



# Guide for Students

Back up your Student iCON data by **31 Dec**  
**2021**

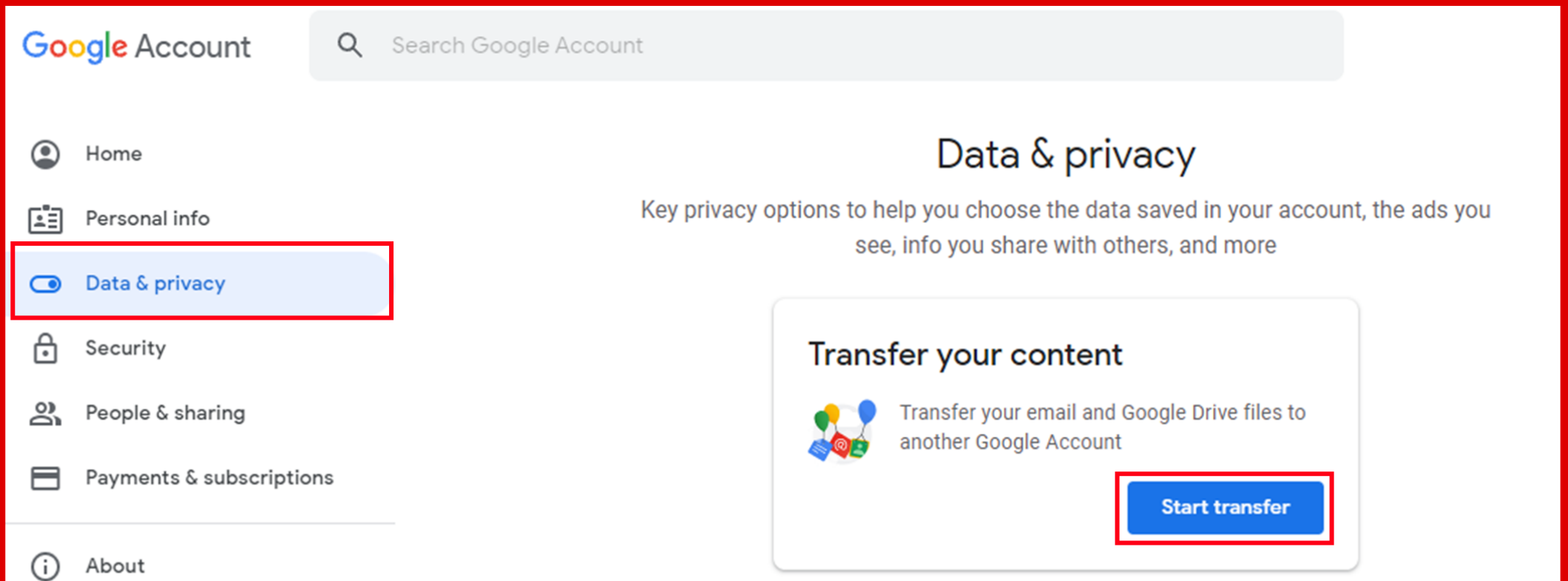
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Part I - Backup Student iCON data to your personal Gmail Account  
Option a: Transfer your content (*applicable to Gmail and Drive apps*)

**Step 1 : Login to Student iCON: <http://myaccount.google.com/>**

**Step 2 : Under “Data & privacy” Click on “Start transfer” on the “Transfer your Content” widget**




**Step 3 : Enter your destination account to transfer your data.**  
**→ Click "SEND CODE"**

Google Account ⋮ ☰ A

← Transfer your content

**Transfer your content**

Copy and transfer your email and Google Drive files to another Google Account



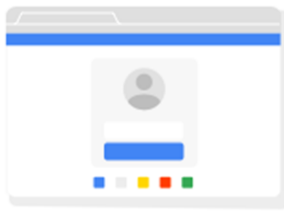
**1. Enter a destination account**

Enter the Google Account that will receive your transferred content. [Learn more](#) 🔗

Enter an email address  
**<Type your destination email account here>**

Don't have a Google Account? [Create account](#) 🔗

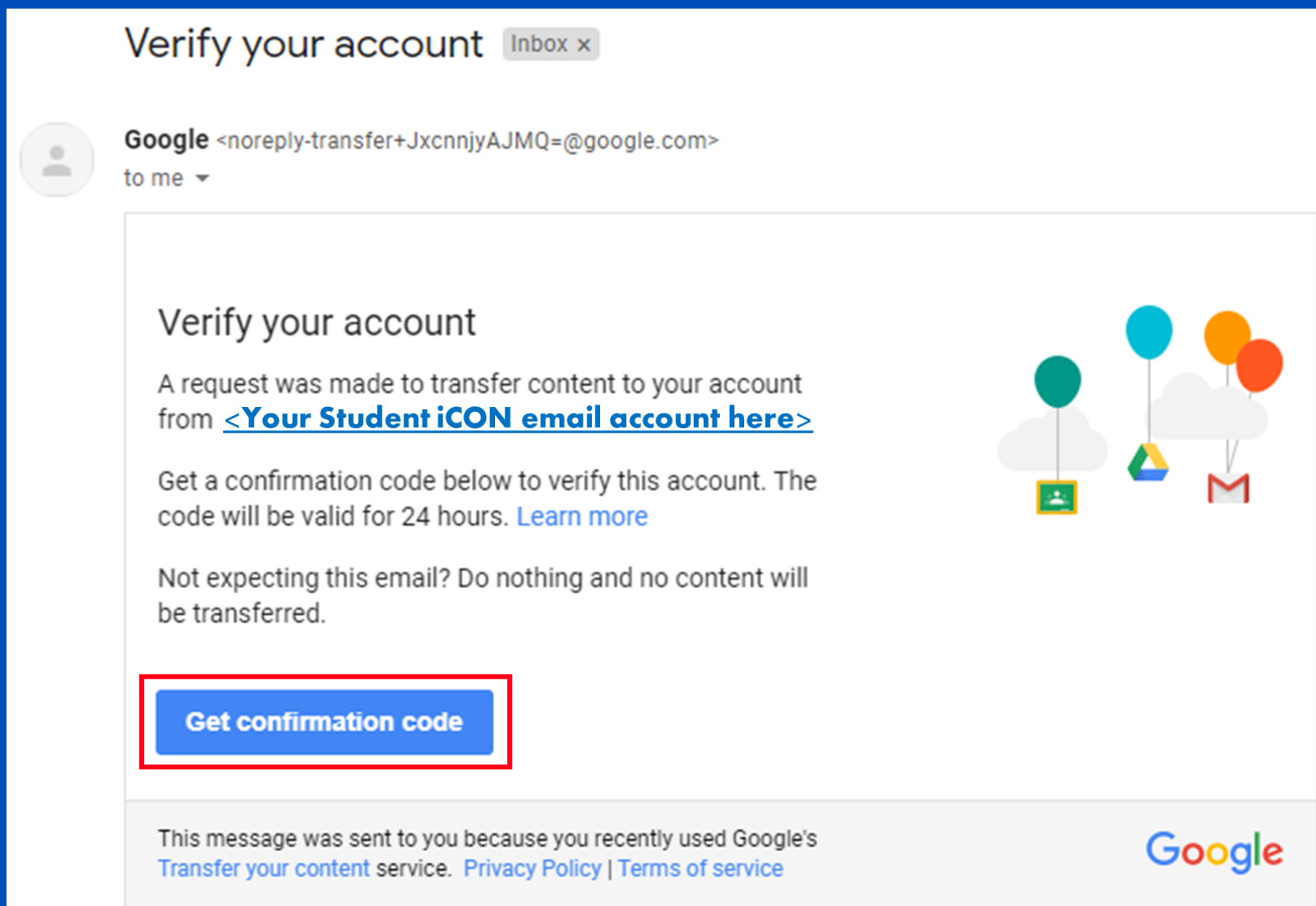
**SEND CODE**



**Step 4 : Check your destination email account inbox.**

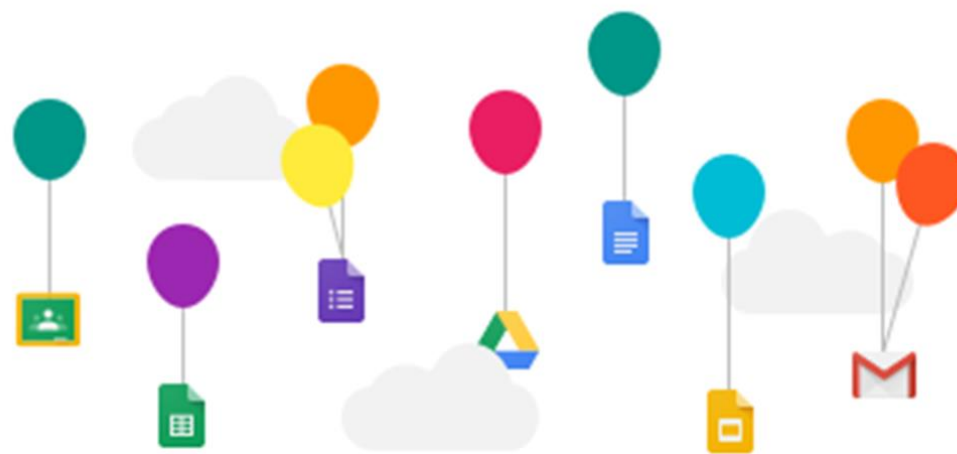
**You will receive an email to Verify your account.**

**→ Click "Get confirmation code"**



**Step 5 : Copy the confirmation code generated.**

← Confirm your transfer



Your confirmation code is

**38B617D5**

Sign in with [<Your Student iCON email account>](#) and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the [Google Accounts Help Center](#) [↗](#).

[CONTINUE](#)

## **Step 6 : Return to Google Takeout.**


→ **Enter the code under “Verify your destination account”**

→ **Click “VERIFY”**

← to Transfer your content

✓ 1. Code sent to [<Your destination email account>](#)

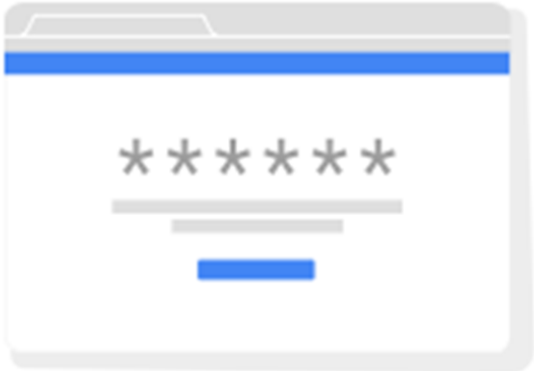
### 2. Verify your destination account

Check your [<Your destination email account>](#) 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](#) 

Enter code

38B617D5|

**VERIFY** RESEND CODE






**Step 7 : Once destination account has been successfully verified,**  
**→ Click “START TRANSFER”**



← Transfer your content



✓ 2. Account verified

### 3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



 [<Your Student iCON email>](#) →  [<Your destination email>](#)


Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to [<Your destination email>](#) [Change](#)

**START TRANSFER**

## **Step 8 : All set!**

← Transfer your content



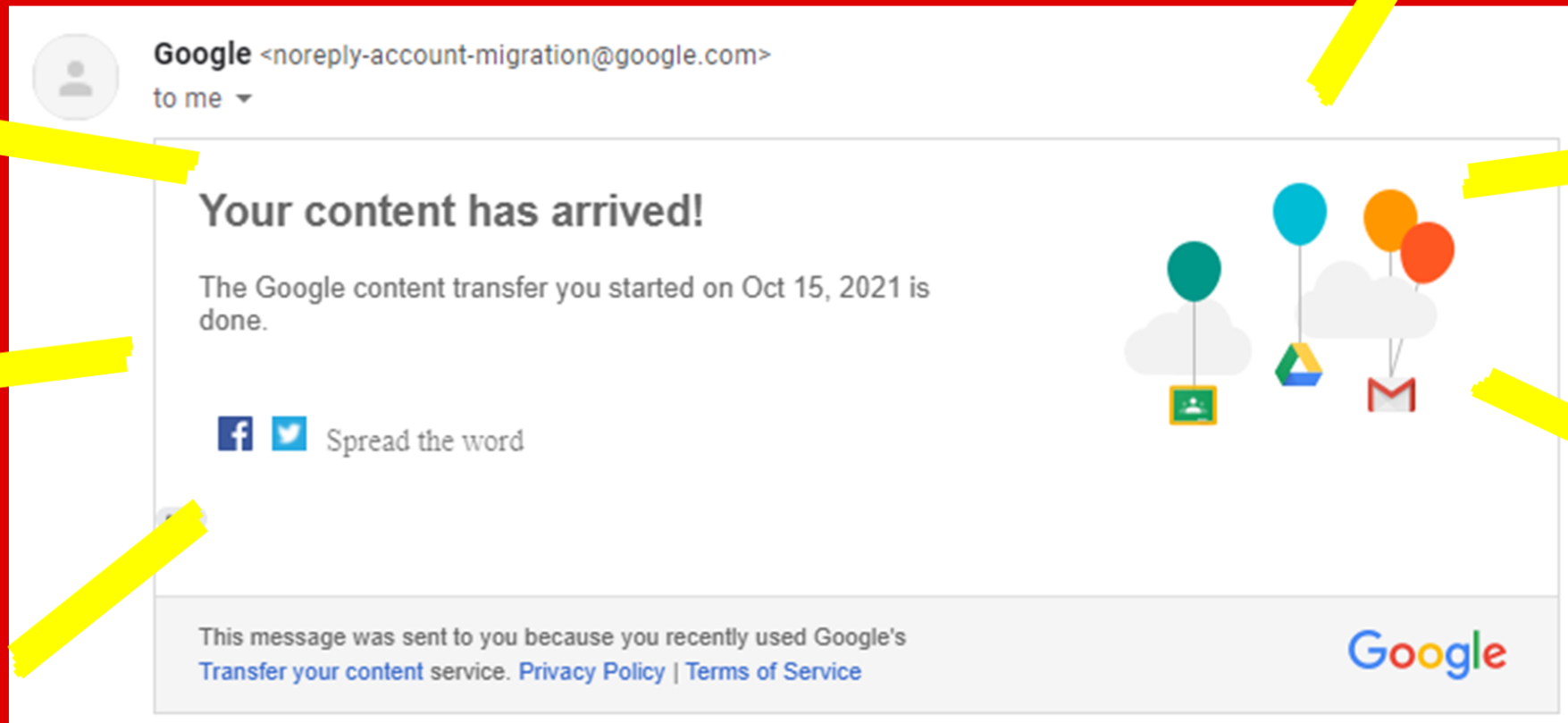
✓ You're all set

Your copy and transfer to [<Your destination email>](#) is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)



**You'll receive an email once the export is complete:**



Google <noreply-account-migration@google.com>  
to me ▾

**Your content has arrived!**

The Google content transfer you started on Oct 15, 2021 is done.

  Spread the word

This message was sent to you because you recently used Google's [Transfer your content](#) service. [Privacy Policy](#) | [Terms of Service](#)

Google

Part I - Backup Student iCON data to your personal Gmail Account  
Option b: Download your data (*applicable to all Google apps*)

**Step 1 : Login to Student iCON: <http://myaccount.google.com/>**

**Step 2 : Click "Data & Privacy" and scroll down  
→ Click "Download your data"**

Google Account Search Google Account

Home  
Personal info  
**Data & privacy**  
Security  
People & sharing  
Payments & subscriptions  
About

### Data from apps and services you use

Your content and preferences related to the Google services you use and third-party apps with access to your account

#### Apps and services

- Content saved from Google services  
A summary of your services and data
- Third-party apps with account access  
No apps connected

#### Download or delete your data

- Download your data**  
Make a copy of your data to back it up
- Delete a Google service  
Remove a service you no longer use

### **Step 3 : Under "Select data to include"**

→ **Click "Select all"**

→ **Scroll down & Click "Next step"**

← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products

**Select all**

Access Log Activity  
Collection of account activity logs

Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

Arts & Culture  
Favorites and galleries you've created on Google Arts & Culture.

1 Select data to include 40 of 40 selected

Multiple formats

Tasks  
Data for your open and completed tasks. [More info](#)

JSON format

**Next step**

**Step 4 : Under "Choose file type, frequency & destination"**  
**→ Click "Create export"**

← Google Takeout

1 export

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

Create export

## **Step 4 : All set!**

← Google Takeout

CREATE A NEW EXPORT

- ✓ Select data to include 40 of 40 selected
- ✓ Choose file type, frequency & destination

Export progress

🕒 Google is creating a copy of files from 40 products  
This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

✕ Cancel export + Create another export

**You'll receive an email to download your files once your export is complete:**

Your Google data is ready to download

Google Takeout <noreply@google.com>  
to me ▾

Google

Your account, your data.

We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021.

Your download will contain data from 41 products.

Manage exports

Download your files

This message was sent to you because you recently used [Google Takeout](#)

[Privacy Policy](#) | [Terms of Service](#)

Google

**For more info on how to download your Student iCON data:**

**<https://support.google.com/accounts/answer/3024190?hl=en>**

**If you encounter any issues, kindly approach your teachers for help.  
They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.**

## Part 2 - Backup Student iCON data without personal Gmail Account

Option a: Download your data (*applicable to all Google apps*)

**Step 1 : Login to Student iCON: <http://myaccount.google.com/>**



**Step 2 : Click "Data & Privacy" and scroll down  
→ Click "Download your data"**

Google Account Search Google Account

Home  
Personal info  
**Data & privacy**  
Security  
People & sharing  
Payments & subscriptions  
About

### Data from apps and services you use

Your content and preferences related to the Google services you use and third-party apps with access to your account

#### Apps and services

- Content saved from Google services  
A summary of your services and data
- Third-party apps with account access  
No apps connected

#### Download or delete your data

- Download your data**  
Make a copy of your data to back it up
- Delete a Google service  
Remove a service you no longer use

### **Step 3 : Under "Select data to include"**

→ **Click "Select all"**

→ **Scroll down & Click "Next step"**


← Google Takeout


CREATE A NEW EXPORT

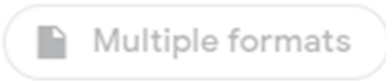

1 Select data to include 0 of 40 selected


Products

Select all

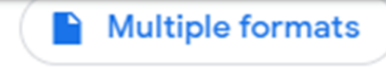
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 Multiple formats  All activity logs selected

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1 Select data to include 40 of 40 selected

 Multiple formats

 Tasks  
Data for your open and completed tasks. [More info](#)

 JSON format

Next step

**Step 4 : Under "Choose file type, frequency & destination"**  
**→ Click "Create export"**

← Google Takeout

1 export

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

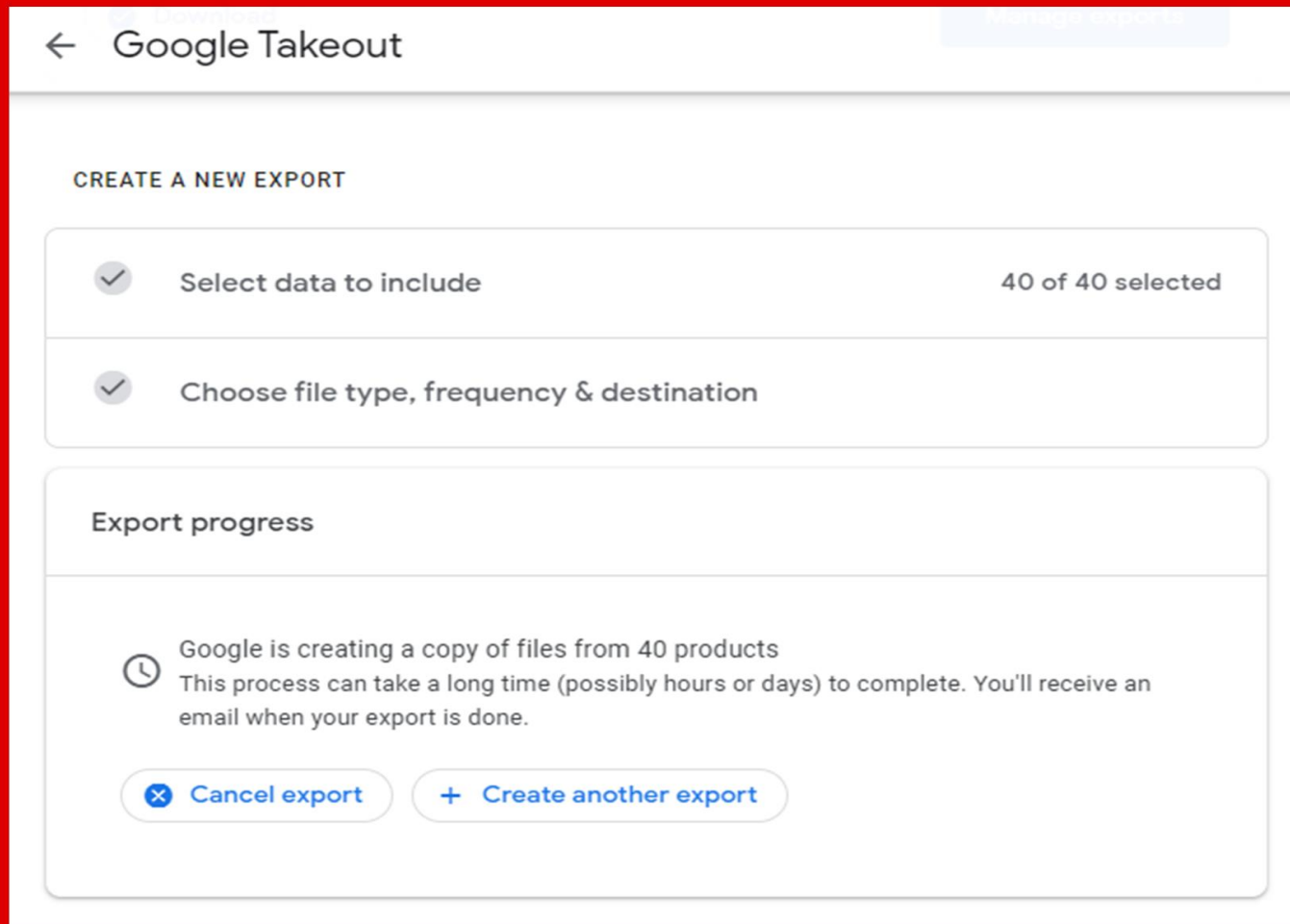
Zip files can be opened on almost any computer.

2 GB ▼

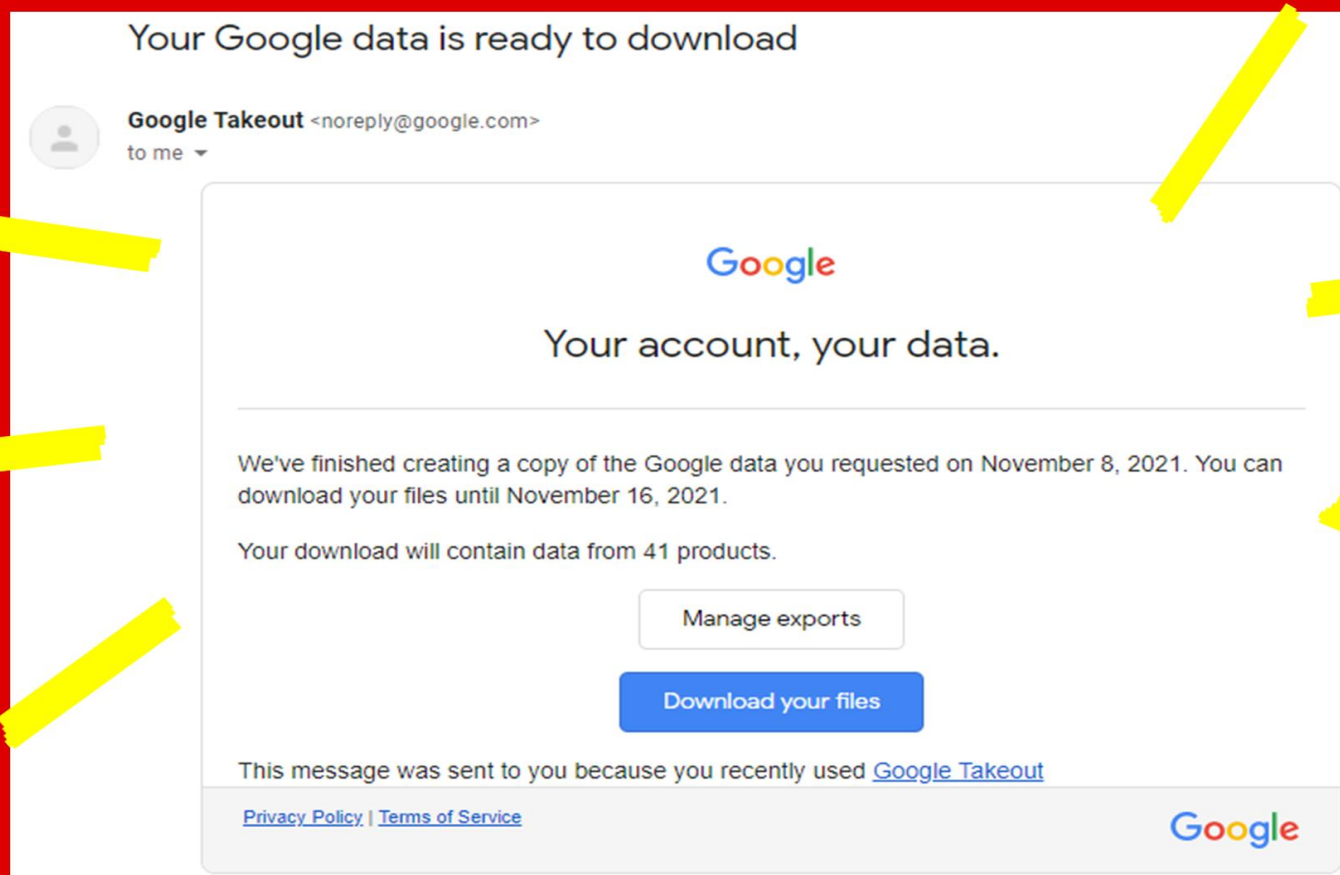
Exports larger than this size will be split into multiple files.

Create export

## **Step 4 : All set!**



**You'll receive an email to download your files once your export is complete:**



**For more info on how to download your Student iCON data:**

**<https://support.google.com/accounts/answer/3024190?hl=en>**

**If you encounter any issues, kindly approach your teachers for help.  
They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.**