How to TRANSFER your Google Drive files from one Account to another (Madison to EKU)

1. Open your choice of browser and goto this URL: https://takeout.google.com/transfer
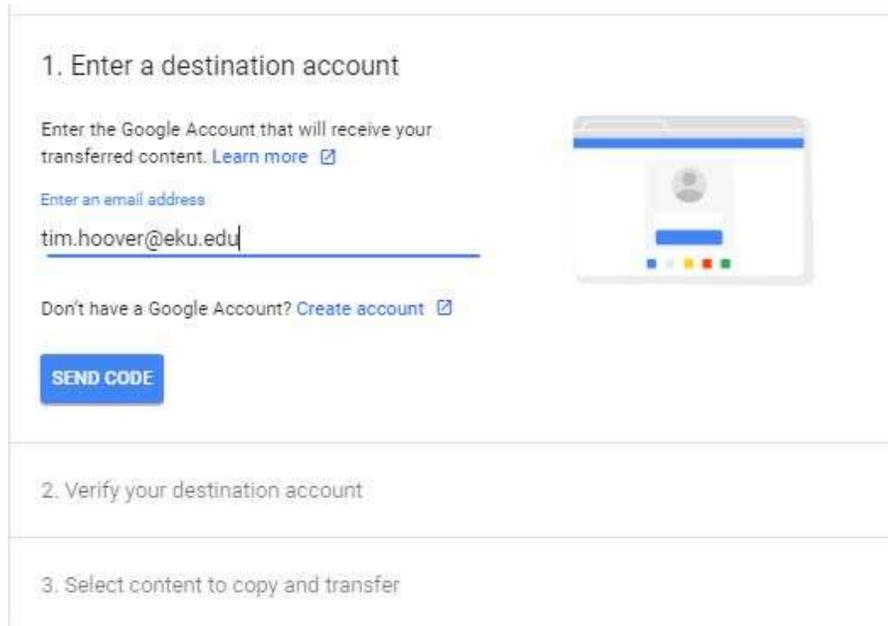

2. Sign in with your Madison County account… (first.last@madison.kyschools.us)
   a. For **students** use your (first.last@stu.madison.kyschools.us)

3. On the 'Transfer your content' screen, enter your EKU email as the destination account and **CLICK** on the 'SEND CODE' button. (**STUDENTS** – Go to https://www.office.com/ and

make sure you can log in to your EKU account for the first time. Your initial Model/EKU accounts are in the form of: First-last@model.eku.edu (don't forget to add a **dash** between first and last name) and initial password form is: Ky123456789! where 123456789 is your State ID#. It is found in Infinite Campus if you don't know it). Don't forget the '!' at the end of the number.

    a. This will send a verification code to your EKU email and you will have to return to this screen and enter it.
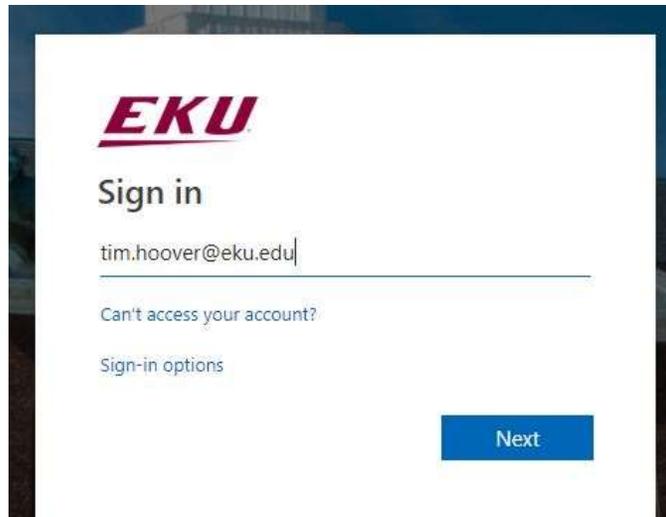

4. Next, without closing the browser that you have open, you'll need to open a different web browser of your choosing. Example... If you are currently using Chrome then open Internet Explorer, or Firefox.

5. Next you'll have to allow the Google email to be released from the SPAM protection in your EKU email. Goto this website…. http://protection.office.com/quarantine and login with your EKU email account. You may have a pop window asking if this is a Work or school account or a Personal account, just choose Work or school account. Looks like this…
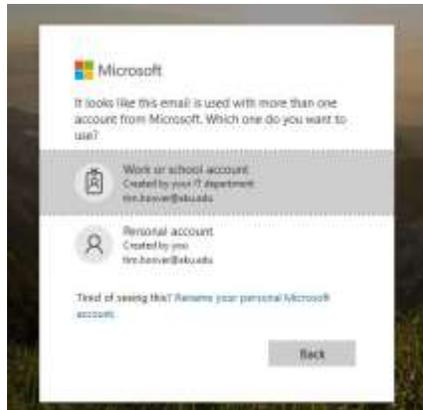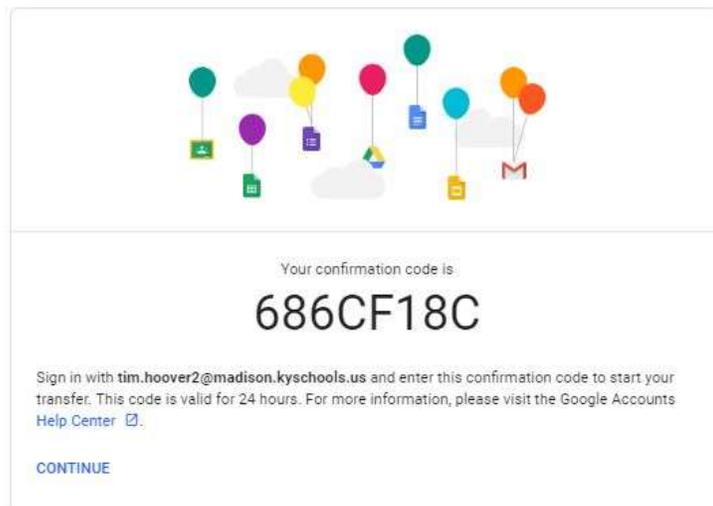
6. On the Office 365 Security & Compliance window, find the email that is send by 'noreply-transfer' from Google. It will look like the example below. If you click on the message you can see the details. The 'Message ID' will be from… @notifications.google.com. At the top of the Details, **CLICK** 'Release message'.
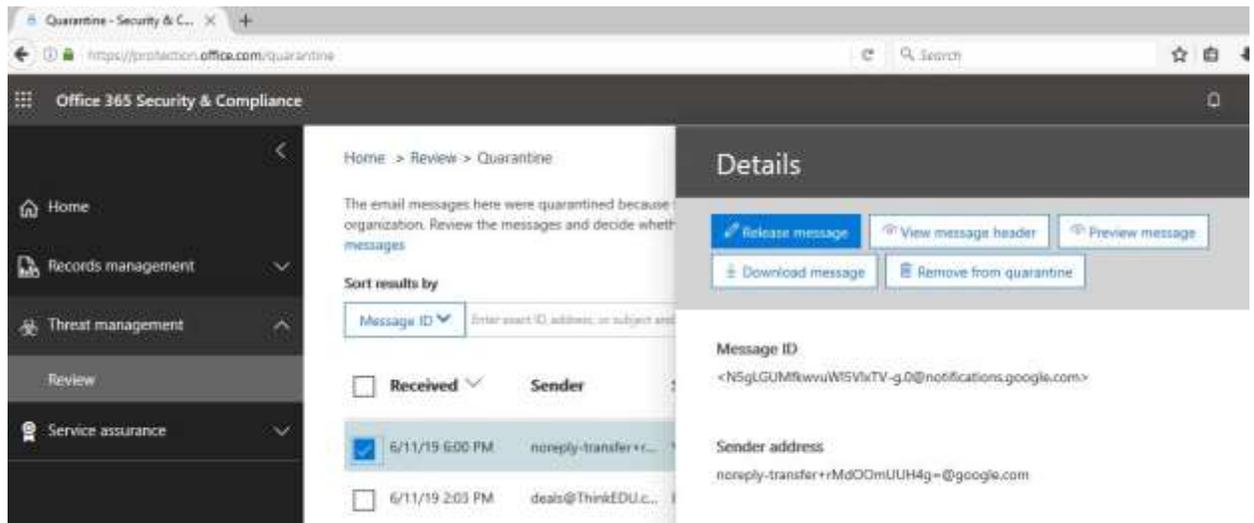
7. Next, while in the same browser, open your EKU email at https://owa.eku.edu/ and goto your 'Junk E-mail' folder. There should be an email from the Google with subject 'Verify your account'. Click on the 'Get Confirmation Code' button. You will be directed to enter your EKU account information. Once you get the confirmation number, copy it, go to the first browser you opened and enter the code. **CLICK** the 'Verify' button.

EKU

Sign in

tim.hoover@eku.edu

Can't access your account?

Sign-in options

Next

← Confirm your transfer

Your confirmation code is

686CF18C

Sign in with **tim.hoover2@madison.kyschools.us** 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 ☑.
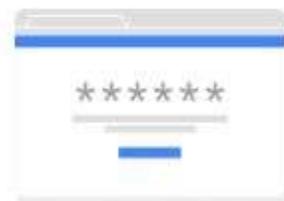
CONTINUE

---

2. Verify your destination account

Check your **tim.hoover@eku.edu** 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 ☑
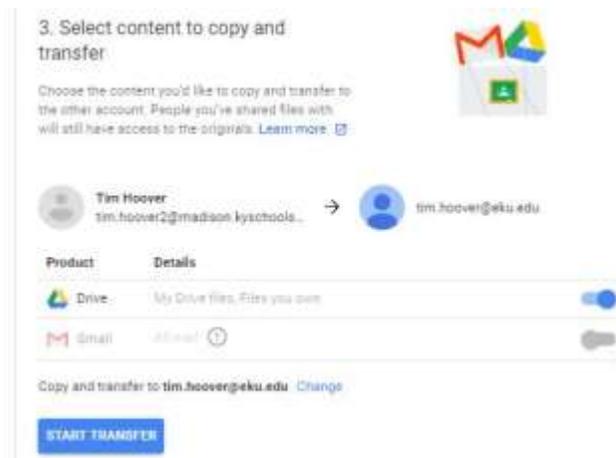
Enter code

686CF18C

VERIFY   RESEND CODE

8. You will see the following screen showing the source and destination accounts. By default Drive is checked. **CLICK** on the 'START TRANSFER' button.
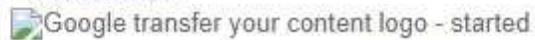

You should get a confirmation popup window that looks like the one below.

Depending on how much content you have, this may take a little while. You will get an email once the transfer is complete.

This process will create a sub-folder listed by the name of 'first.last@madison.kyschools.us + timestamp' under your EKU Google 'My Drive' that contains your transferred data.