

# GOOGLE WORKSPACE DOWNLOAD / MIGRATION



There are a few options for exporting or downloading your Google Workspace contents. You can use Google Transfer to transfer your email and Google Drive files to another Google Account. You can use Google Takeout to export all your workspace content. Lastly, you can use a personal Gmail account to import mail and contents from your WLU Gmail account.

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## Google Transfer

### Migrate Your Student Account Using Google Transfer

Google Transfer allows you to copy and transfer your email and Google Drive files to another Google Account.

### Export Your Data Using Google Transfer

1. Go to <https://takeout.google.com/transfer>
  2. Sign in with your **West Liberty Google account**
  3. Enter a destination account. This will be your personal Gmail account.
  4. Click **SEND CODE**
  5. Verify your destination account
  6. Select content to copy and transfer. (Data that will not be copied includes contacts, chats, tasks, and google photos. My Drive files that cannot be copied include files that you are a viewer of or if the owner has turned off download, print, and copy options.)
  7. Click **START TRANSFER**
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# Google Takeout

## Migrate Your Student Account Using Google Takeout

Google Takeout allows you to export a copy of your entire Google Workspace data, including Gmail, Drive, Docs, Sheets, Photos, YouTube, and more.

### Step 1: Export Your Data Using Google Takeout

1. Go to Google Takeout; <https://takeout.google.com>
2. Sign in with your **West Liberty Google account**
3. Click “**Deselect all**” to start fresh
4. Select the services you want to export. It is recommended to separate your exports into separate requests by service. For example, one request for Gmail data, one for Drive, etc. This way if one service fails during the export, all exports are not cancelled.
  - **Calendar**
  - **Gmail**
  - **Drive**
  - **Google Photos**
  - **YouTube**
  - Any others you wish to keep
5. Click **Next Step**
6. Choose:
  - **Delivery method:** Send download link via email
  - **Export frequency:** One-time export
  - **File type & size:** .zip and preferred size (e.g., 2GB)
7. Click **Create Export**

8. Wait for the email with the download link, then download the .zip file to your computer.
9. Create another export and go back to step 4 for any other services you wish to download until all have been downloaded and exported.

## Step 2: What to Do with the ZIP File

Once you've downloaded your Google Takeout archive:

### 1. Unzip the File

- Locate the .zip file on your computer
- Right-click and choose **Extract All** (Windows) or **Open With > Archive Utility** (Mac)
- This will create a folder containing your exported data

### 2. Understand the Contents

Inside the folder, you'll find subfolders and files for each service:

- **Calendar:** A .ics file containing your calendars
- **Gmail:** A .mbox file containing your emails
- **Drive:** Your documents, spreadsheets, presentations, and folders
- **Photos:** Albums and images in folders
- **YouTube:** Video metadata and possibly downloaded videos
- **Other services:** JSON or HTML files with account settings or activity

### 3. Move Your Data to a Personal Account or Storage (see additional instruction sheets)

Here's how to handle each type of data:

- **Google Drive Files:**
  - Open your personal Google Drive
  - Drag and drop the extracted Drive files into your personal account
- **Photos:**

- Go to Google Photos in your personal account
- Upload your images and albums manually
- **YouTube Videos:**
  - If you downloaded videos, sign in to your personal YouTube account
  - Re-upload them via YouTube Studio
- **Gmail (.mbox file):**
  - Gmail doesn't support direct import of .mbox files
  - Use a mail client like **Mozilla Thunderbird** to import the .mbox file
  - Optionally, connect your personal Gmail via IMAP and move emails into it

#### 4. See additional detailed instruction sheets on each Workspace tool

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## Personal Gmail Account

### Migrate Your Student Account by importing to a personal Gmail account.

Google allows you to import mail and contacts from one Google Account to another Google Account.

1. Log in to your current @westliberty.edu account
2. Click the gear icon in the top right and select **See all settings**
3. Select the **Forwarding and POP/IMAP** tab
4. Under **POP download**, make sure **Enable POP for all mail** is selected
5. Click **Save Changes** at the bottom of the screen
6. Create an **App Password** from <https://myaccount.google.com/apppasswords>
7. Name your App **Google-Migration**
8. Make sure to copy the **app password** as you will use it in the following steps. If you do not copy this now, you will have to go through the steps to create an app password again. Do not write it down, copy it, because you will need the spaces included
9. Log in to your personal Gmail account

10. Click the gear icon in the top right and select **See all settings**
11. Select the **Accounts and Import** tab
12. Select **Import mail and contacts**
13. Enter your current **@westliberty.edu** email address and click **Continue**
14. Enter your app password. This is where you will paste the copied app password from above.
15. Edit your **POP username** to be your full email address
16. Edit **POP server** to pop.gmail.com, port **995**, and **Use SSL**
17. On the next page or **Step 2: Import Options**, you can leave the default and click on **Start Import**
18. Your messages and contacts are now importing. Your email will import into your current Inbox. You can click **OK** to close this window