate a **Google account** to transfer your data to. All personal, free Google accounts come with 15 GB of storage shared across Google Drive, Gmail and Google Photos.
 - a. Enter the details of your nominated account and once entered, click Send Code.

| 1. Enter a destination account | |
|---|--|
| Enter the Google Account that will receive your transferred content. Learn more | |
| Enter an email address | |
| Don't have a Google Account? Create account | |
| SEND CODE | |

b. Go to your nominated account and open the "Verifying your account" email from Google and select Get Confirmation Code.



c. Once the code displays, copy the code and return to your alumni email account.



d. Then, under verify your destination account, enter your code, and click Verify.

| Copy and transfer your email and Google Drive files to another Google Account | |
|--|-------|
| ✓ 1. Code sent to | |
| 2. Verify your destination account | |
| Check your 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 2 | ***** |
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| VERIFY RESEND CODE | |

e. Once entered, you can toggle on the relevant Google products and click Start Transfer. You may also be asked to renter the password to your alumni email account.

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- f. Your transfer will now be in progress.
- ← Transfer your content

