

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>



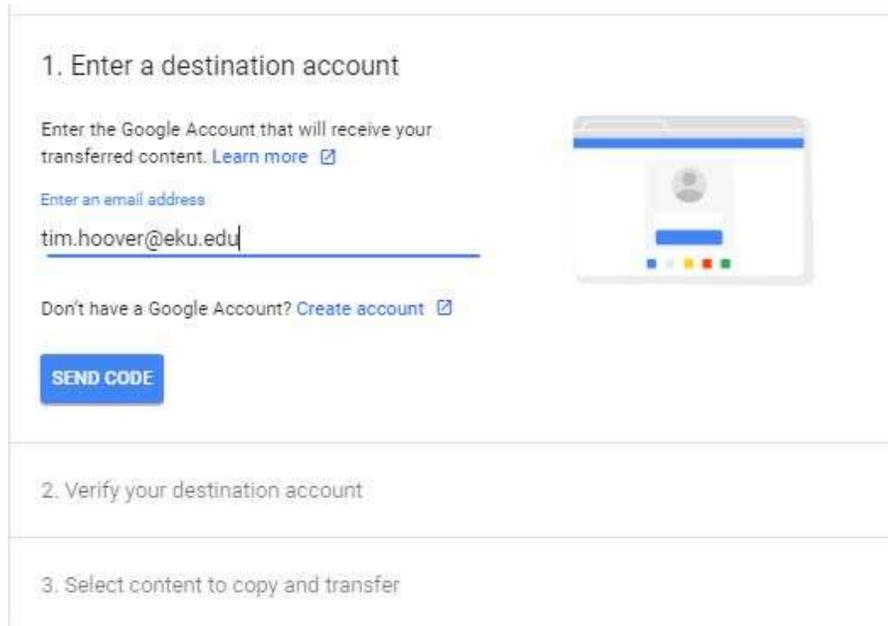
2. Sign in with your Madison County account... (first.last@madison.kyschools.us)
 - a. For **students** use your (first.last@stu.madison.kyschools.us)

A screenshot of the Google Sign in page. The Google logo is at the top, followed by the text "Sign in with your Google Account". Below this is a text input field with the placeholder text "Email or phone" and a vertical cursor. At the bottom of the input field is a link that says "Forgot email?".

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

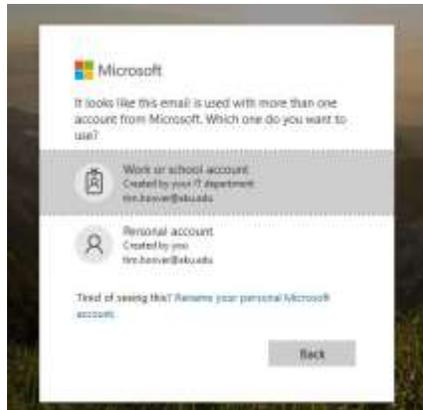
make sure you can log in to your EKU account for the first time. Your initial Model/EKU accounts are in the form of: First-last@model.eku.edu (don't forget to add a **dash** between first and last name) and initial password form is: Ky123456789! where 123456789 is your State ID#. It is found in Infinite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

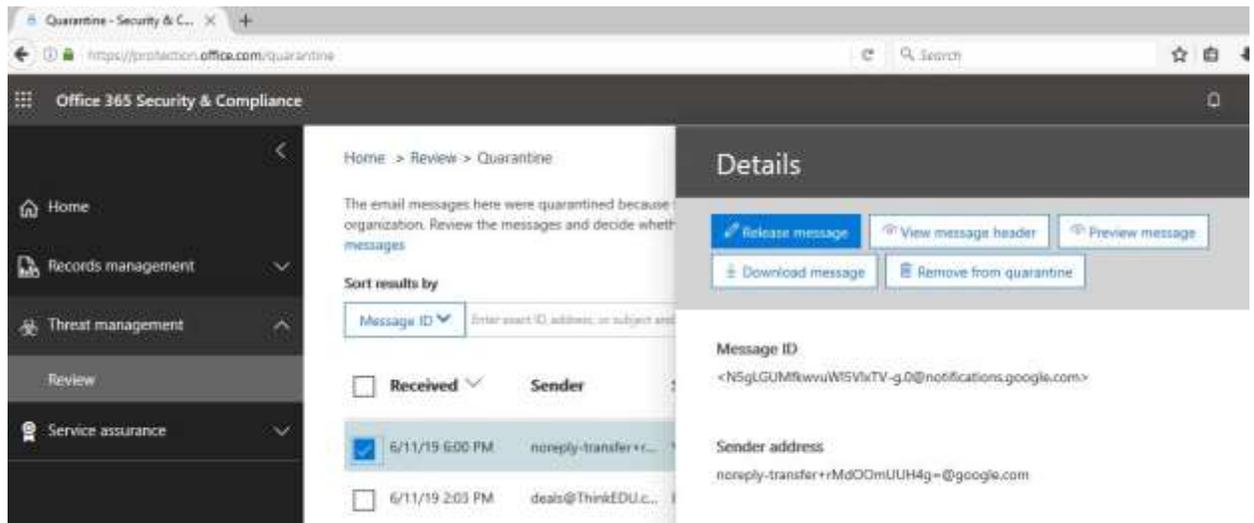


The screenshot shows a three-step process for transferring content to a destination account. Step 1, 'Enter a destination account', is active and contains the following text: 'Enter the Google Account that will receive your transferred content. [Learn more](#) [external link icon]'. Below this is a text input field labeled 'Enter an email address' containing the text 'tim.hoover@eku.edu'. To the right of the input field is a small thumbnail image of a Google account profile page. Below the input field is a link: 'Don't have a Google Account? [Create account](#) [external link icon]'. At the bottom of this section is a blue button labeled 'SEND CODE'. Step 2, 'Verify your destination account', and Step 3, 'Select content to copy and transfer', are shown as faded text below the first section.

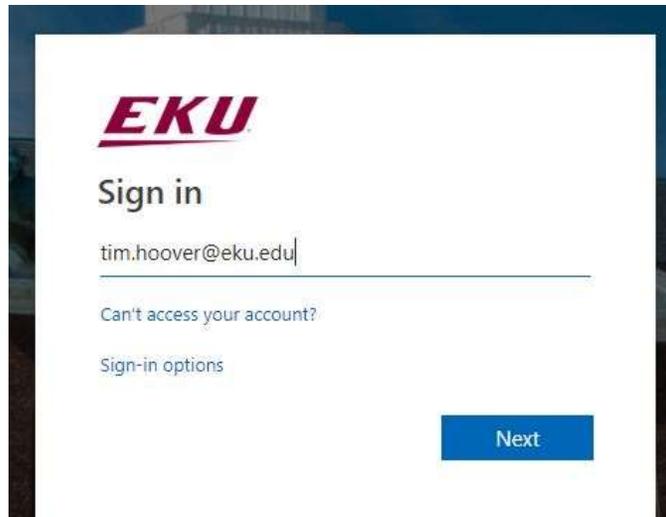
4. Next, without closing the browser that you have open, you'll need to open a different web browser of your choosing. Example... If you are currently using Chrome then open Internet Explorer, or Firefox.
5. Next you'll have to allow the Google email to be released from the SPAM protection in your EKU 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...



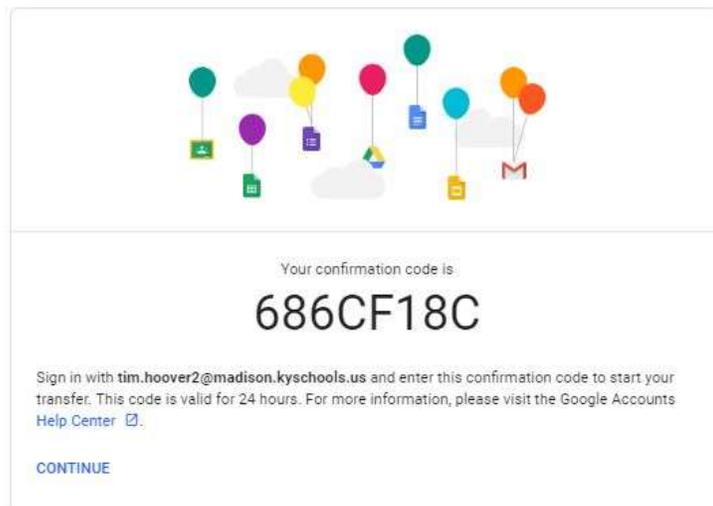
- On the Office 365 Security & Compliance window, find the email that is send by 'noreply-transfer' from Google. It will look like the example below. If you click on the message you can see the details. The 'Message ID' will be from... @notifications.google.com. At the top of the Details, **CLICK** 'Release message'.



- 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.



← Confirm your transfer



2. Verify your destination account

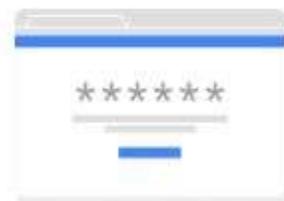
Check your **tim.hoover@eku.edu** email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#)

Enter code

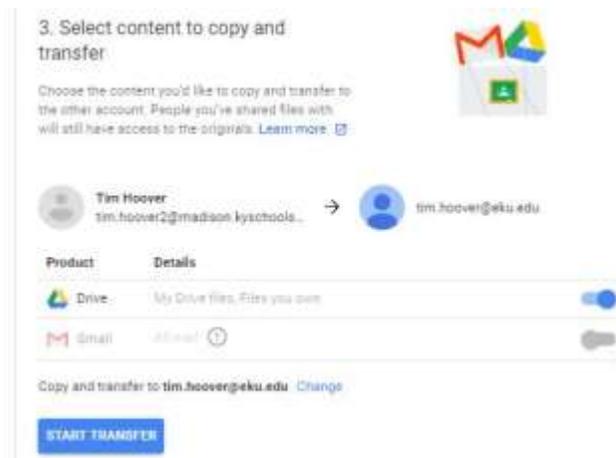
686CF18C

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.

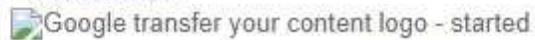


You should get a confirmation popup window that looks like the one below.

Your content is on its way

You started a copy and transfer on Jun 11, 2019 from tim.hoover2@madison.kyschools.us to tim.hoover@eku.edu.

It may take up to a week for the transfer to complete. You'll get an email when it's finished. Restricted content will not be transferred. [Learn more](#).



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 ECU Google 'My Drive' that contains your transferred data.