

Google Drive Files

Google Takeout is a service from Google allowing you to transfer your files from your school account to your personal Gmail account.

To transfer your files, follow these steps.

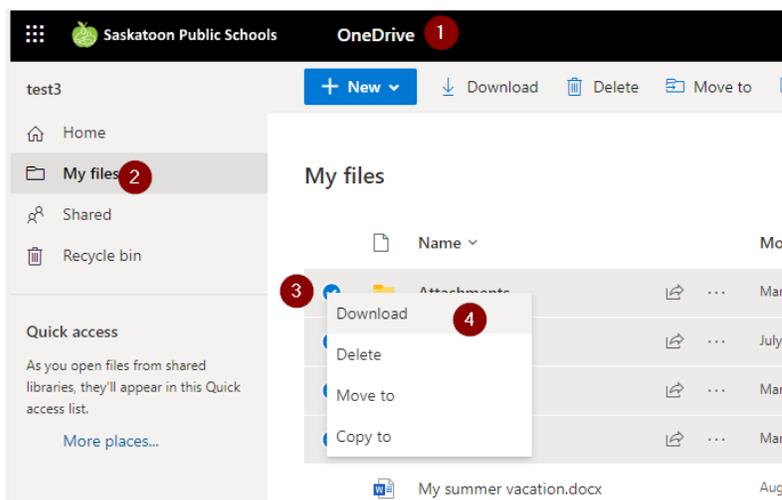
1. Go to <https://takeout.google.com/transfer>.
2. Login in with your SPSD Google Account Credentials.
3. Enter the email address of the destination account. You can make one for free if you don't have a Gmail account.
4. A code will be sent to your account. Login to your account at <https://mail.google.com>.
5. Enter the verification code into the box provided.
6. Select the content you want to transfer: Drive Files.
7. Click Start Transfer.

The transfer process may take a few days; check regularly to see if the process has been completed.

Microsoft OneDrive Files

To download or copy Microsoft OneDrive files to your device or a USB drive, follow these steps.

1. Sign in to your SPSD Microsoft Account at <https://office.com>.
2. In OneDrive, go to My Files and select the files you want to download or copy.



3. If you choose to download your files, they will be zipped to your download folder on your device.
4. If you choose to copy your files onto a USB drive, choose “Copy to” and paste them to the drive.

M: Drive (Home Drive)

1. Open File Explorer > M drive.
2. Select all the files you wish to save.
3. Right click to copy your selected items and paste in USB drive.