Guide for Students

Back up your Student iCON data by 31 Dec 2021

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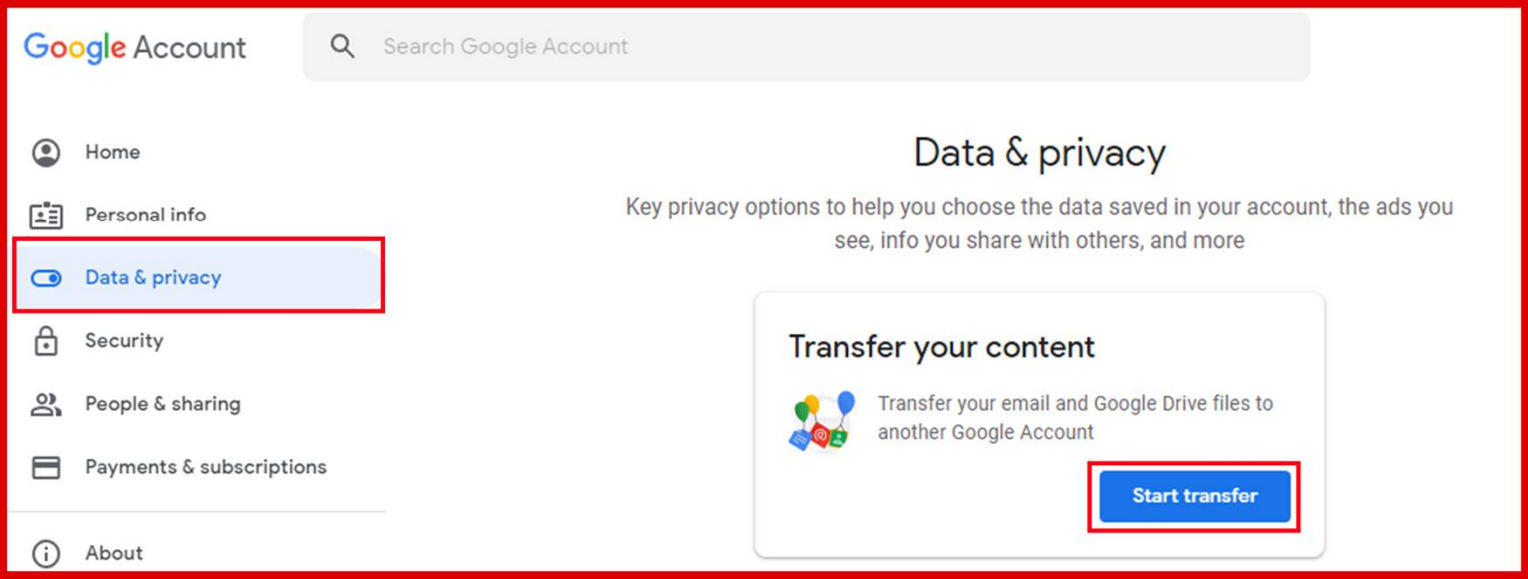
Part I - Backup Student iCON data to your personal Gmail Account

Option a: Transfer your content (*applicable to Gmail and Drive apps*)

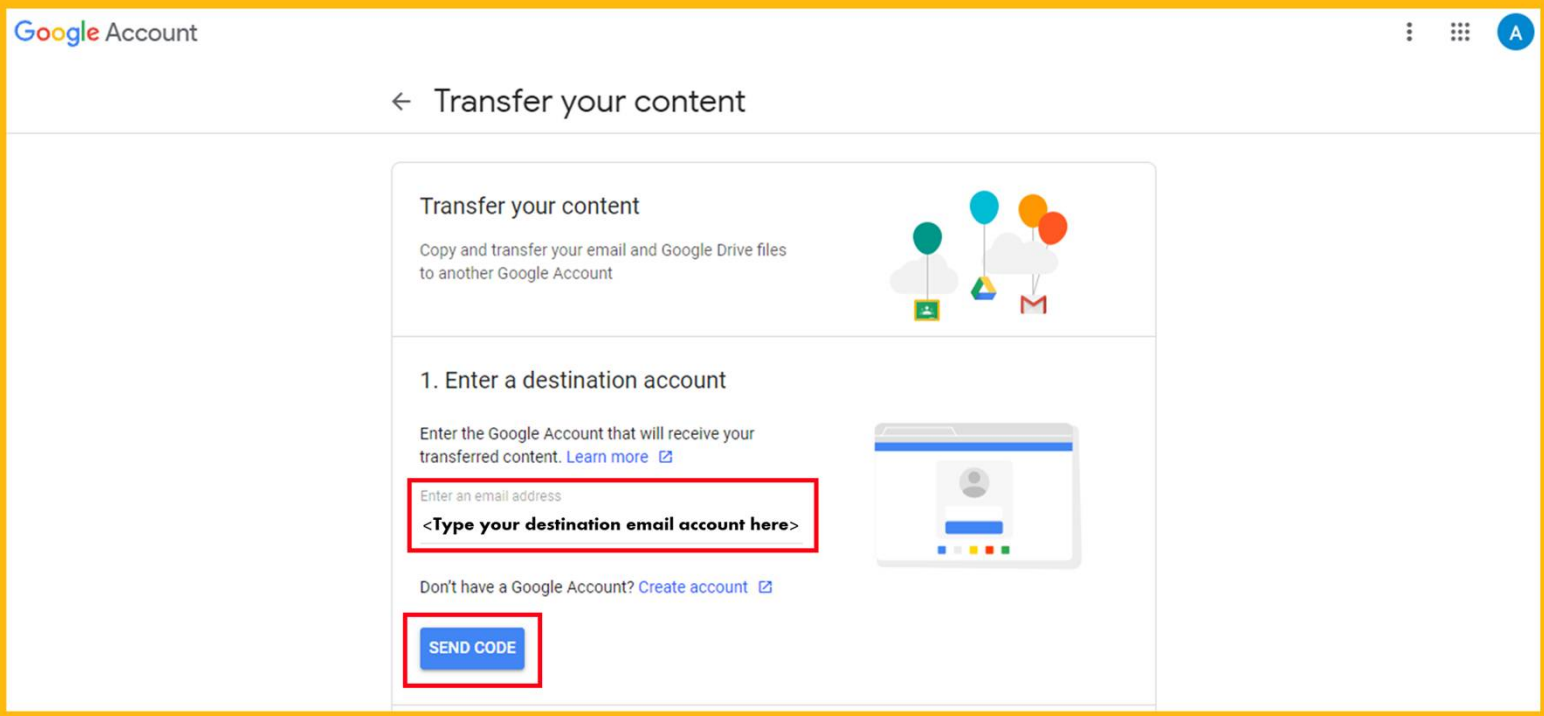
Step 1 : Login to Student iCON: http://myaccount.google.com/

Step 2 : **Under "Data & privacy" Click on "Start transfer" on the "Transfer your Content" widget**



<u>Step 3</u> : Enter your destination account to transfer your data.

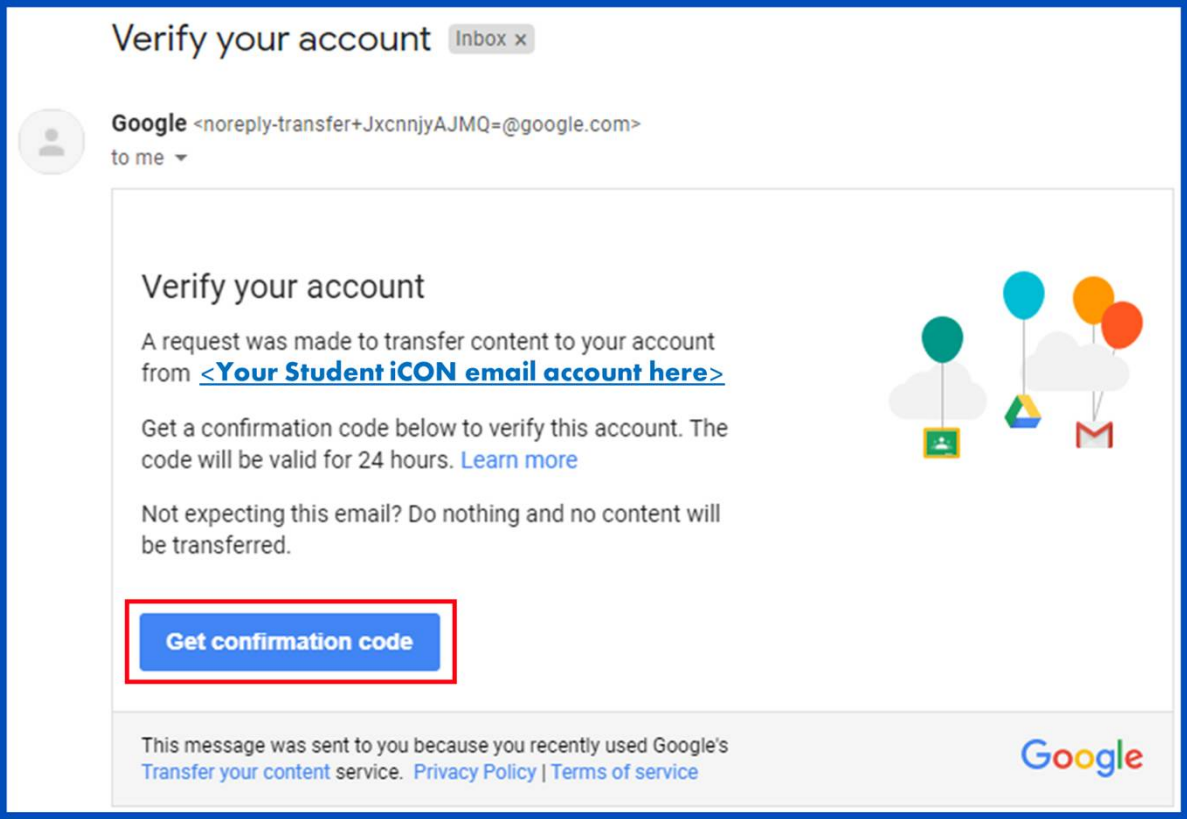
→ Click "SEND CODE"



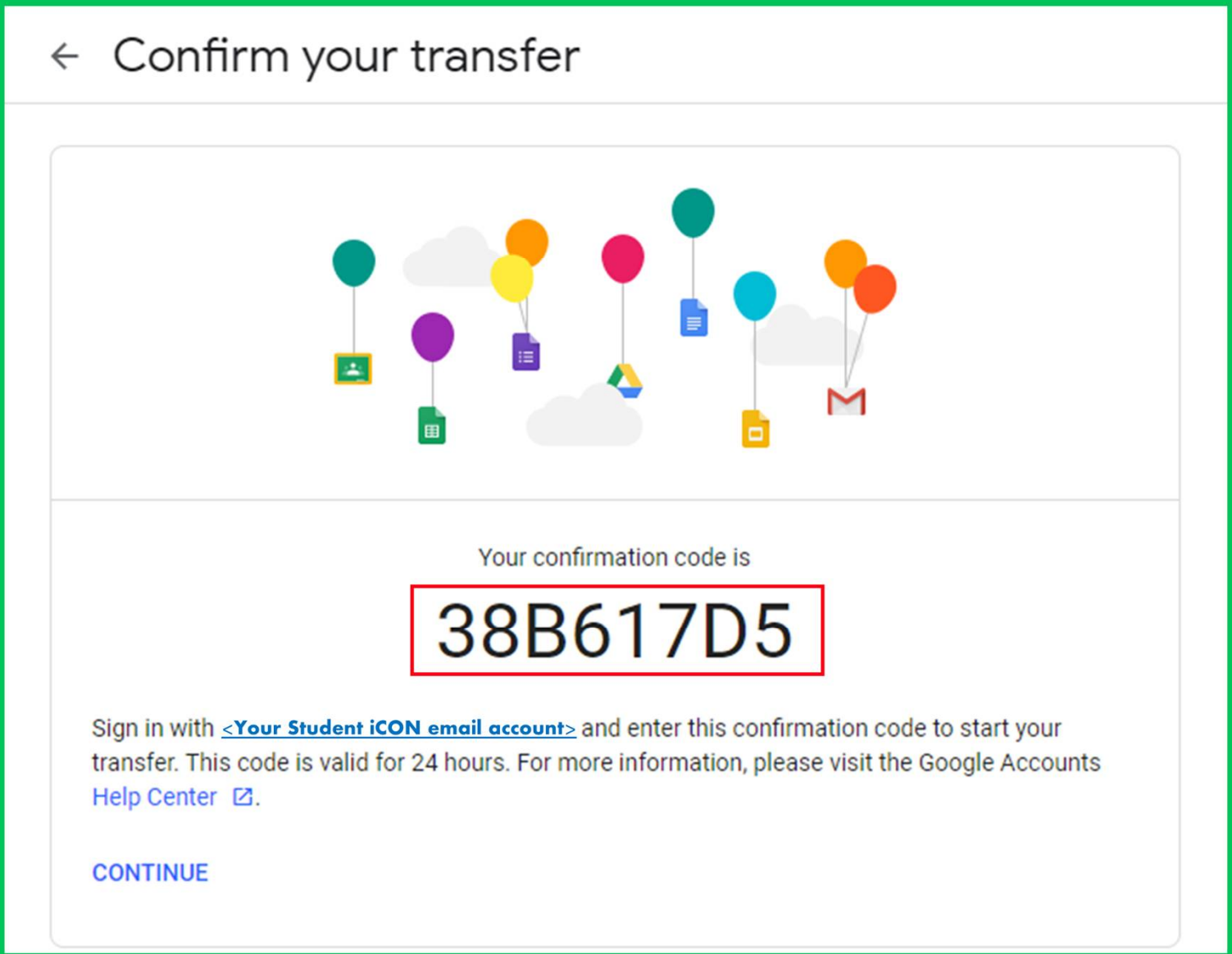
Step 4 : **Check your destination email account inbox.**

You will receive an email to Verify your account.

→ Click "Get confirmation code"



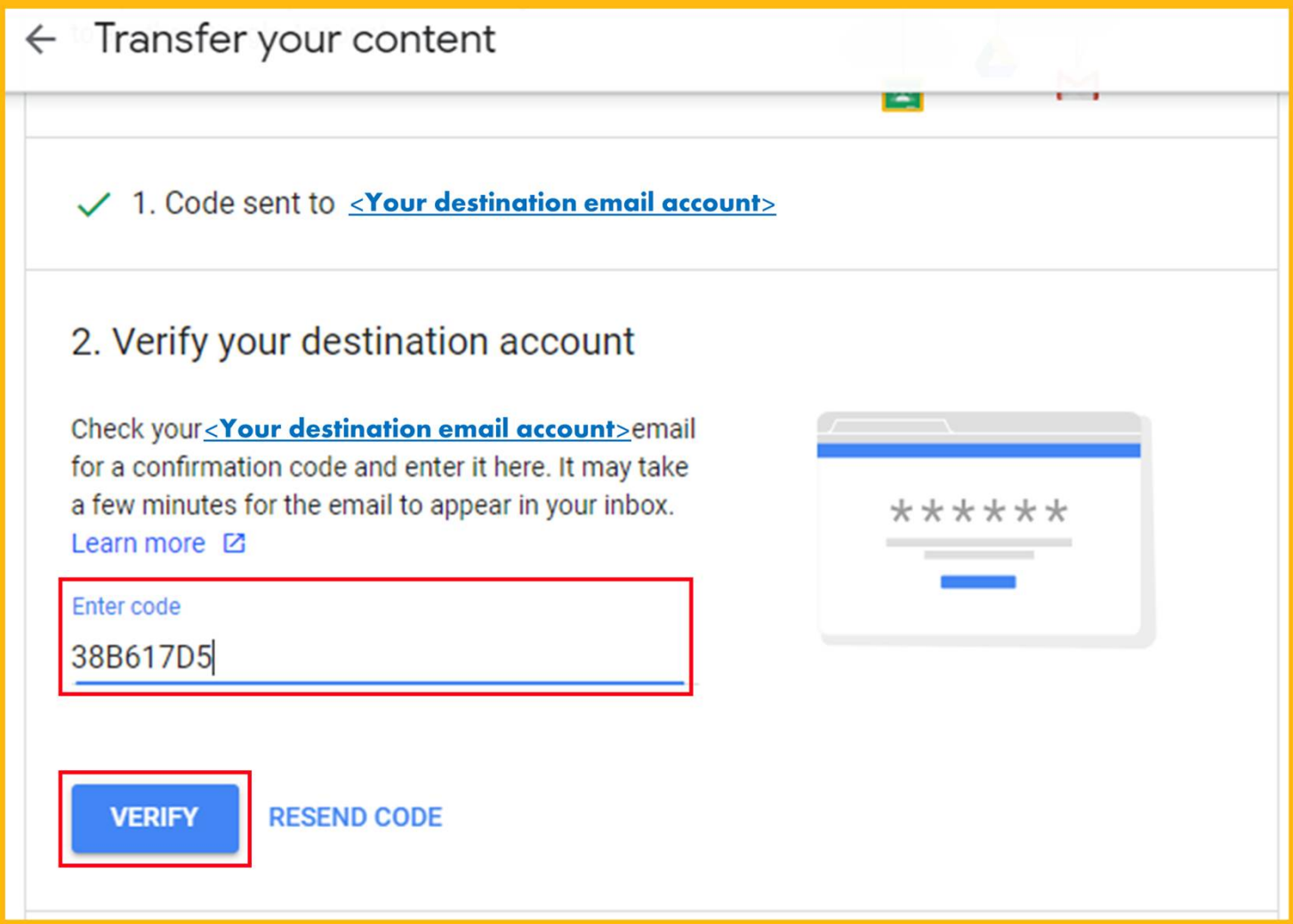
Step 5 : **Copy the confirmation code generated.**



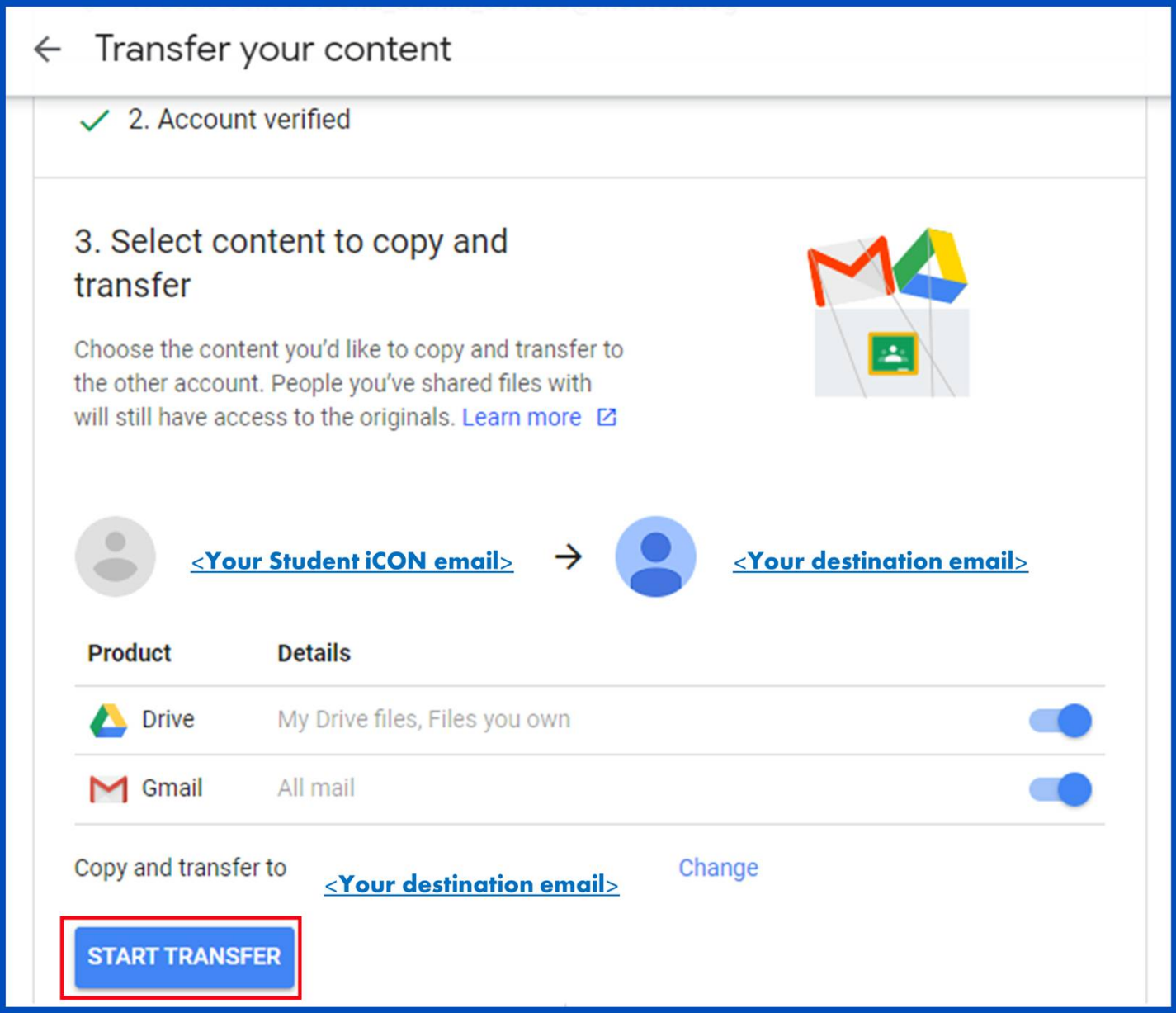
Step 6 : **Return to Google Takeout.**

→ **Enter the code under "Verify your destination account"**

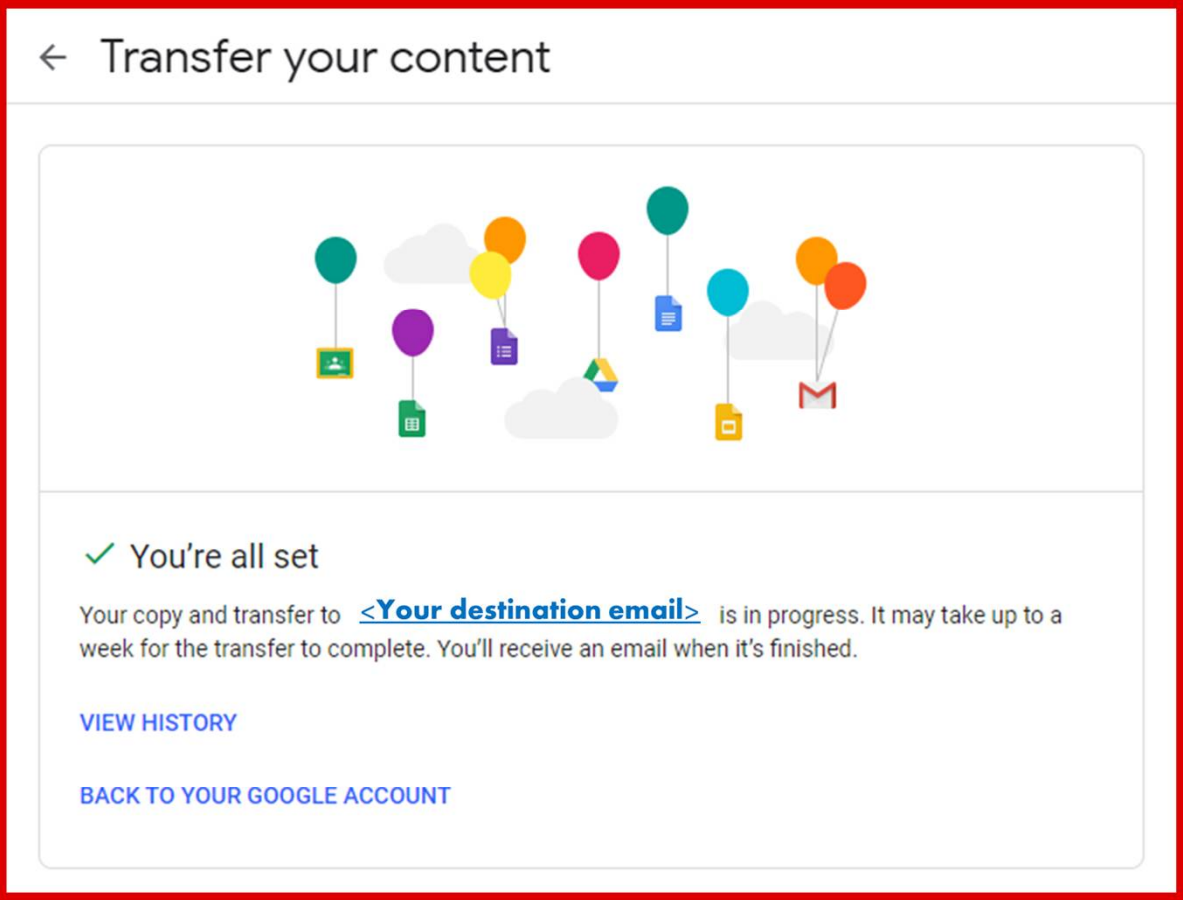
→ **Click "VERIFY"**



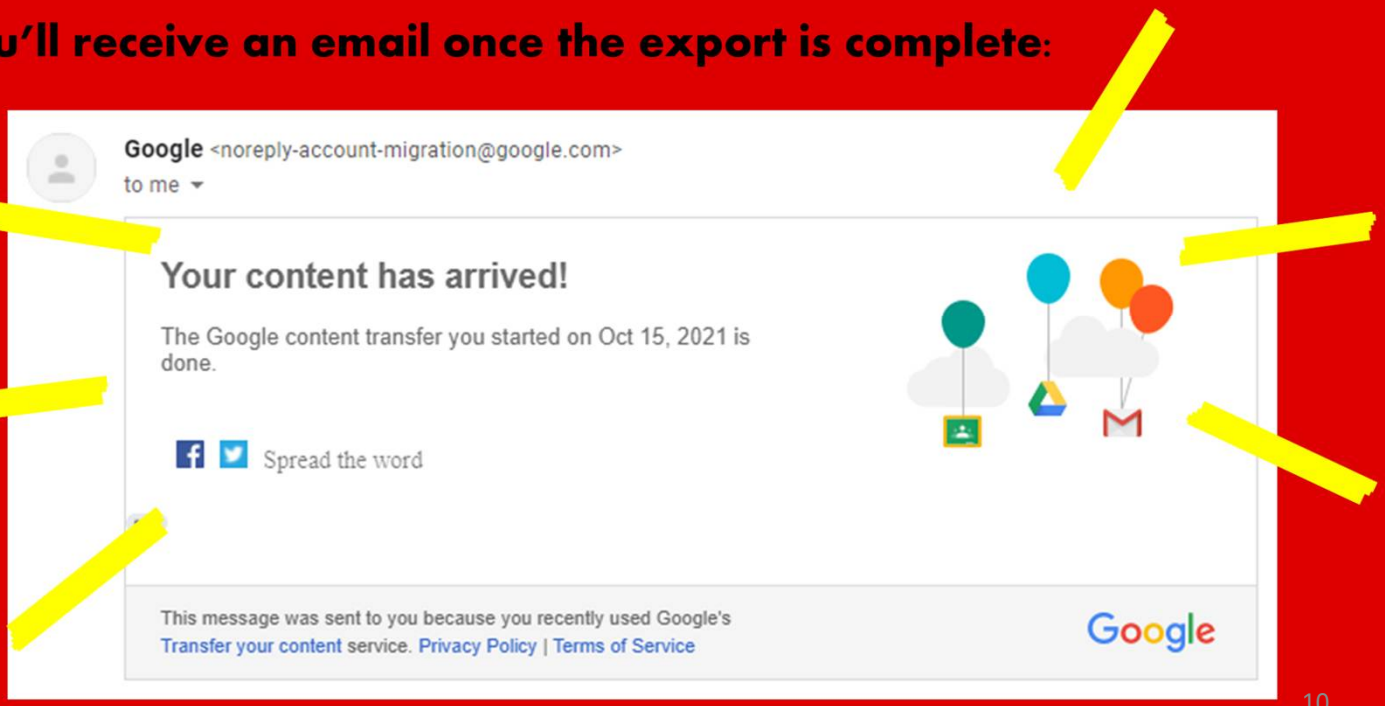
Step 7 : Once destination account has been successfully verified,
→ Click "START TRANSFER"



Step 8 : All set!



You'll receive an email once the export is complete:



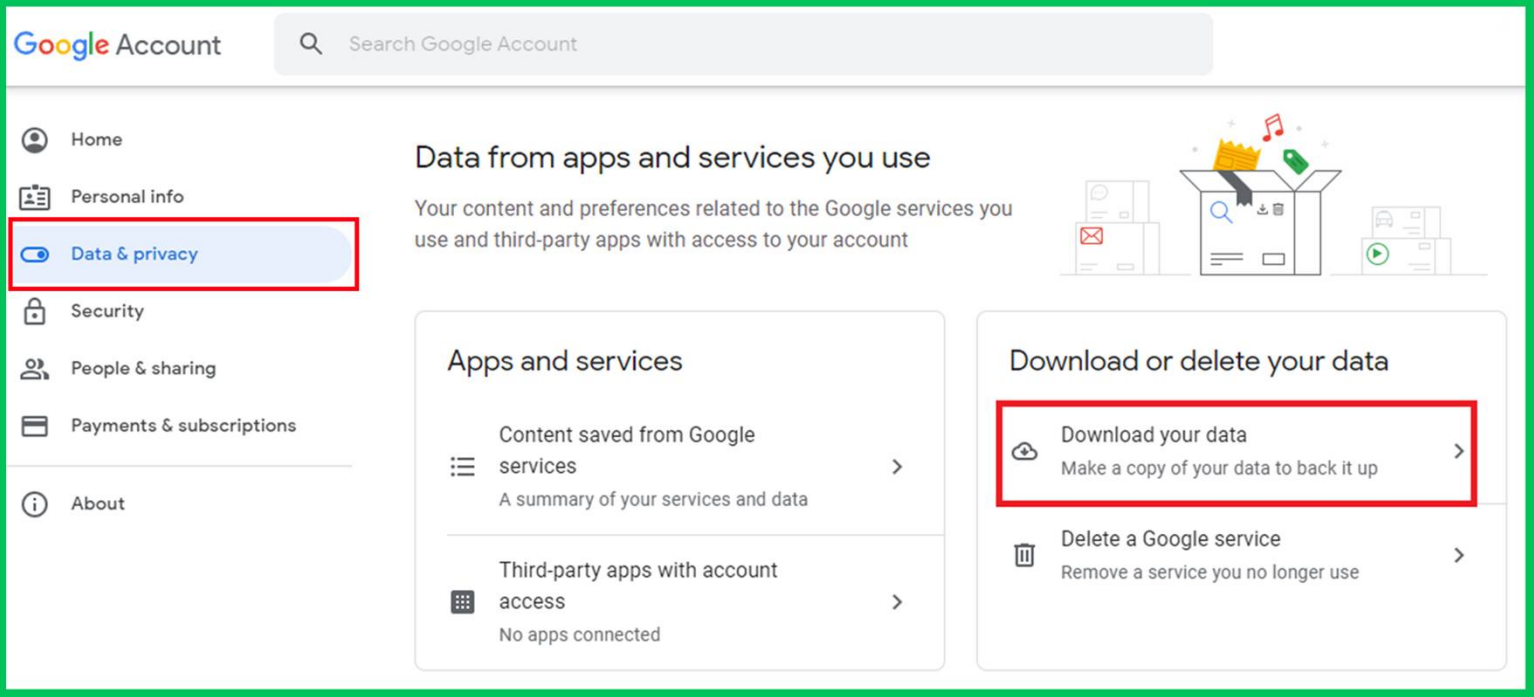
Part I - Backup Student iCON data to your personal Gmail Account

Option b: Download your data (*applicable to all Google apps*)

Step 1 : Login to Student iCON: http://myaccount.google.com/

Step 2 : **Click "Data & Privacy" and scroll down**

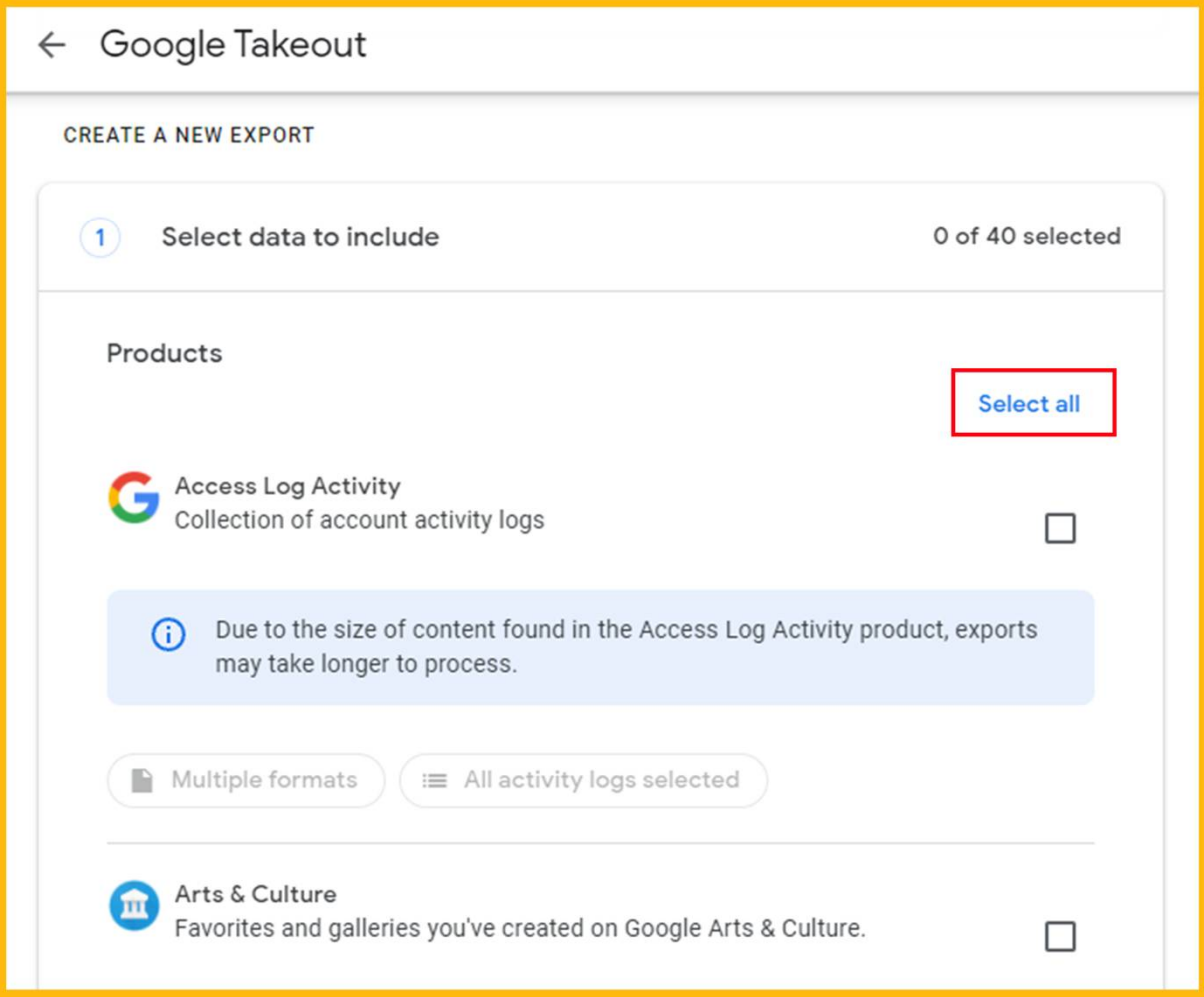
→ Click "Download your data"

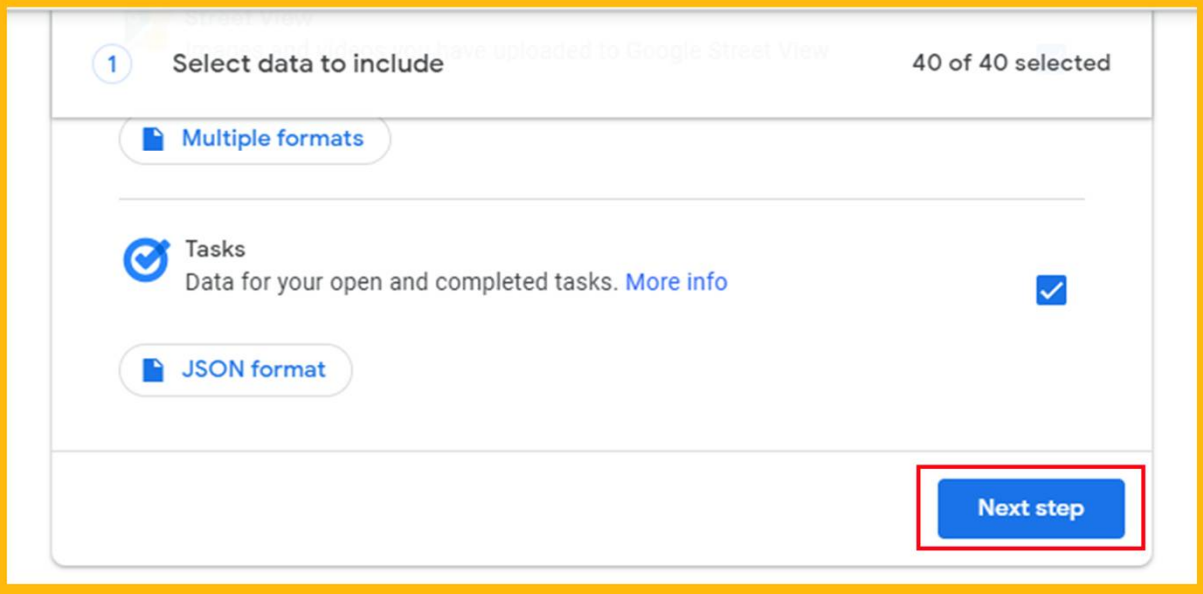


Step 3 : **Under "Select data to include"**

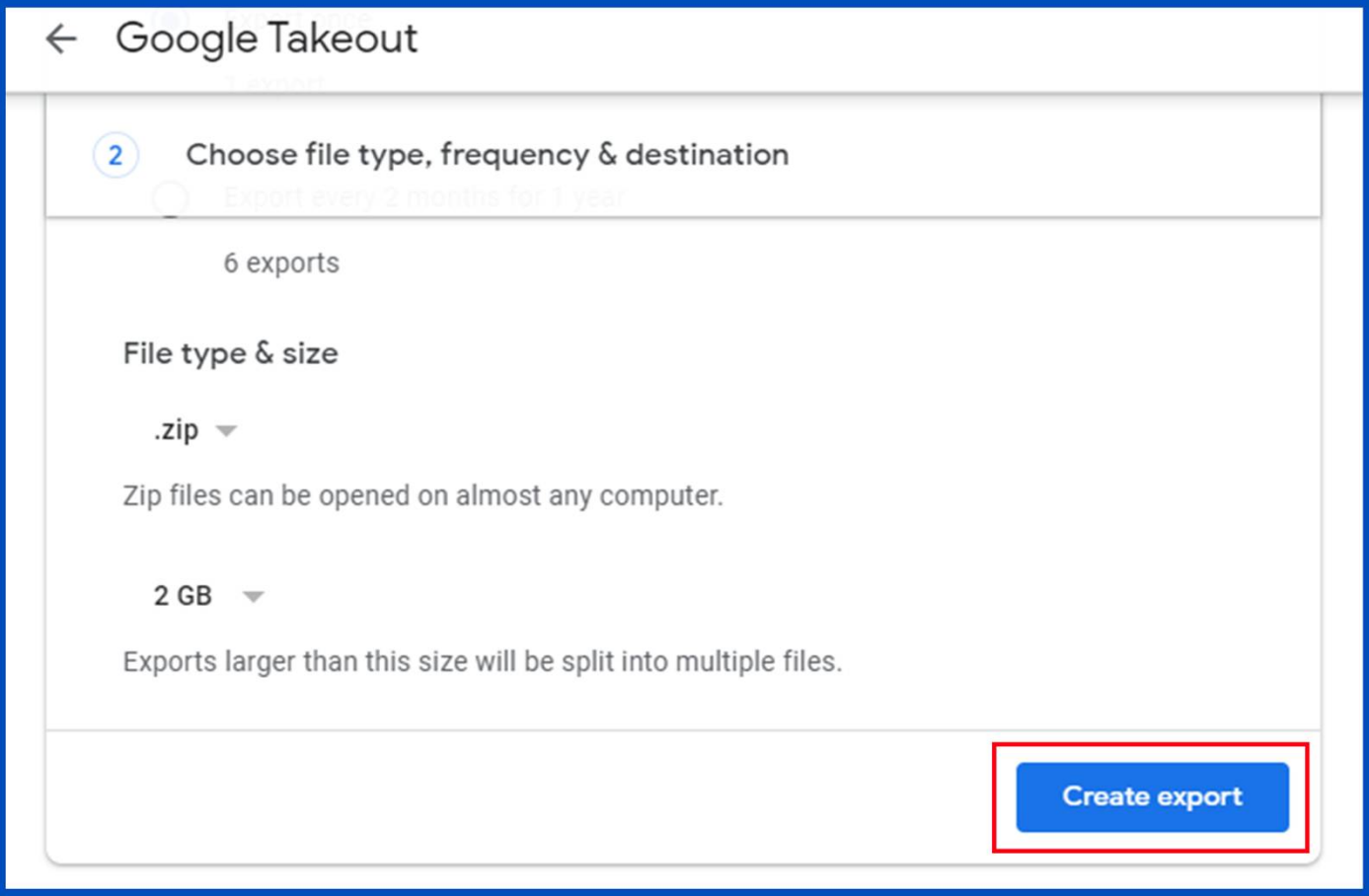
→ **Click "Select all"**

→ **Scroll down & Click "Next step"**

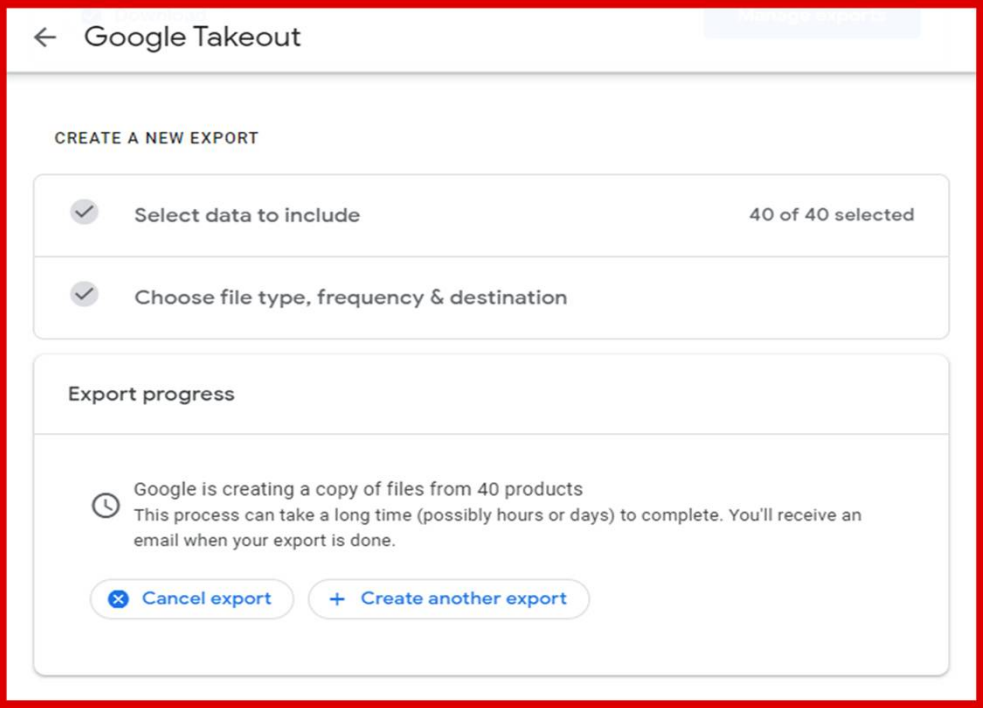




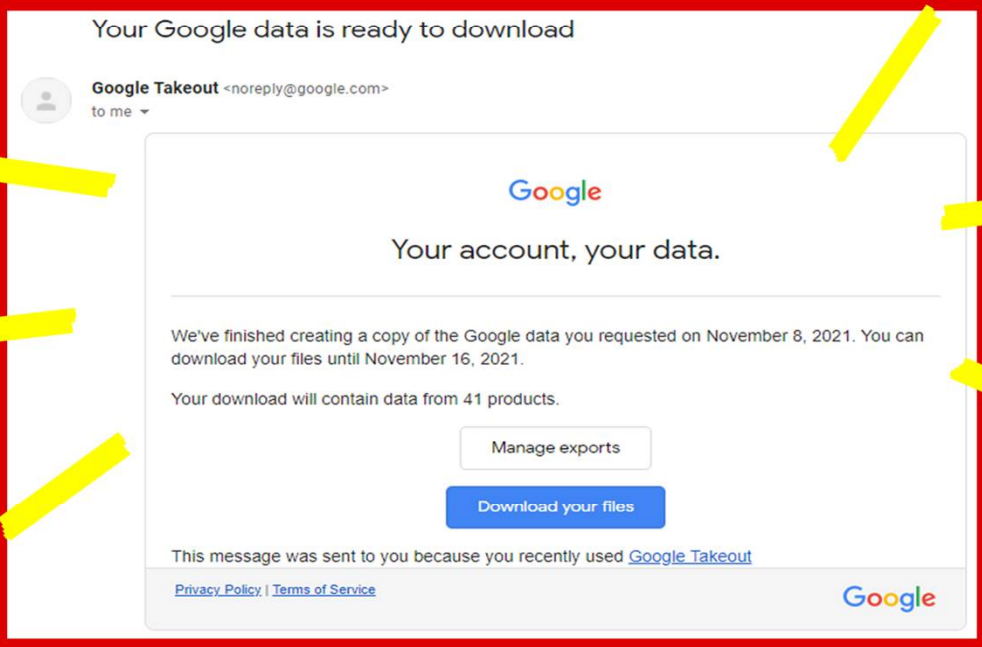
Step 4 : **Under "Choose file type, frequency & destination"**
→ Click "Create export"



Step 4 : All set!



You'll receive an email to download your files once your export is complete:



For more info on how to download your Student iCON data:
https://support.google.com/accounts/answer/3024190?hl=en

If you encounter any issues, kindly approach your teachers for help.
They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

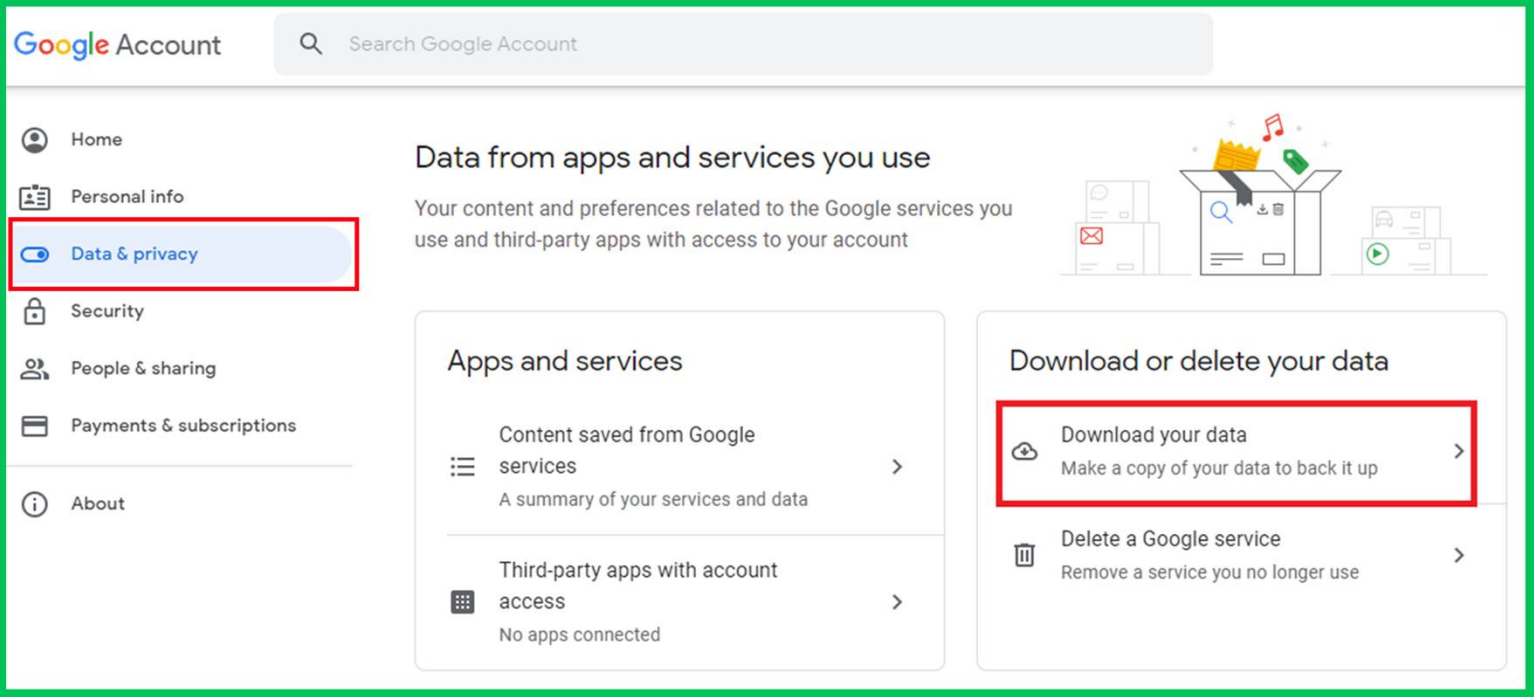
Part 2 - Backup Student iCON data without personal Gmail Account

Option a: Download your data (*applicable to all Google apps*)

Step 1 : Login to Student iCON: http://myaccount.google.com/

Step 2 : **Click "Data & Privacy" and scroll down**

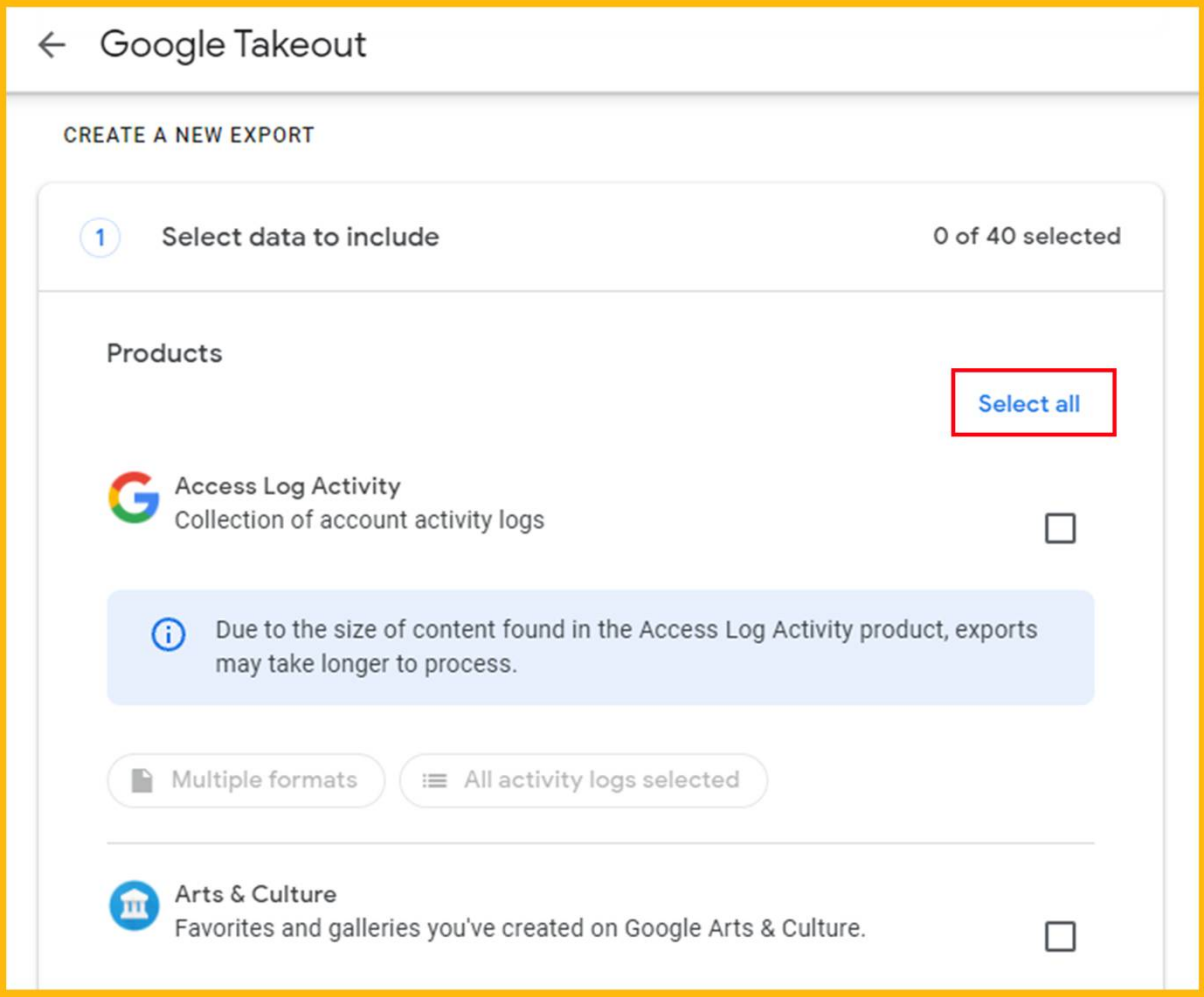
→ Click "Download your data"

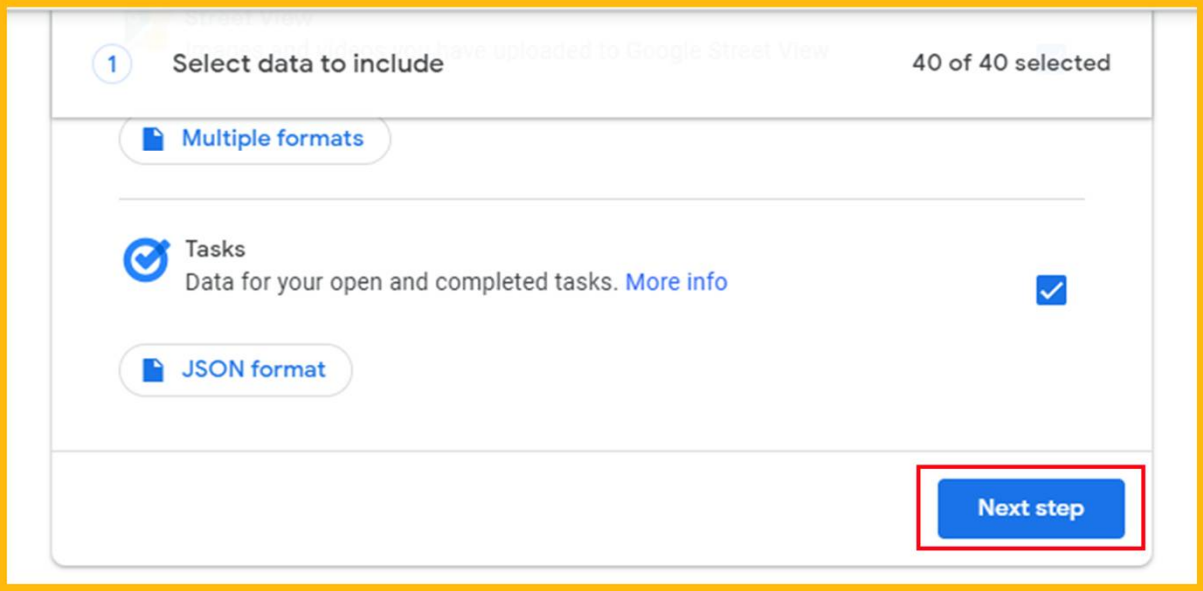


Step 3 : **Under "Select data to include"**

→ **Click "Select all"**

→ **Scroll down & Click "Next step"**





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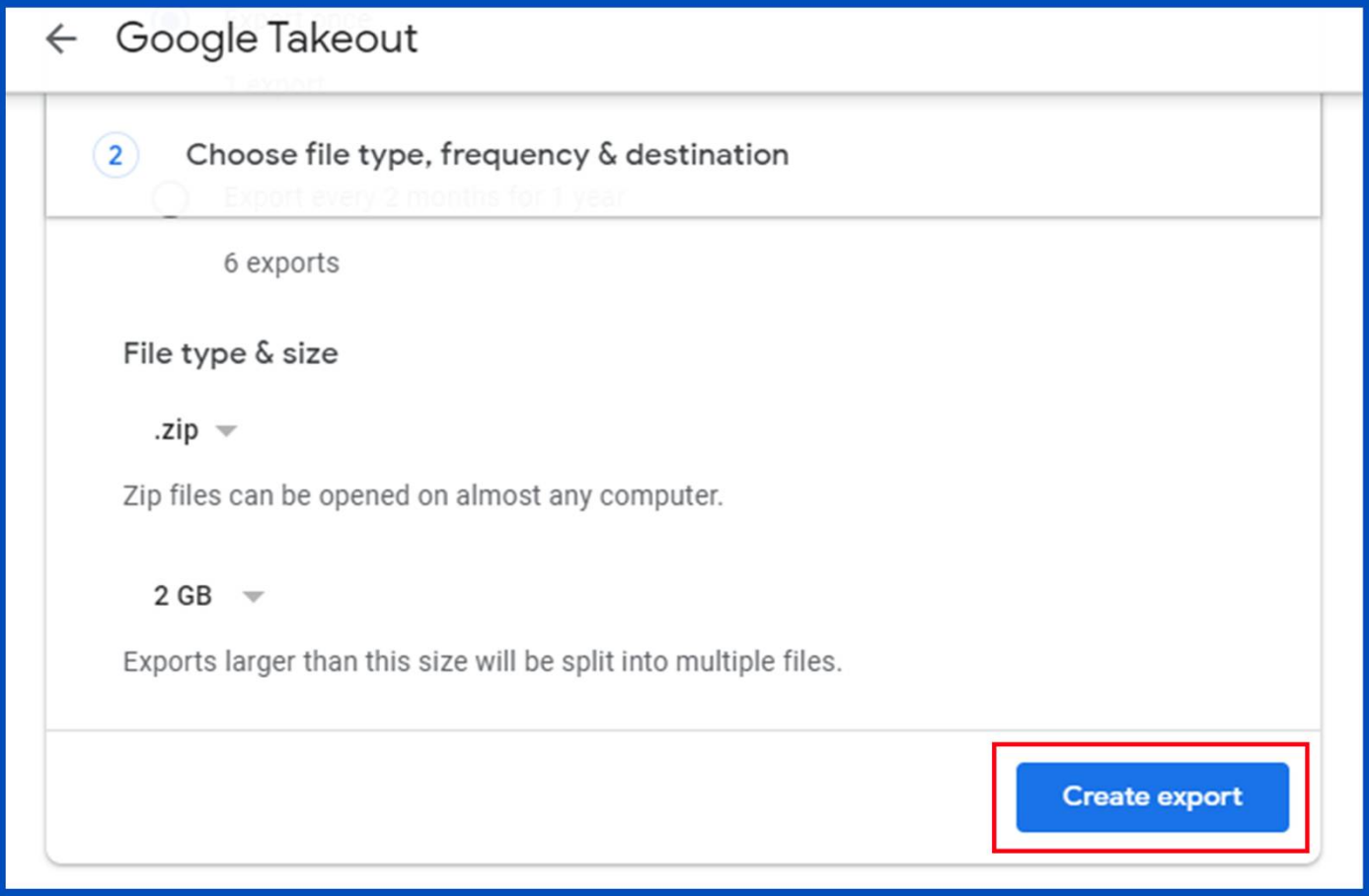
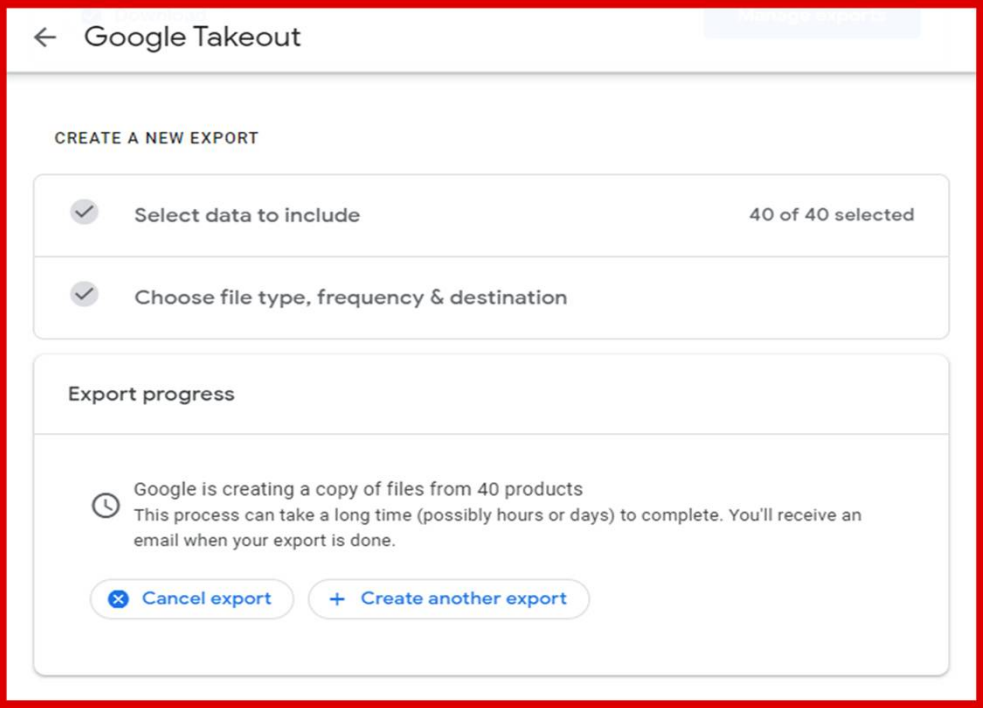


Step 4 : All set!



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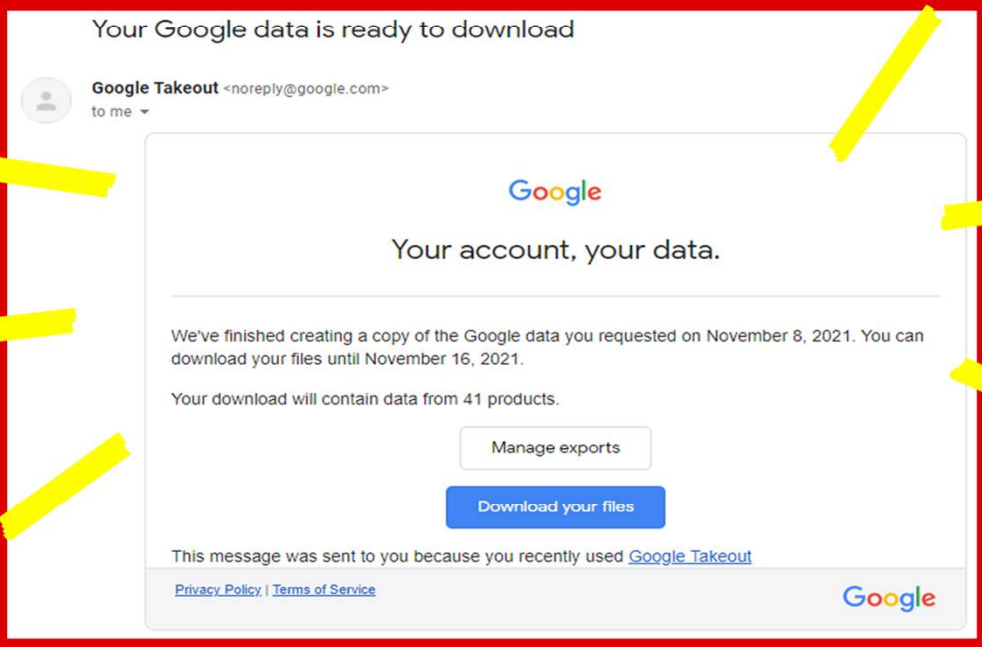

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