# Google™ Drive
Migration Instructions

For best results with the migration from *sausd.us* Google domain to your personal Google account it is recommended that you:

- Use the **Chrome Browser**. The Chrome browser supports folder uploads.
- Sign In to your *sausd.us* Google domain & review documents. Decide what you really need to transition. This would be a good time to "trash" documents you no longer need.

Step 1 - Identify files to be copied for download

1a. Login to your *sausd.us* Google domain

1b. Select all documents to be moved to your personal Google account. This can be done by selecting the first item, hold down the shift key, and select the last item.

Select first item

Select last item. All items will be highlighted in blue
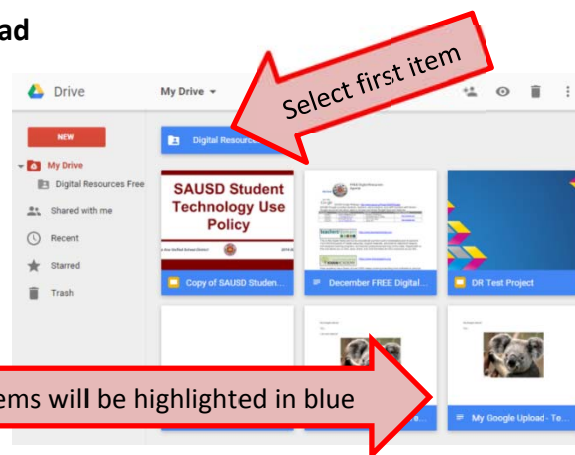
Step 2 – Download zip files to computer

2a. After highlighting files to migrate, select the More Actions button in the upper right corner. From the dropdown menu select Download.

Download
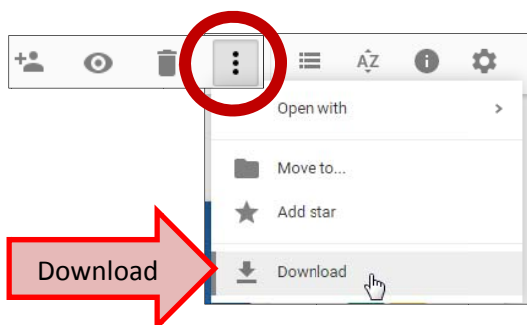
Selected files will go through a zipping process that will take from a few minutes up to 15 minutes per 2GB of data to be zipped. If you have more than 2GB of data on your Google Drive the files will be split into multiple zip files of 2GB.


2b. Once the Google zip has processed save files to your computer. (Mac users see directions below.) Depending on your computer's download settings you may have the option to select a location to download or the download may go directly to your computer's Download file.

2b. Mac Users: Once the Google zip has processed check your computer's desktop and/or download folder

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Step 3 – Extract data from the zip files

Locate zip file(s). Double click the file to open.
Select Extract all Files.

After the files are extracted you will see a file folder that does not have a zipper on it. The zipped folder will still be on your computer. The unzipped file is what you will need to upload to your personal Google account.

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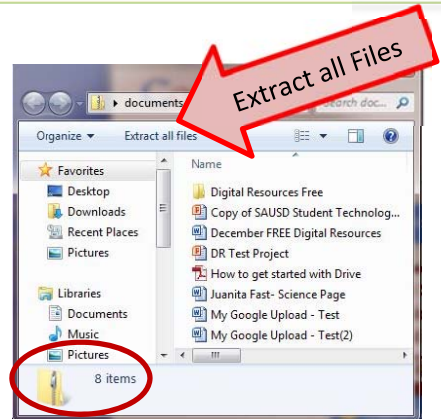
Step 4 – Login to your personal Google account

4a. Open a Google webpage and select Sign in. If your *sausd.us* account is open select Sign out. Then select Sign in. If you see your *sausd.us* account: select **Sign in with a different account**. Then select **Add account**.

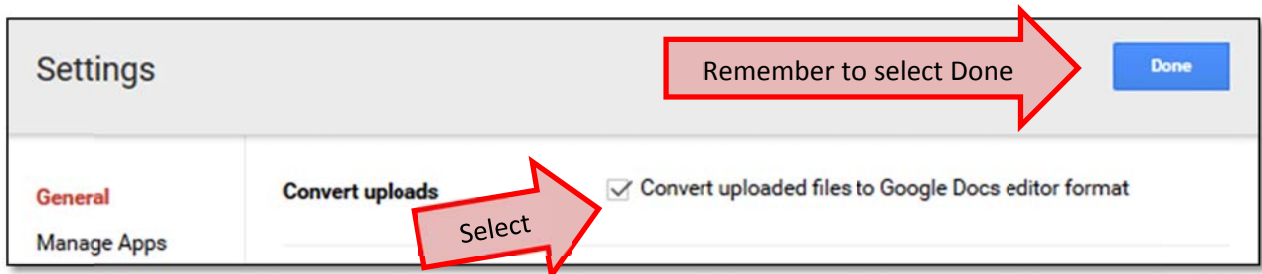**4b**. Sign in using your personal Google account. For example:

- Email: username**@gmail.com**

Step 5 – If you want imported documents converted – change settings

5a. Open Google Drive and select settings in upper right corner. Then select Settings.
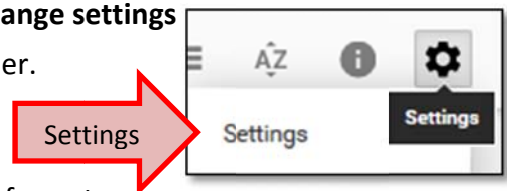
5b. Check box –Convert uploaded files to Google Docs editor format Select Done.

Step 6 – Drag and drop files into the your personal Google account Drive

Open the Google extract folder on your computer and select the first item, hold down the shift key and select the last item. Then drag all the items onto your personal Google account Drive. You will see a notification that there are Incoming items. This will take a few minutes up to 15 minutes depending on the amount of data you are importing.

Step 7 – Re-share imported documents

7a. In the bottom right corner you will see an Uploading dialog box that will show the progress of your upload. Once a file is fully uploaded you have the option of selecting **Share**. If you were sharing this document before the move you will need to re-share the document in the persons personal Google account.
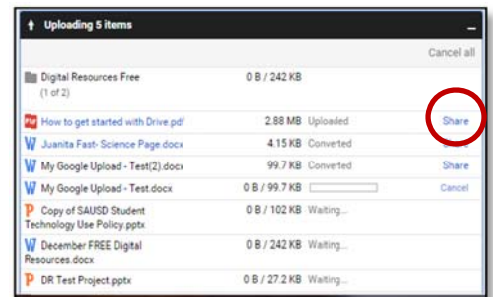
7b. After selecting the **Share** link you can select the level of shared use with the dropdown link. Type the person(s) Gmail account in to share the document.