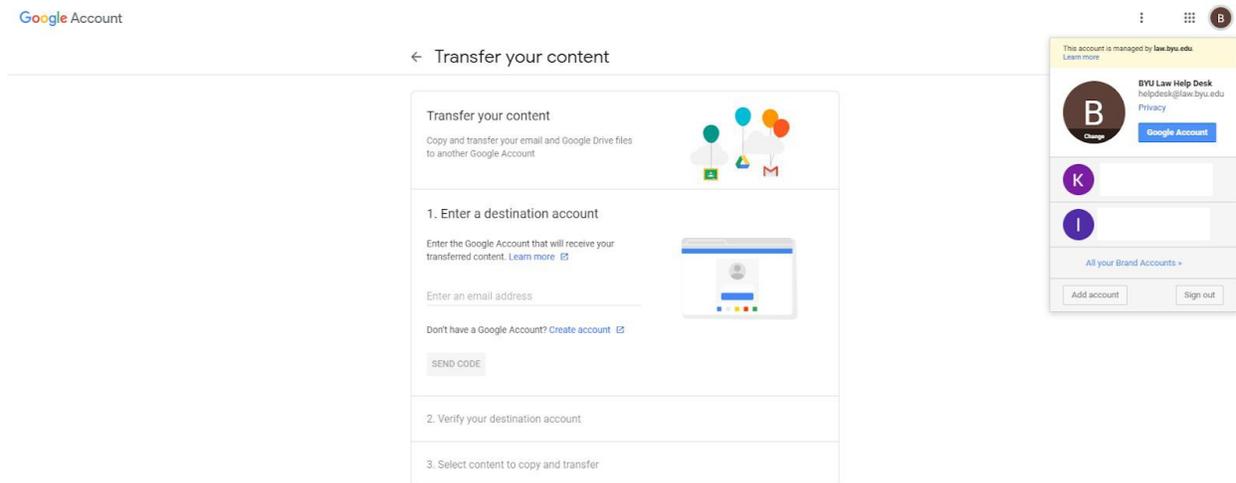# Transfer data from your law.byu.edu account.

Please follow these instructions on Chrome or Firefox for a windows machine.
Use Safari, Chrome or Firefox on a Mac.

Step 1: Transfer Email and Google Drive files to a different Gmail account

Note: You will need a personal Gmail account to follow these instructions. **ONLY** your Gmail and Google Drive files will be transferred in this step. If you want to keep contacts, calendars and other services you will need to download them using Step 2.

Open https://takeout.google.com/transfer.

In the top right corner make sure that you are currently signed in to your @law.byu.edu account.
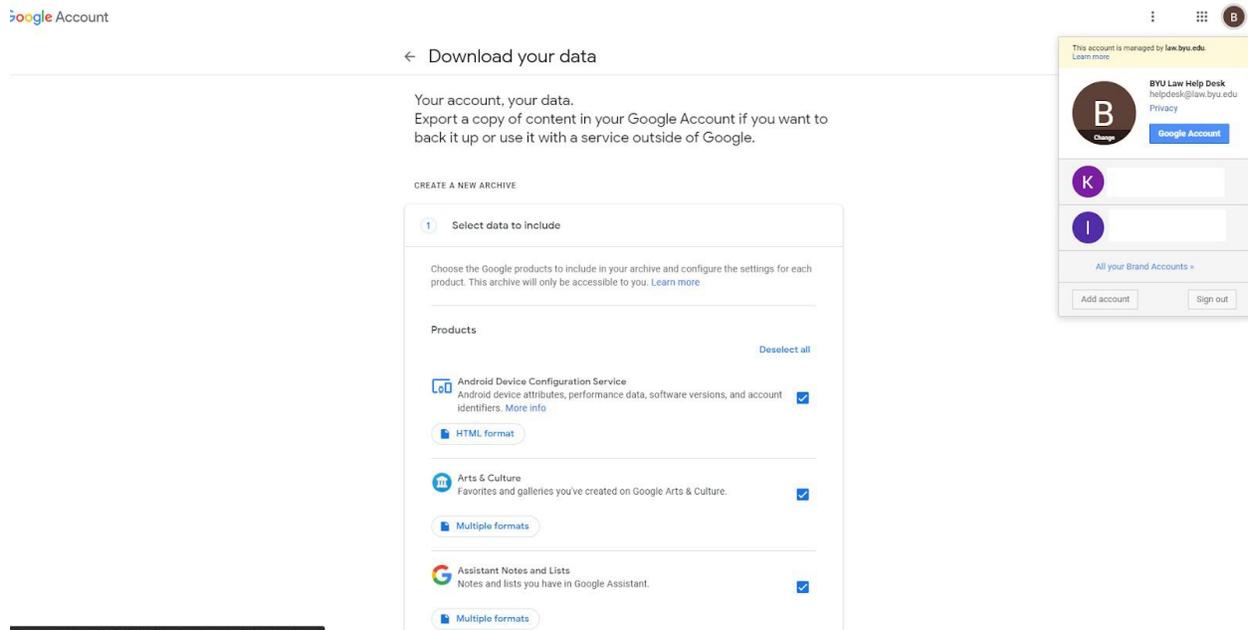

1. Enter your destination account (this must be a Gmail account, if you don't have one click on "Create an account"). Click send the code.
2. Open the Gmail account you will be transferring your data to. Look for an email from Google with the validation code, and copy the validation code. Paste the code back in the "Transfer your content" page.
3. Select the products that you want to transfer and click start transfer. A page letting you know the progress of the transfer will appear.
   a. If it tells you that an error has occurred, don't worry about it. We believe it's a bug, because it transfers your data anyways.
4. You will receive an email to the account you are transferring data to letting you know that your backup is complete after all is said and done. It might take a couple of hours if you have lots of data.

(OPTIONAL) Step 2: Export additional data from your google account

Note: This step is only necessary if you want to transfer data other than your emails and google drive files (those were transferred in Step 1). Follow the steps below to transfer contacts, calendar events, Google Keep notes, or other services.

Open https://takeout.google.com/ in your web browser.

In the top right corner make sure that you are currently signed in to your @law.byu.edu account.
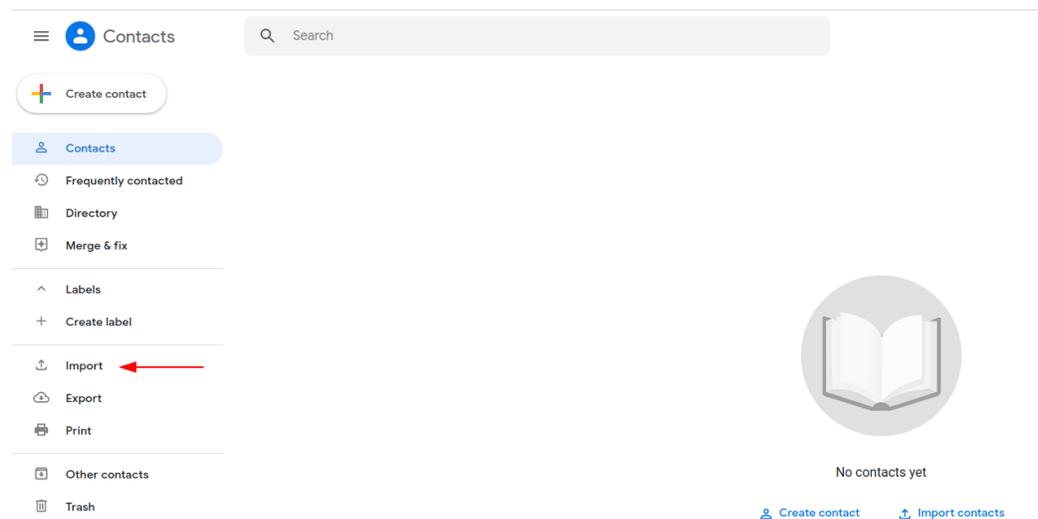

Here, you can export and download your data from your Gmail, Google Calendar, Google Photos, and any other google applications.
1. By default all data is selected, uncheck data you don't want.
2. Scroll down and press "Next step"
3. From the drop-down menu select the "delivery method" option
    a. Select the "export type" Choose the option "One-time archive".
    b. Choose a file type to download and select the size of the compressed folder. (Zip files and 2gb files are recommended)
4. Click on "Create archive".
    Once the file is prepared, download it. (Complete instructions:
    https://support.google.com/accounts/answer/3024190?hl=en)
5. If you want to use these files in another Gmail account you will have to import them. Steps to import contacts and calendar events are included below. For other services, such as Google Keep notes, you'll have to google how to import them.
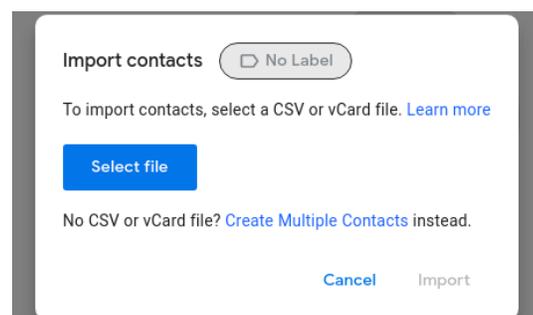
Steps to Import Contacts to Gmail

Google Takeout downloads all your Google/Gmail contacts in a VCF file format. Follow the steps given below to import contacts:

- **Login** to your **Google account**
- Go to Google Contacts (contacts.google.com)
- Click on **Import**

- Click on the **Select File** button and navigate to where you downloaded your Google Takeout file. Select the **VCF file** which you want to import, then click **Import**
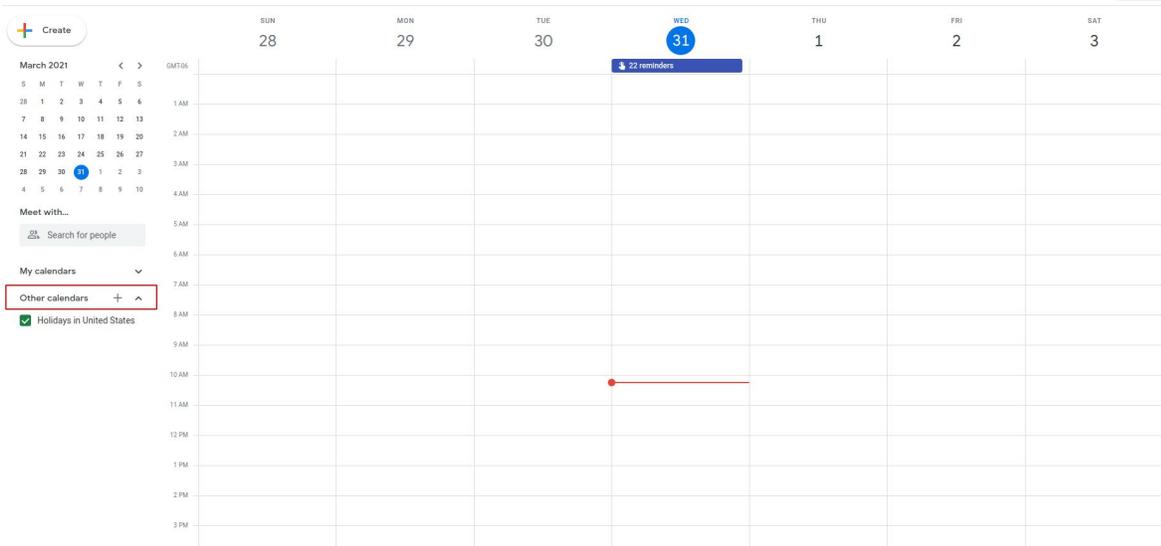

When the process is completed, a "contacts imported successfully" message is shown on the screen.

Steps to Import Google Calendar Events

Google Takeout saves the downloaded calendars in the ICS file format. To import the calendar, follow the steps below.

- ○ **Login** to your google account
- ○ Now, go to Google Calendar (calendar.google.com)
- ○ Click on the "+" next to **Other calendars**

- Click on **Select File** and navigate to where you downloaded your Google Takeout file. Select the ICS file that you want to import
- Click on the **Import** button to start the importing process

After following the above steps, all the calendars in ICS format are transferred to your new Gmail account.