



# 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**

Google Account

Search Google Account

Home

Personal info

**Data & privacy**

Security

People & sharing

Payments & subscriptions

About

### Data & privacy

Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more

#### Transfer your content

Transfer your email and Google Drive files to another Google Account

**Start transfer**


**Step 3 : Enter your destination account to transfer your data.**  
**→ Click "SEND CODE"**

Google Account

← Transfer your content

**Transfer your content**

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



**1. Enter a destination account**

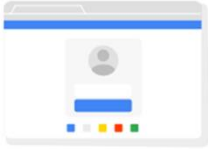
Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

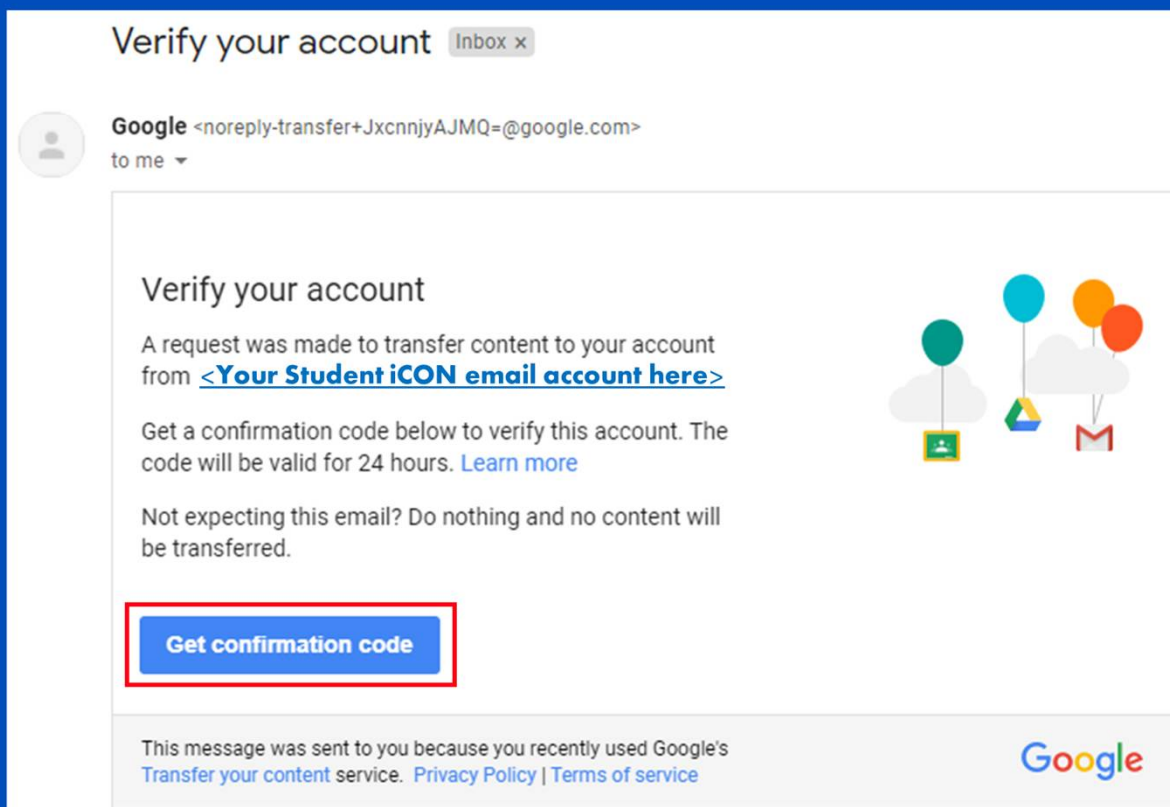
**<Type your destination email account here>**

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

**SEND CODE**

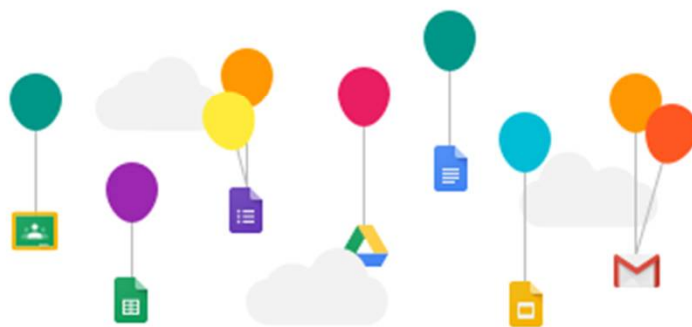


**Step 4 : Check your destination email account inbox.**  
**You will receive an email to Verify your account.**  
**→ Click “Get confirmation code”**



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

← Confirm your transfer



Your confirmation code is


**38B617D5**




Sign in with [<Your Student iCON email account>](#) and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the [Google Accounts Help Center](#) [↗](#).


[CONTINUE](#)

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

- **Enter the code under “Verify your destination account”**
- **Click “VERIFY”**


 Transfer your content



 1. Code sent to [<Your destination email account>](#)

### 2. Verify your destination account

Check your [<Your destination email account>](#) 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

38B617D5|

VERIFY

RESEND CODE





**Step 7 : Once destination account has been successfully verified,**  
**→ Click “START TRANSFER”**

← Transfer your content

✓ 2. Account verified

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](#)

<Your Student iCON email>

→

<Your destination email>

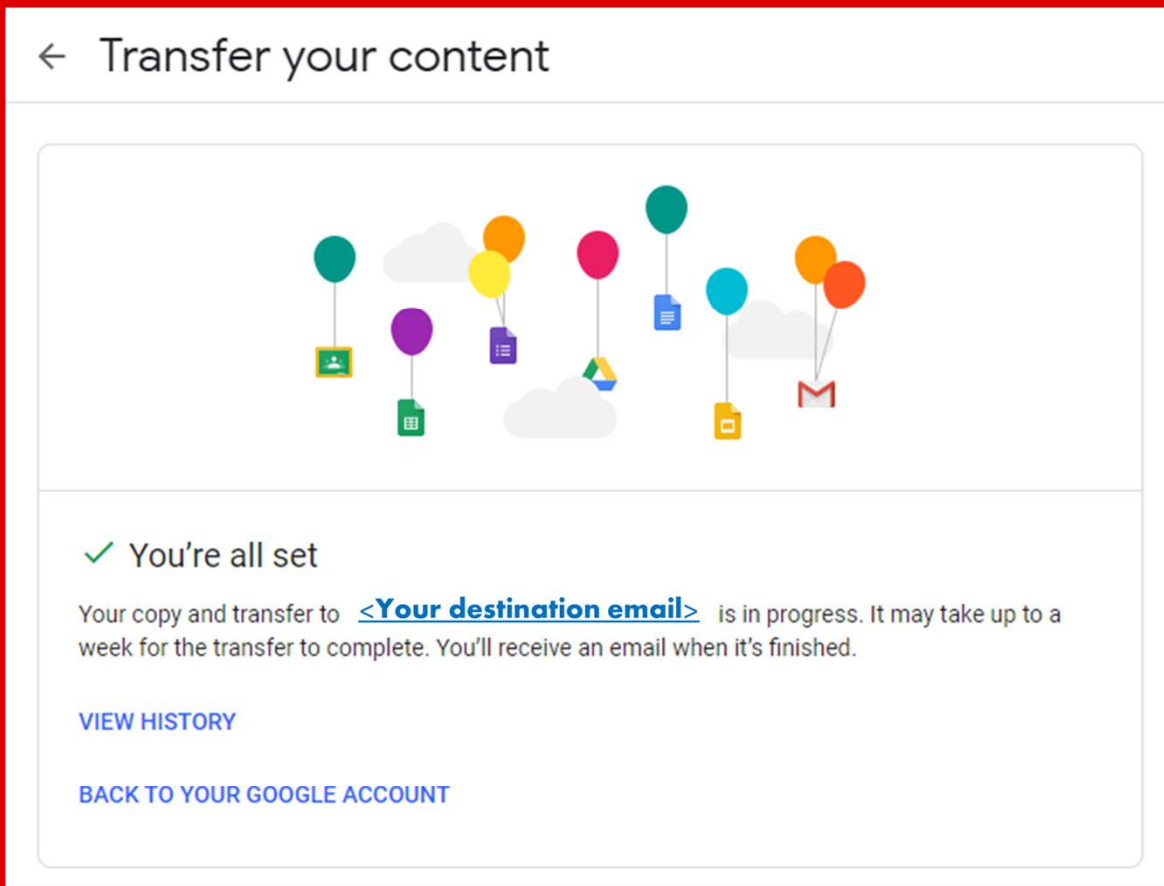
Product	Details	
<div><div></div>Drive</div>	My Drive files, Files you own	<div></div>
<div><div></div>Gmail</div>	All mail	<div></div>

Copy and transfer to <Your destination email> [Change](#)

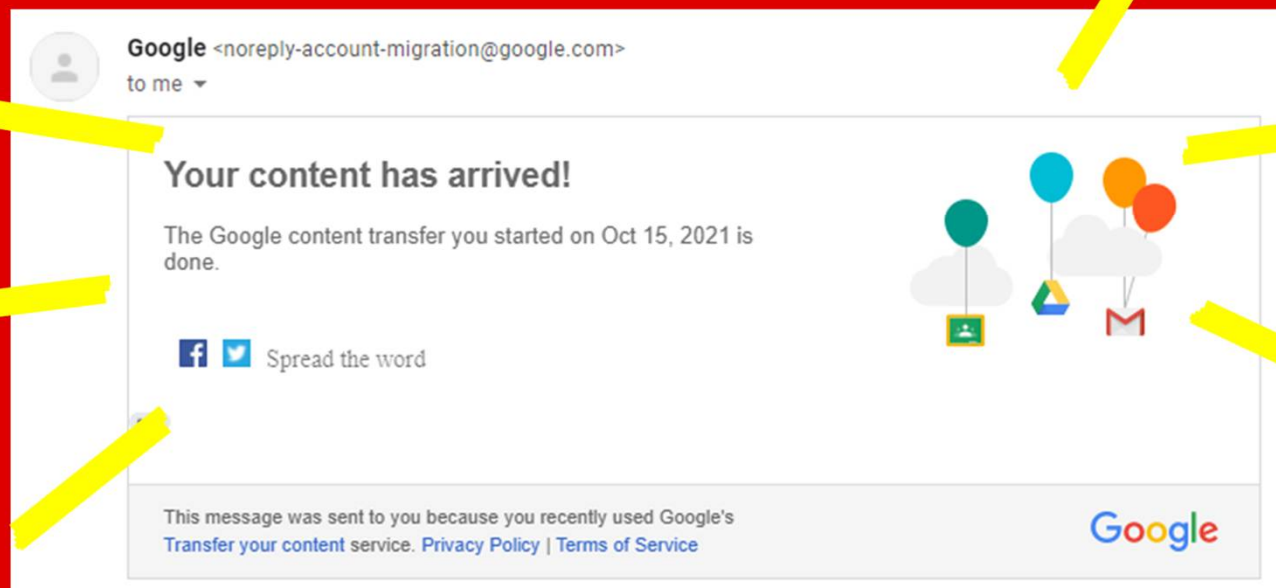
START TRANSFER

9

## **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”**

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**Data & privacy**

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About

### Data from apps and services you use

Your content and preferences related to the Google services you use and third-party apps with access to your account

#### Apps and services

- Content saved from Google services  
A summary of your services and data
- Third-party apps with account access  
No apps connected

#### Download or delete your data

- Download your data**  
Make a copy of your data to back it up
- Delete a Google service  
Remove a service you no longer use

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

→ **Click "Select all"**

→ **Scroll down & Click "Next step"**


← Google Takeout


CREATE A NEW EXPORT



1 Select data to include 0 of 40 selected


Products

Select all


 Access Log Activity  
Collection of account activity logs ☐


 Due to the size of content found in the Access Log Activity product, exports may take longer to process.


 Multiple formats  All activity logs selected

 Arts & Culture  
Favorites and galleries you've created on Google Arts & Culture. ☐

1 Select data to include 40 of 40 selected

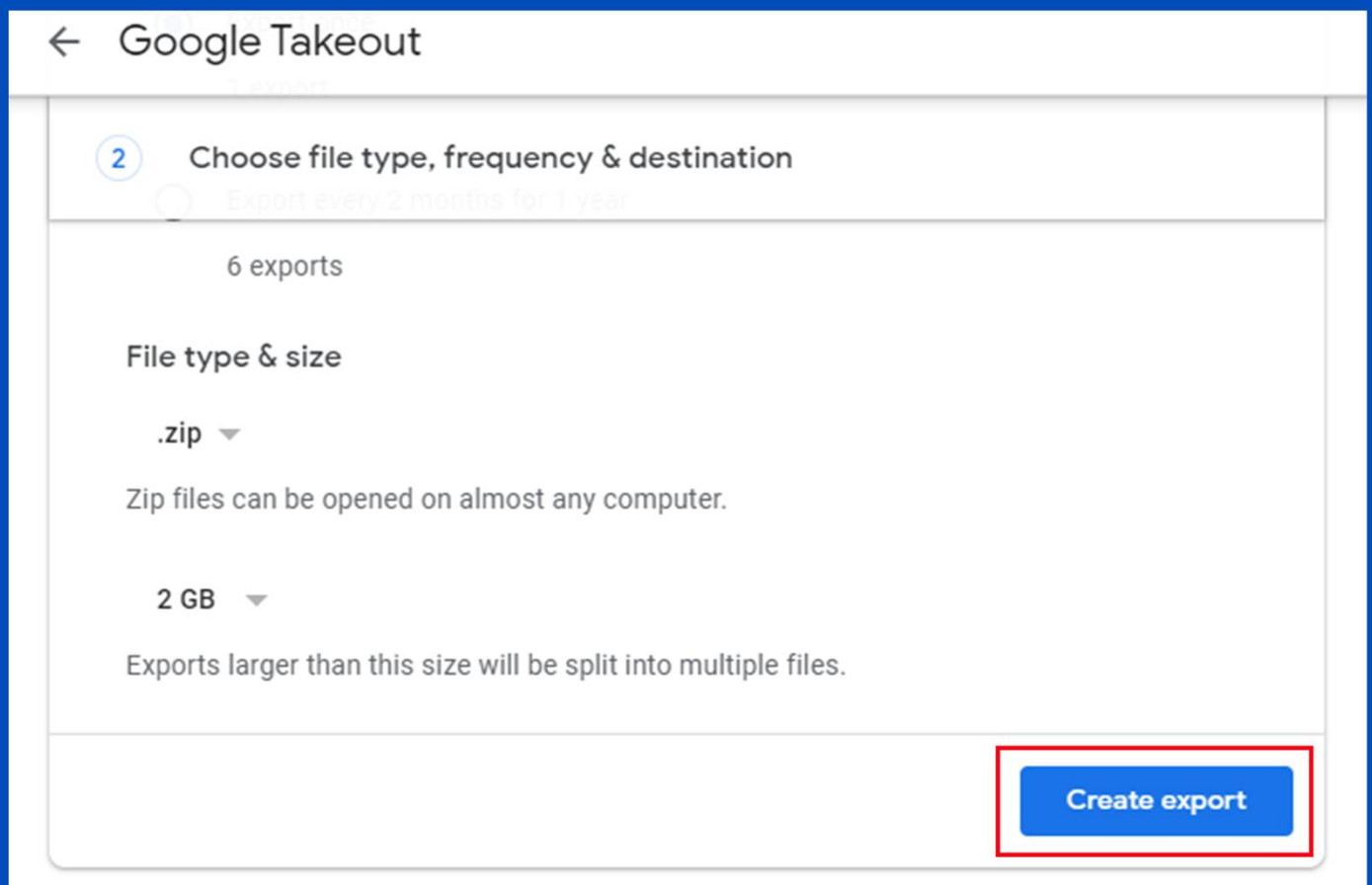
 Multiple formats

 Tasks  
Data for your open and completed tasks. [More info](#) ☒

 JSON format

Next step

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



The screenshot shows the Google Takeout interface. At the top, there is a back arrow and the text 'Google Takeout'. Below this, a progress bar indicates '1 export' is complete and '2 Choose file type, frequency & destination' is the current step. Under step 2, there is a radio button for 'Export every 2 months for 1 year' and the text '6 exports'. The 'File type & size' section shows '.zip' as the selected file type with a dropdown arrow, and a note that 'Zip files can be opened on almost any computer.' Below this, '2 GB' is selected as the file size with a dropdown arrow, and a note that 'Exports larger than this size will be split into multiple files.' At the bottom right, a blue button labeled 'Create export' is highlighted with a red rectangular border.

← Google Takeout

1 export

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

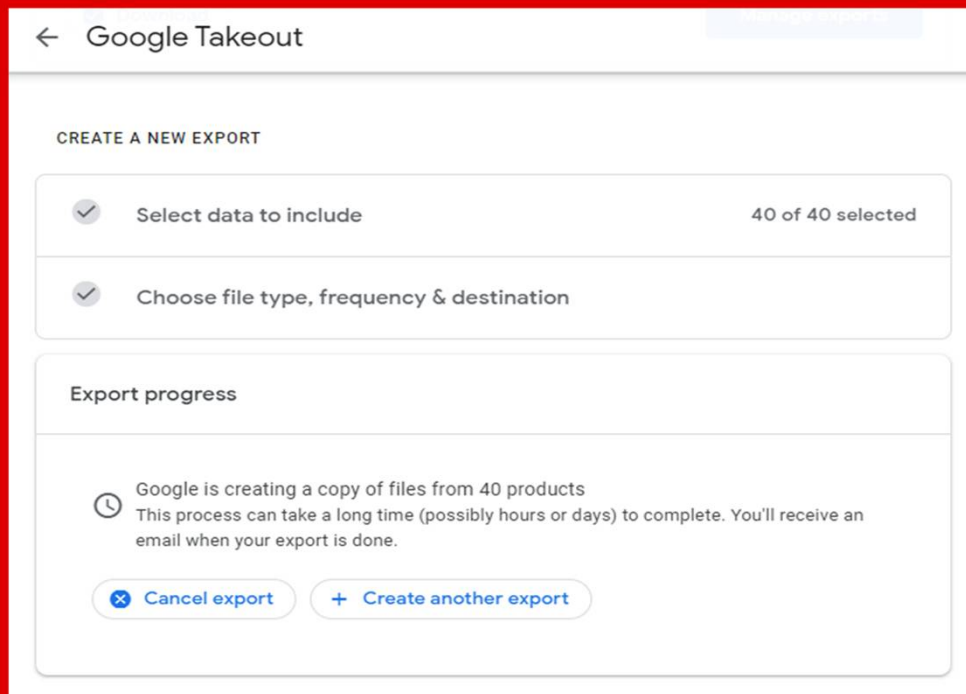
Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

Create export

## **Step 4 : All set!**



← Google Takeout

CREATE A NEW EXPORT

✓ Select data to include 40 of 40 selected

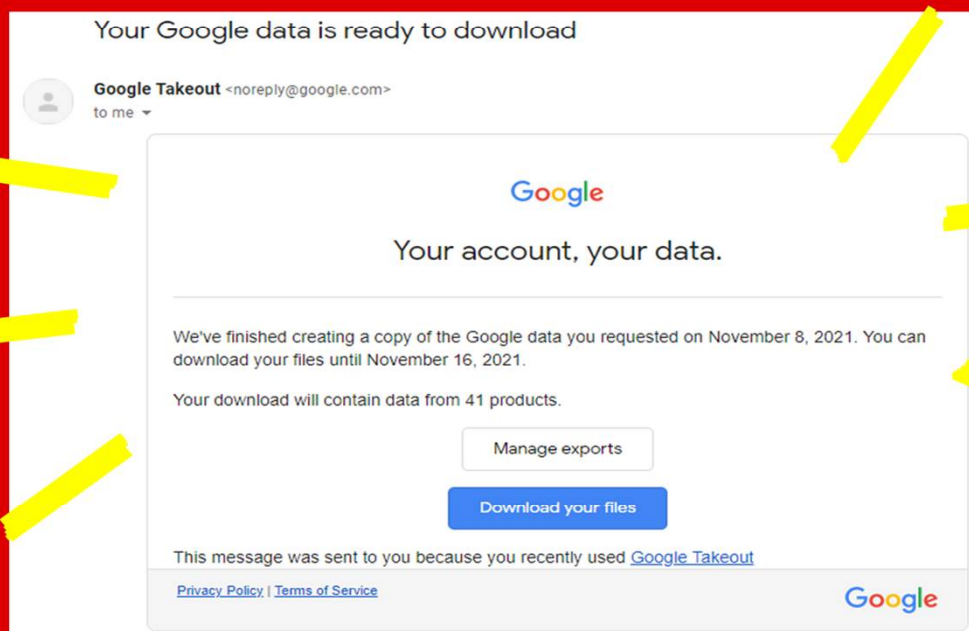
✓ Choose file type, frequency & destination

Export progress

⌚ Google is creating a copy of files from 40 products  
This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

✕ Cancel export + Create another export

**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.**

Brought to you by  
*SSOE2 Communications & Change Management Team*



## 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/>**



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 JSON format

[Next step](#)

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

← Google Takeout

1 export

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

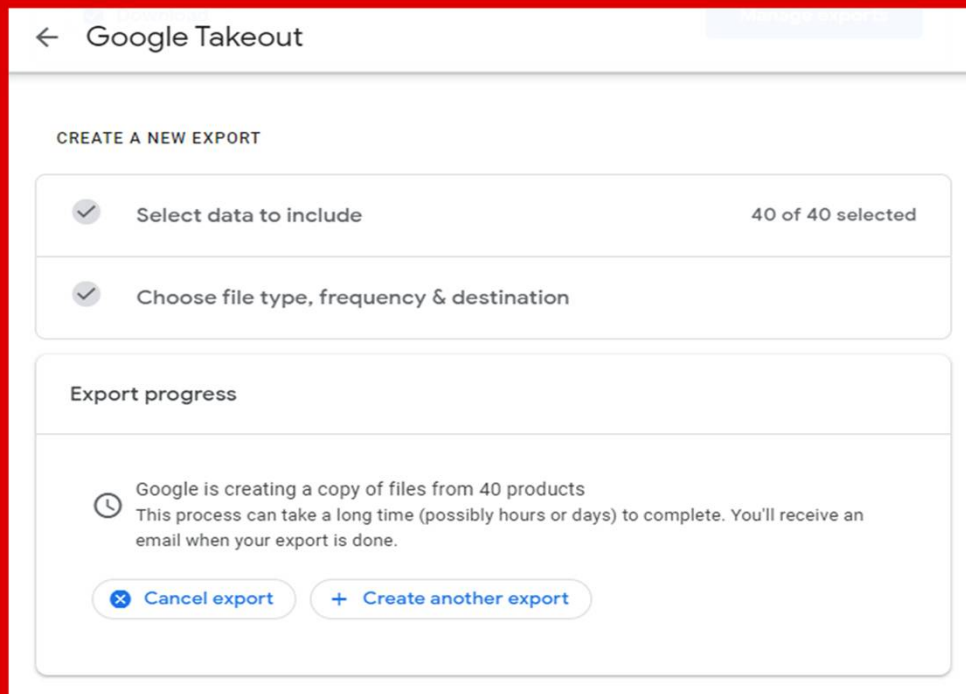
Zip files can be opened on almost any computer.

2 GB ▼

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Create export

## **Step 4 : All set!**



← Google Takeout

CREATE A NEW EXPORT

✓ Select data to include 40 of 40 selected

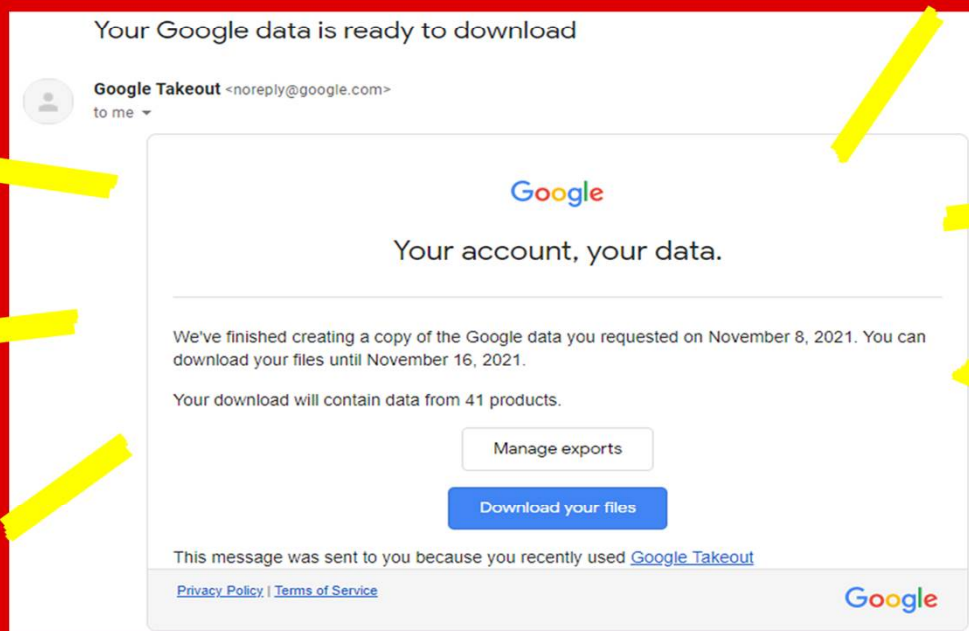
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