

Leaving CA: Take Out Your Digital Data

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As you leave CA, there are many things you might wish to take with you from your time with us. Here are the instructions for transferring and personalizing your digital data from your school Google account (Google Workspace for Education).

Google Drive and Gmail

Google's new "[Data & privacy](#)" has a link transfer the contents of your Gmail and Google Drive to another Google account.

Your contents in other Google services such as Google Contacts (address book), Chrome bookmarks, Calendar, Google Photos, or YouTube videos need to be downloaded using [Google Takeout](#). See Page 5 for a step-by-step instruction.

Before You Start Transfer...

Check that you have enough space in your personal Google account to accommodate the documents and mail data from your school Google account. To check the current disk usage of your accounts (both your personal and school accounts), open Gmail, scroll down to see your current usage, and click "Manage" for details.

3.85 GB (25%) of 15 GB used
[Manage](#)

Most personal Google accounts have a 15 GB storage, while educational accounts have unlimited space. If your school data doesn't fit in your personal account, you may need to free up enough space by deleting some files, or get additional space by upgrading your personal account to Google One:

<https://one.google.com/about>

Plan	Storage	Price / month	Buttons
Basic	100 GB	¥250 / month Billed monthly	Switch to Monthly
Standard	200 GB	¥380 / month Billed monthly	Upgrade
Premium	2 TB	¥1,300 / month Billed monthly	Upgrade
Premium	5 TB	¥3,250 / month Billed monthly	Upgrade

Includes:

- ✓ 100 GB of storage
- ✓ Access to Google experts
- ✓ Share with up to 5 others
- ✓ [More Google Photos editing features](#)
- ✓ Extra member benefits
- ✓ VPN for multiple devices
- ✓ [Monitor the dark web](#)

Google One includes:

- ✓ 200 GB of storage
- ✓ Access to Google experts
- ✓ Share with up to 5 others
- ✓ [More Google Photos editing features](#)
- ✓ Extra member benefits
- ✓ VPN for multiple devices
- ✓ [Monitor the dark web](#)

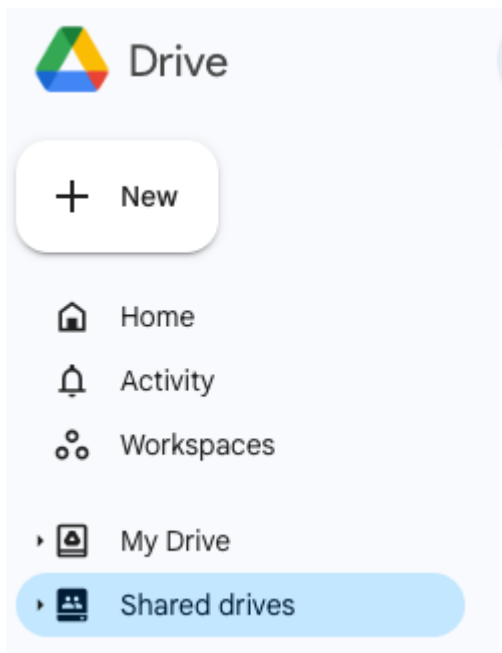
Google One includes:

- ✓ 2 TB of storage
- ✓ Access to Google experts
- ✓ Share with up to 5 others
- ✓ [More Google Photos editing features](#)
- ✓ Extra member benefits
- ✓ [Google Workspace premium features](#)
- ✓ VPN for multiple devices
- ✓ [Monitor the dark web](#)

Google One includes:

- ✓ 5 TB of storage
- ✓ Access to Google experts
- ✓ Share with up to 5 others
- ✓ [More Google Photos editing features](#)
- ✓ Extra member benefits
- ✓ [Google Workspace premium features](#)
- ✓ VPN for multiple devices
- ✓ [Monitor the dark web](#)

Important: Documents Shared with Colleagues (faculty and staff only)



You many have many Google documents that you own and share with your colleagues for team use. To ensure that your colleagues have continued access to all such documents, you must put these documents in one of the folders in the “**Shared drives**” of your team. You will find it in the left column under “My Drive”

Important: This is not the same of sharing one of your own folders under My Drive with others.

For the Google documents that you own and share with one or more of your colleagues but not the whole team, you would have to manually transfer the ownership of such documents to someone who is staying at CA. Once the ownership is transferred, your documents won't disappear when your account is closed after you leave CA.

Note that you can do all these only from your CA account while you can access it. After the data transfer to your personal Google account, you cannot transfer the file ownership from your personal account to a school account user. Read this linked page about file ownership transfer.

Make someone else the owner of your file

<https://support.google.com/drive/answer/2494892>

How to use the new Google “[Data & personalization: Transfer your content](#)”

Step 1 With your browser logged in to your school account, go to this link.

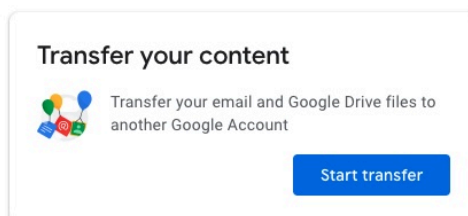
Data & personalization

<https://myaccount.google.com/data-and-personalization>

This page will open. Click “Start transfer.”

You may get an error on opening this link if you are also logged in to your other Google account(s). Log out of all other Google accounts and try again.

Data & privacy
Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more




Step 2 On the next page, enter your personal Google account, and click the SEND CODE button.

← 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

Don't have a Google Account? [Create account](#)
2. Verify your destination account
3. Select content to copy and transfer

(If you get an error saying "Something went wrong, Try again," go to the last page for more information.)


Step 3 IMPORTANT
Do not close this browser window. You will need it later in Step 6

Proceed to Step 4.

← Transfer your content

Transfer your content

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



- ✓ 1. Code sent to ashimori@gmail.com**
- 2. Verify your destination account**

Check your **ashimori@gmail.com** 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

Step 4 Open another browser window, and log in to your personal Gmail account. You should have received this email from your school account. Click “Get confirmation code” to proceed.

Verify your account

A request was made to transfer content to your account from 50yellow@canacad.ac.jp.

Get a confirmation code below to verify this account. The code will be valid for 24 hours. [Learn more](#)

Not expecting this email? Do nothing and no content will be transferred.

[Get confirmation code](#)

Step 5 In the next window, you will see the confirmation code. Copy this code to your clipboard.

← Confirm your transfer



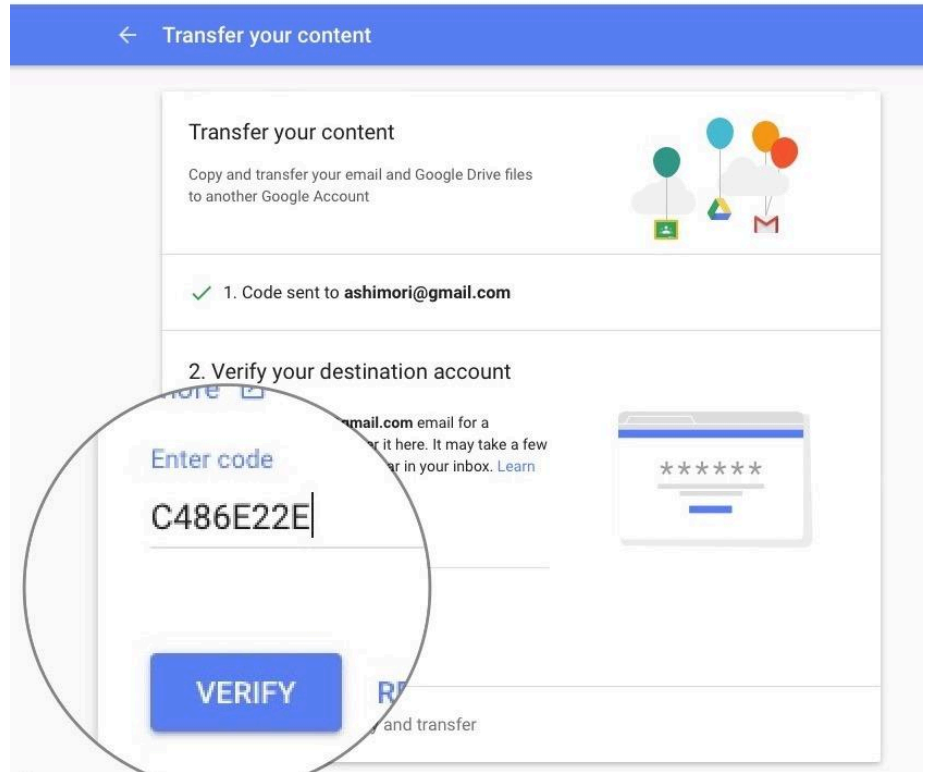
Your confirmation code is

C486E22E

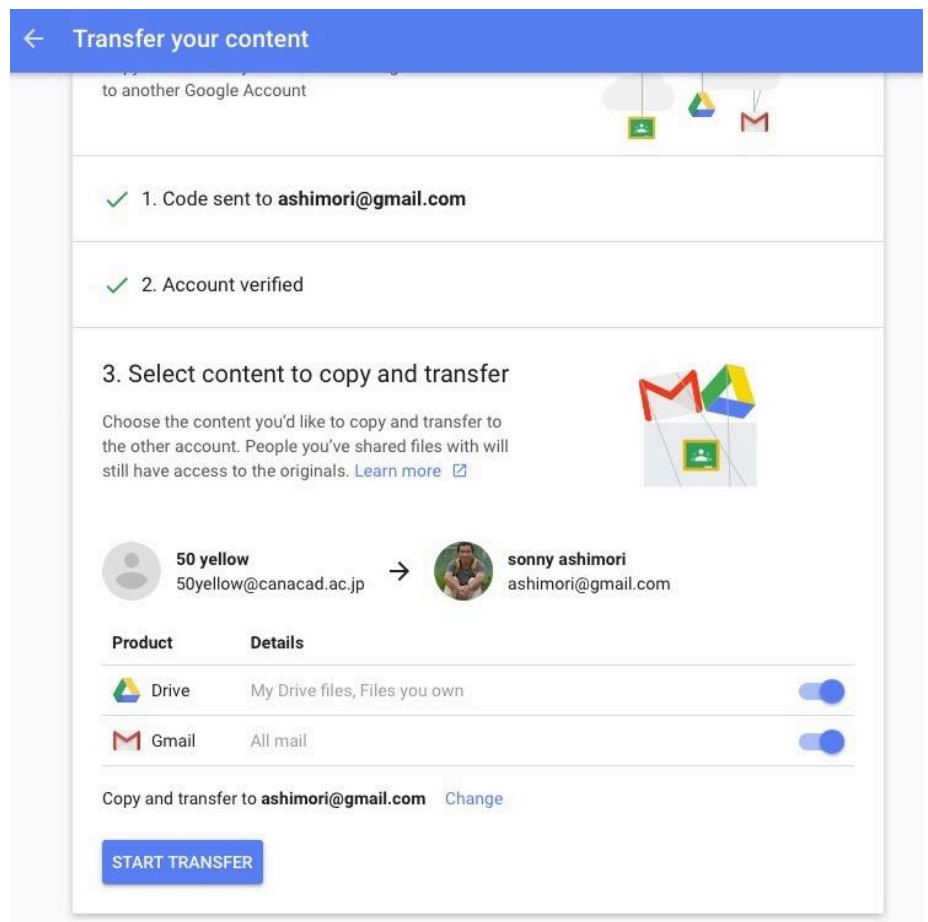
Sign in with 50yellow@canacad.ac.jp and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts [Help Center](#).

[CONTINUE](#)

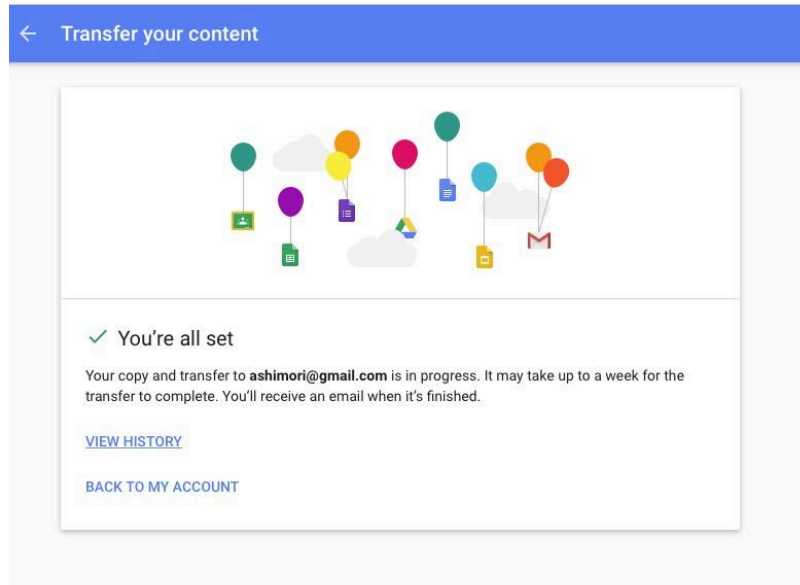
Step 6 Go back to your first browser window, paste the code from the email, and click the VERIFY button.



Step 7 Now, select the contents to transfer (Drive and Gmail) and click the START TRANSFER button.



Step 8 You're all set!



Now you can close all windows. Content transfer may take days (up to a week) if you have a lot of data.

Google Drive contents transferred from your school account will appear in your personal Google Drive, in a folder named with your school email address and the date of transfer.

Gmail messages transferred from your school account will appear in your personal Gmail, with a label in the left column named "Moved (date of transfer)."

Google Takeout for all your other Google account data

Your user data in your CA account other than Gmail and Google Drive needs to be downloaded using Google Takeout.

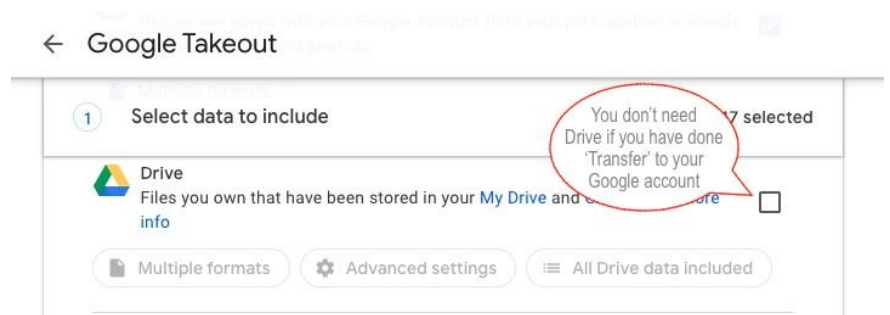
Step 1 With your browser logged in to your school account, go to this link. <https://takeout.google.com/settings/takeout>

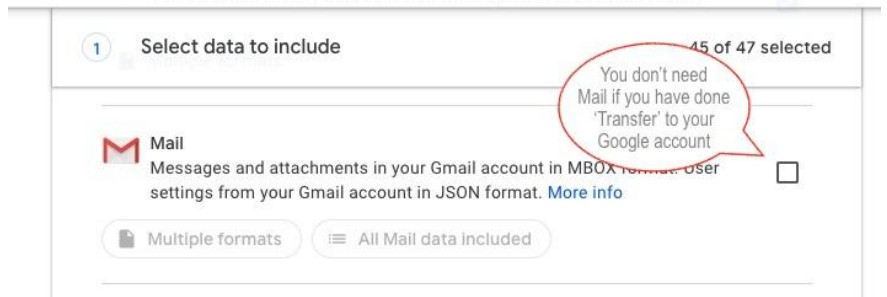
Step 2 This page will open.

Select the contents you want to download. Uncheck what you don't need.

IMPORTANT: Unselect "Drive" and "Gmail" if you have done "Transfer" to your personal Google account.

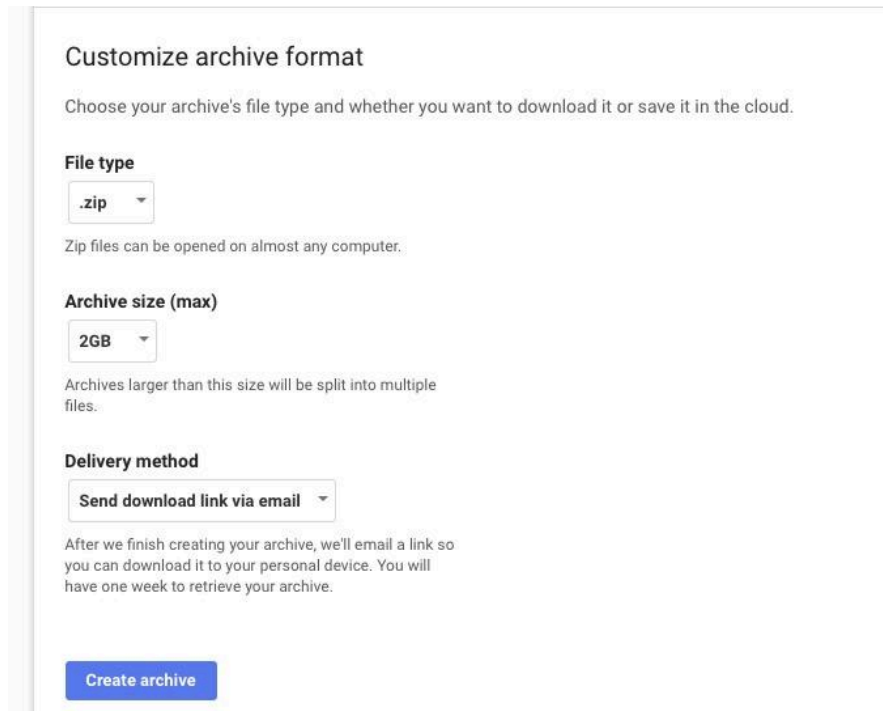
Click the "NEXT" button.





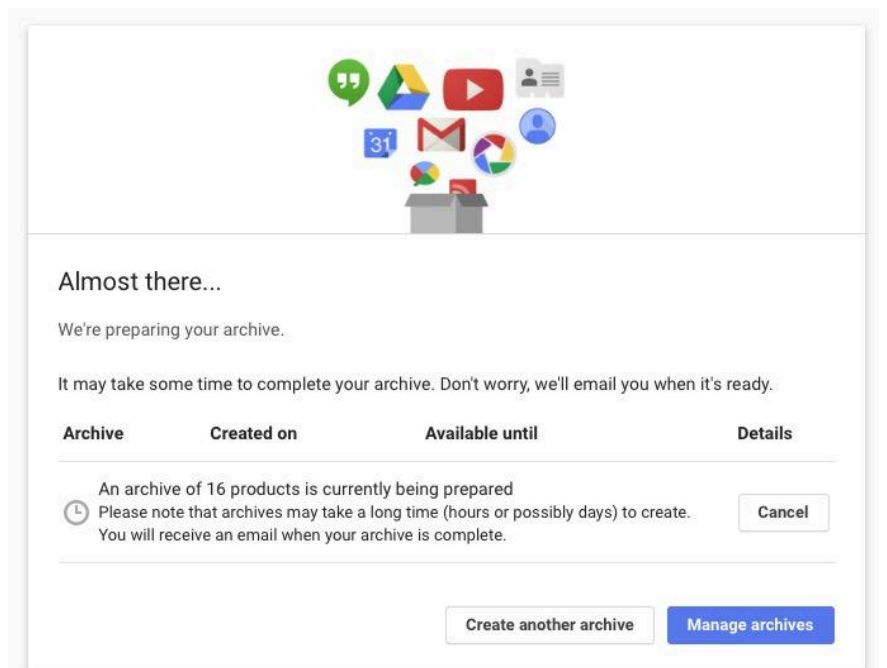
Step 3 In the next window, set the archive format and size as you like (if you are not sure, use the default settings).

Click the “Create archive” button.



Step 4 You're almost there...

You will receive an email notification and link when your archive is ready to download.




TROUBLESHOOTING

“Something went wrong. Try Again.”


Sometimes you get this error, and your data transfer fails.

1. Enter a destination account

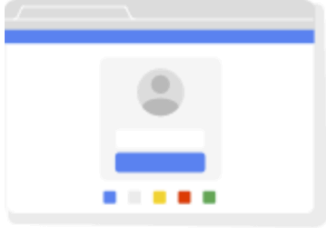
Enter the Google Account that will receive your transferred content. [Learn more](#) 

Enter an email address

Something went wrong. Try again.

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

[SEND CODE](#)



We know this happens in some cases, depending on your age and the country where your personal Google account was set up. The local laws of some countries do not allow data import from a Google Workspace account for users of a certain age group. We know Singapore has such laws, and other countries may have similar restrictions.

If this is the case with your personal Google account, the best workaround is to make a new Google account with “Japan” selected for your home country, and transfer your school data into this account. Later, when your age-specific rules are lifted, you can transfer the contents from this account to your preferred personal account, using the same method.

“Transfer Your Content is only available to authorized G Suite for Education Accounts....”

← Transfer your content

Transfer Your Content is only available to authorized G Suite for Education Accounts. Please contact your administrator, or sign in with another Google Account.

When you see this error, it is likely that your browser or Chrome profile is signed in to more than one Google accounts.

Keep your logins to your school and personal accounts in separate Chrome profiles, or try using two different browsers. Log out of all Google accounts and log in to your school account only, then try again, or use an incognito window in Chrome to connect to one of your two accounts.