


Transfer Your Data

Graduating or leaving the school? Follow this guide to transfer all your GSuite data to a personal Google Account.

Audience

Faculty	✘
Staff	✘
Students	✔
Others	✘

 You must have a personal Google (Gmail) Account to continue

Step-by-step guide

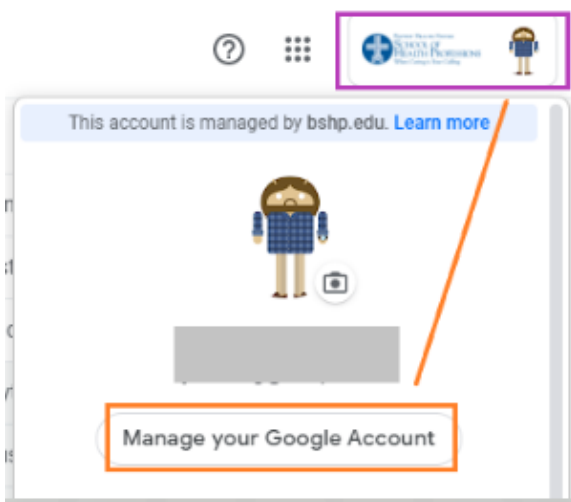
- [Step 1: Login to Campus Email](#)
- [Step 2: Open your Account Settings](#)
- [Step 3: Click Data and Personalization](#)
- [Step 4: Transfer your Content](#)
- [Step 5: Enter Destination Account Email](#)
- [Step 6: Verify Account Ownership](#)
- [Step 7: Select Content and Transfer](#)

Step 1: Login to Campus Email

Open up a web browser and navigate to <http://mail.bshp.edu> . Login using your [Campus Account](#)

Step 2: Open your Account Settings

Click on our logo and/or your profile/account picture, then, on the menu that just opened, select 'Manage your Google Account'



Step 3: Click Data and Personalization

Within the Google Account section, click on 'Data and Personalization'.

Home

Personal info

Data & personalization

Security

People & sharing

Payments & subscriptions

Step 4: Transfer your Content

When the 'Data and Personalization' section opens, click on 'Start Transfer' under the 'Transfer your content' section.

Data & personalization

Your data, activity, and preferences that help make Google services more useful to you

The Privacy Setup

A step-by-step guide helps you review privacy settings that are relevant to you



Learn more

Transfer your content

Transfer your email and Google Drive files to another Google Account



Start transfer

Step 5: Enter Destination Account Email

Once the 'Transfer your content' wizard opens, fill out the 'Email Address' section with your personal Gmail address then click 'Send Code'.

Transfer your content

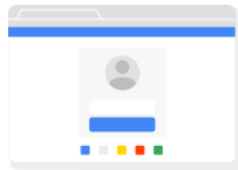
Copy and transfer your email and Google Drive files to another Google Account



1. Enter a destination account

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

Enter an email address
jdoe@gmail.com



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

SEND CODE

Step 6: Verify Account Ownership

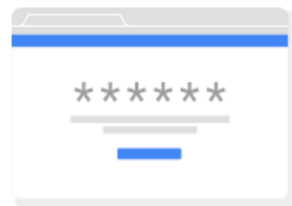
Login to the destination Gmail mailbox and get the code that was sent, then come back and fill in the verification code section, and then click 'Verify'

2. Verify your destination account

Check your [redacted]@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

[redacted]34A




VERIFY

RESEND CODE



Step 7: Select Content and Transfer

Select the content you wish to transfer using the on/off sliders then click 'Start Transfer'

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](#) 



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

Copy and transfer to [redacted]@gmail.com [Change](#)

START TRANSFER

The process might take a while depending on how much data you have but in the end you will receive a notification when the transfer is complete. You do not need to stay on the progress page.

Related articles