What can you copy?
- Drive files that you own (not just shared with you)
- Email in Gmail

How?
- Create a personal google account
- Prepare your files and check your Drive to ensure that you own everything you want to copy

Start the copy process*
1. On your school account, go to Transfer your content. OR
   https://goo.gl/jql6LI
2. Enter the email address of the Google Account where you want to copy your content.
3. Select Get code.
4. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
6. Choose the content you’d like to copy, then select Start transfer.

Note:
The copy process usually happens within a few hours, but it can take up to a week.
Copied files might appear in batches on your Google Account during the copy process.
When your files are finished copying, you’ll get an email at your Gmail address.

Looking to transfer a classic Google Site?
Use the following link or navigate to https://goo.gl/1CJHz6 to find out more information.

*Directions from Google account support