**Google Takeout**

**Transfer Email and My Drive Files to another Google Account**

1. If you don’t already have one, create a Google account to transfer the files to.
2. To copy content that other people have shared with you, make sure those files have been added to your My Drive and are not only available in “Shared with me”.
3. Sign into your QCC Qmail account and go to [takeout.google.com/transfer](https://takeout.google.com/transfer).
4. Enter the email address of the destination Google account.
5. Select **Send code**.
6. Check your personal Gmail account for the confirmation email, and in the email select **Get confirmation code**. A new tab will open with a code.
7. Return to [takeout.google.com/transfer](https://takeout.google.com/transfer) and enter the code, and choose **Verify**.
8. Choose the content you’d like to copy and select **Start transfer**.

Details about the process:

* The copy process usually takes a few hours but can take up to a week depending on the amount of content.
* Copied files may appear in batches in the destination Google account during the copy process.
* When the process is complete, you will receive a confirmation email to your personal Gmail account.

**Download all of your Google Account data**

Google Takeout allows you to download any of your data associated with its services.

1. While signed into your QCC Qmail Account, browse to [takeout.google.com](http://takeout.google.com/).
2. Select the data you wish to download, one of the available formats, and click **Next Step**.
3. Choose your preferred delivery method, Frequency, file type, and size, then **Create export**.
4. Once the export is completed, it will be delivered to the specified location.