



Guide for Students

Back up your Student iCON data **by 31 Dec 2022**

Please **update your email address** with the **relevant educational institutions or organisations** which you have provided with your Student iCON email address previously.

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Part I - Backup Student iCON data to your personal Gmail Account

Option a: Transfer your content (*applicable to Gmail and Drive apps*)

Step 1: Login to Student iCON: <http://myaccount.google.com/>

Note:

For a more optimal experience when transferring your content with Google Takeout, you are recommended to **use 2 different browser windows** for **login to Student iCON account and personal Gmail account**. Please refer to the following for more information for the various web browsers.

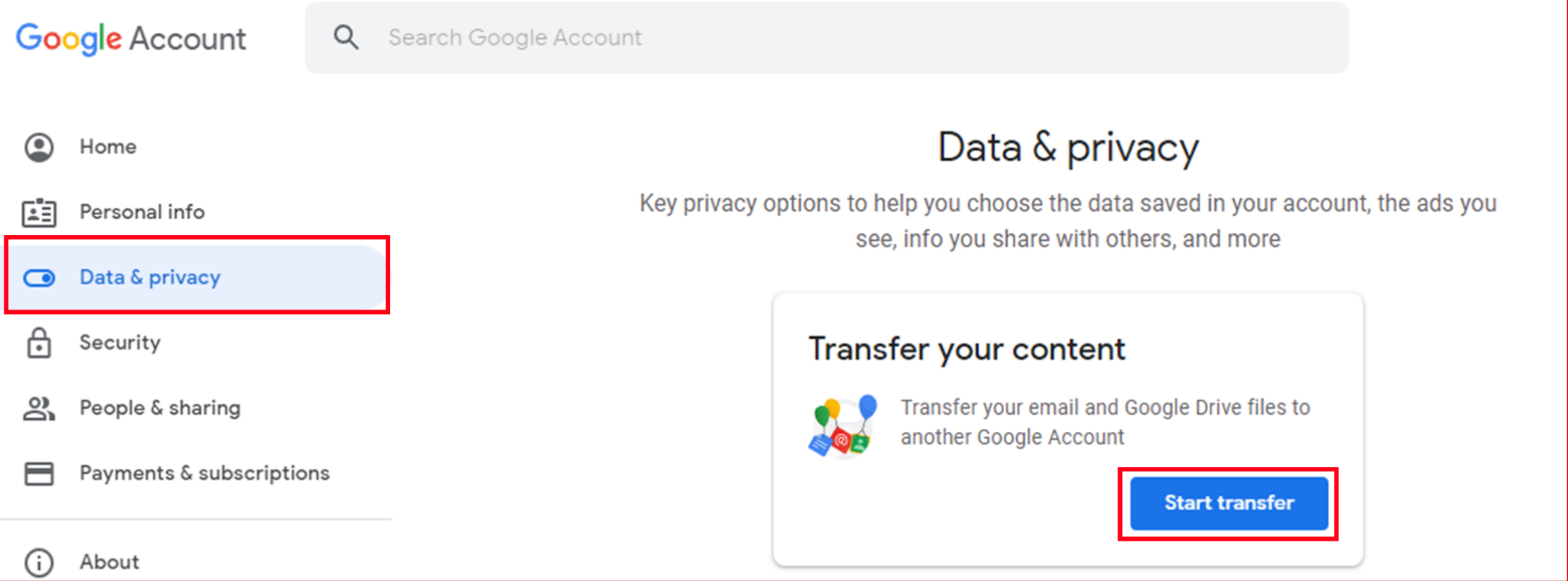
Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this [link](#) on how to browse in Incognito mode.

Microsoft Edge web browser – 1 browser window for login to Student iCON account and 1 InPrivate window for login to personal Gmail account. Refer to this [link](#) on how to browse in InPrivate mode.

Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) (for iPad) and this [link](#) (for Mac) on how to browse in Private mode.

Firefox web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) on how to browse in Private mode.

Step 2: Under “Data & privacy”,
Click on “Start transfer” on the “Transfer your Content” widget



Step 3: Enter your destination account to transfer your data.

-> Click **“SEND CODE”**


Google Account

A

← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



1. Enter a destination account

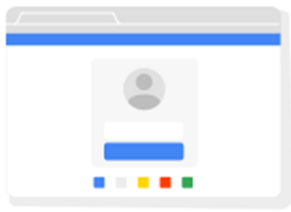
Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

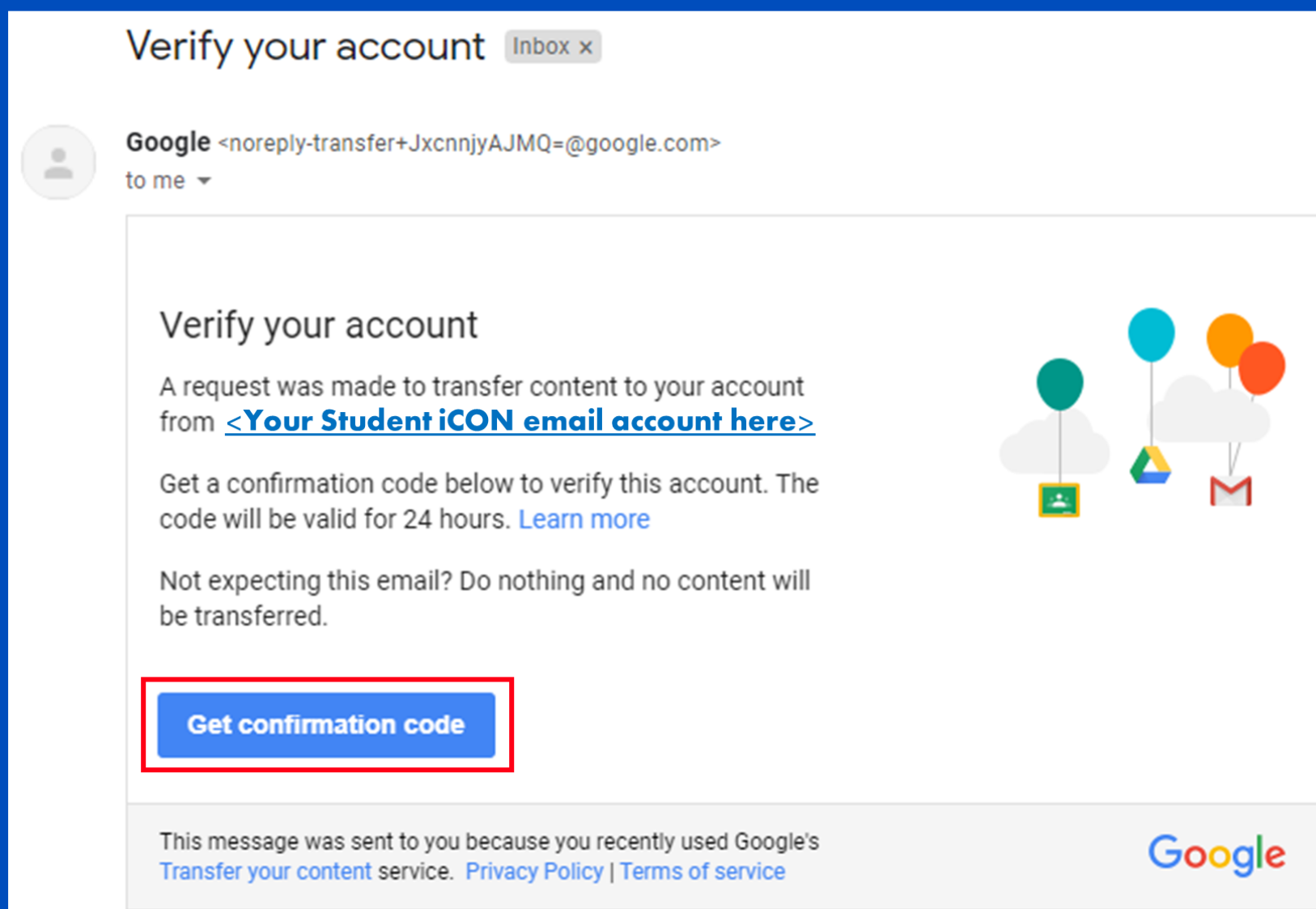
<Type your destination email account here>

Don't have a Google Account? [Create account](#)

SEND CODE

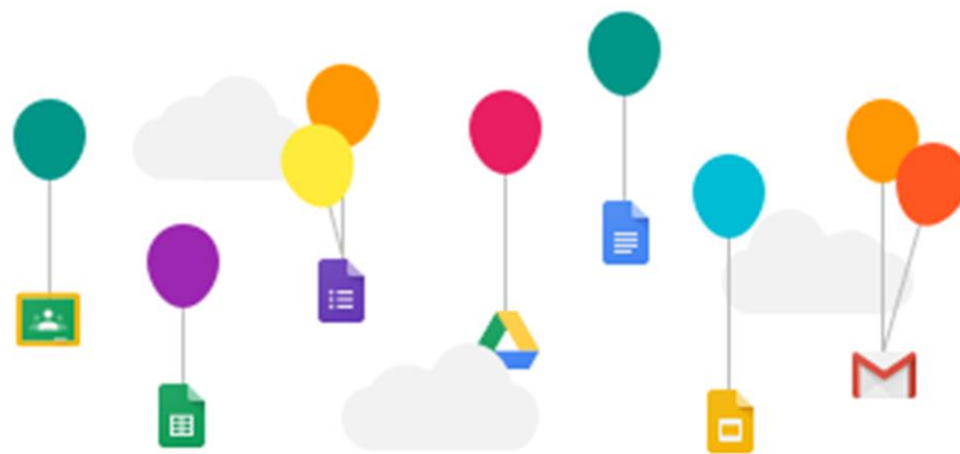


Step 4: Check your destination email account inbox. You will receive an email to **Verify your account**.
-> Click **“Get confirmation code”**



Step 5: Copy the confirmation code generated.

← Confirm your transfer



Your confirmation code is


38B617D5




Sign in with [<Your Student iCON email account>](#) 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](#)

Step 6: Return to Google Takeout.


- > Enter the code under **“Verify your destination account”**
- > Click **“VERIFY”**

 Transfer your content



 1. Code sent to [<Your destination email account>](#)

2. Verify your destination account

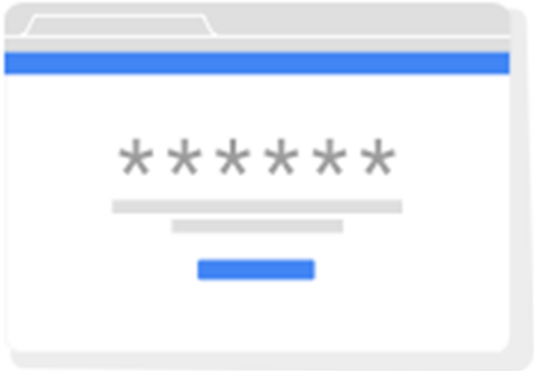
Check your [<Your destination email account>](#) email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox.
[Learn more](#) 

Enter code

38B617D5|

VERIFY

RESEND CODE



Step 7: Once destination account has been successfully verified,
-> Click **“START TRANSFER”**

←


Transfer your content


✓

2. Account verified

3. Select content to copy and transfer


Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)







<Your Student iCON email>

→



<Your destination email>

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

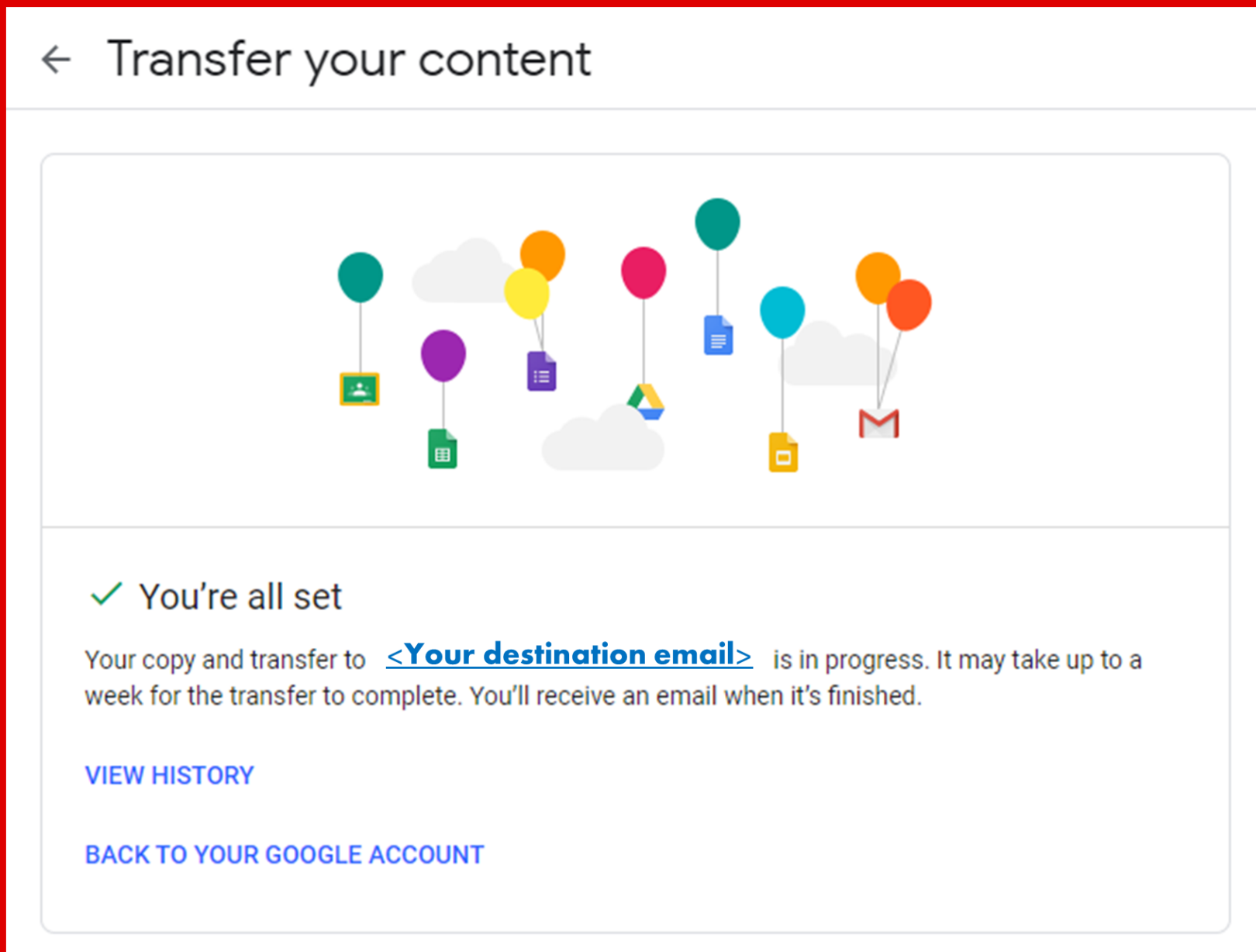
Copy and transfer to

<Your destination email>

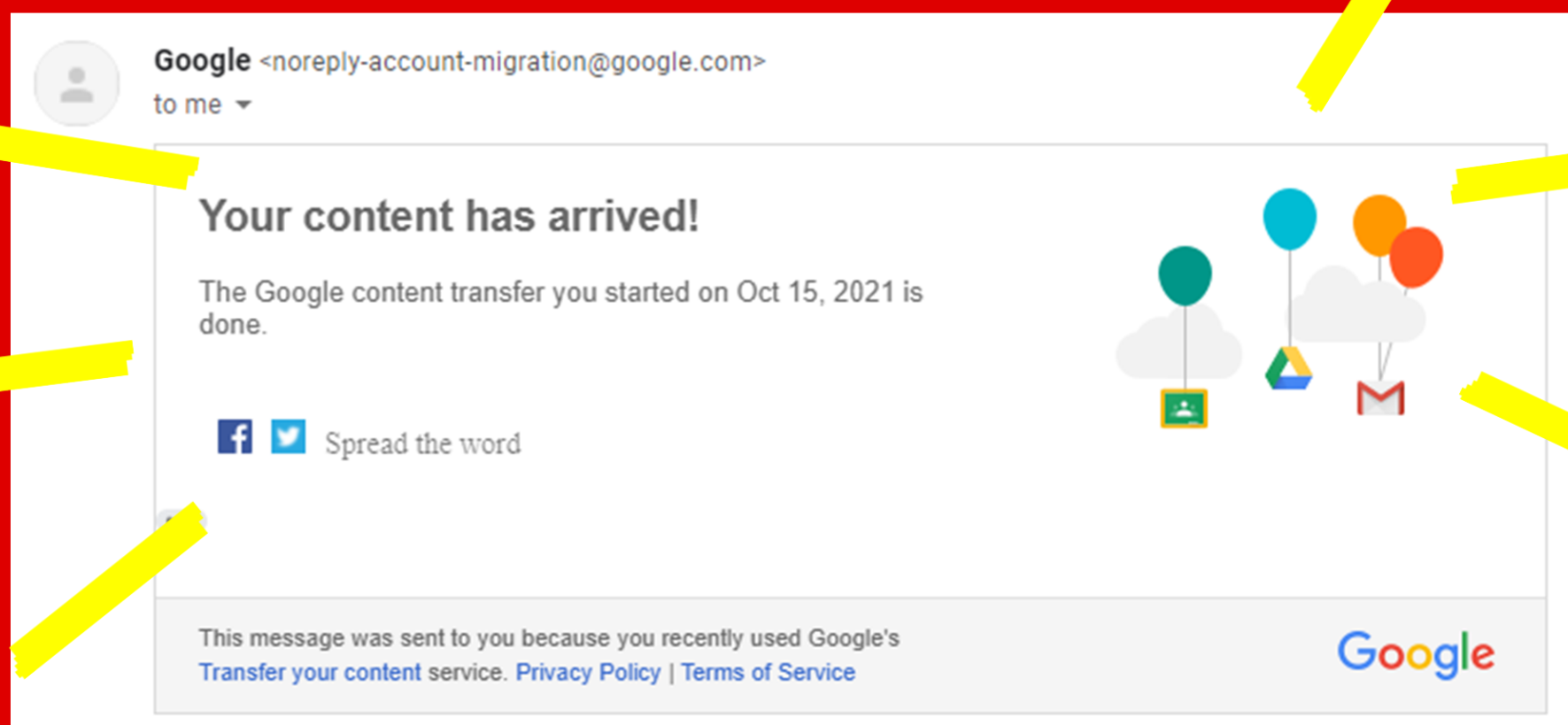
Change

START TRANSFER

Step 8: All set!



You'll receive an email once the export is complete.

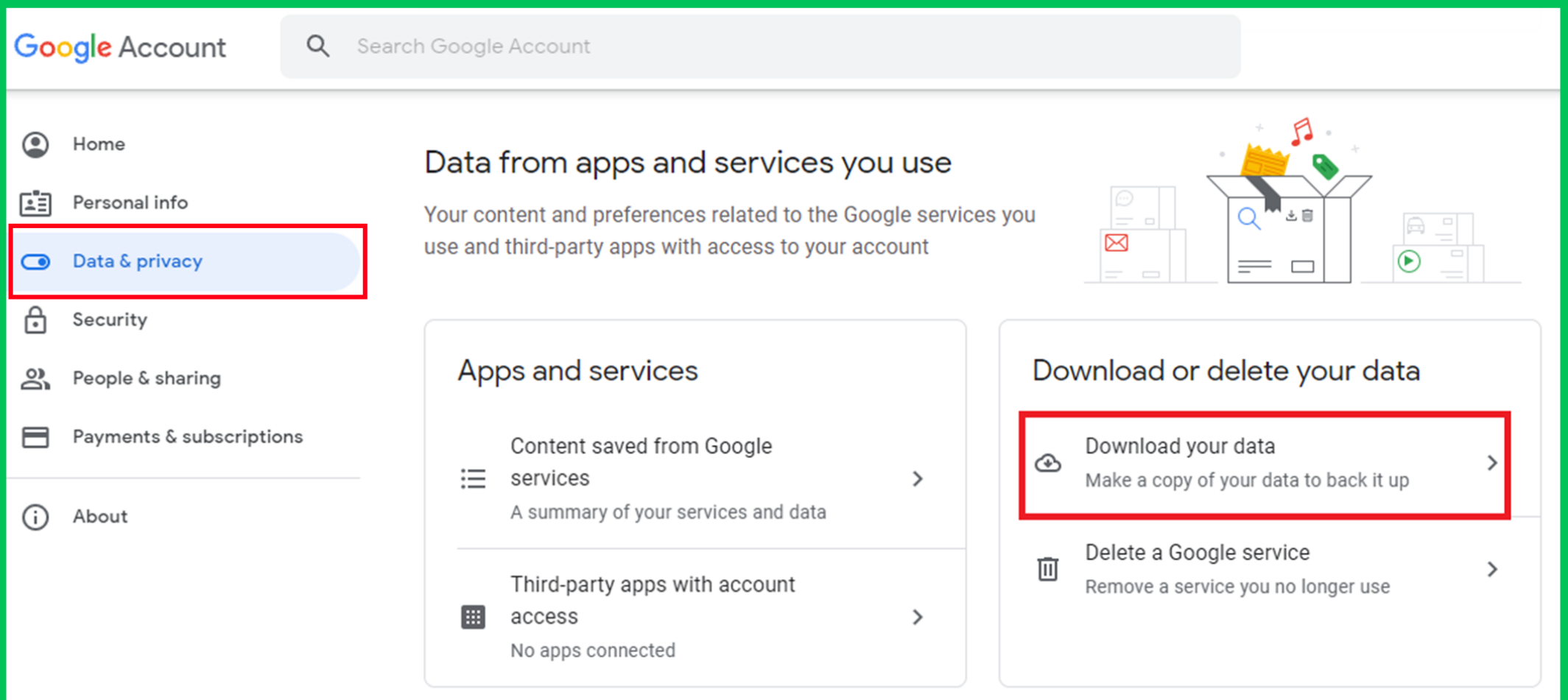


Part I - Backup Student iCON data to your personal Gmail Account

Option b: Download your data (*applicable to all Google apps*)

Step 1: Login to Student iCON: <http://myaccount.google.com/>

Step 2: Click **"Data & Privacy"** and scroll down.
-> Click **"Download your data"**




Step 3: Under “Select data to include”
-> Click “Select all”
-> Scroll down & Click “Next step”


← Google Takeout



CREATE A NEW EXPORT


1 Select data to include 0 of 40 selected

Products


 Access Log Activity
Collection of account activity logs ☐


 Due to the size of content found in the Access Log Activity product, exports may take longer to process.


 Multiple formats  All activity logs selected

 Arts & Culture
Favorites and galleries you've created on Google Arts & Culture. ☐

1 Select data to include 40 of 40 selected

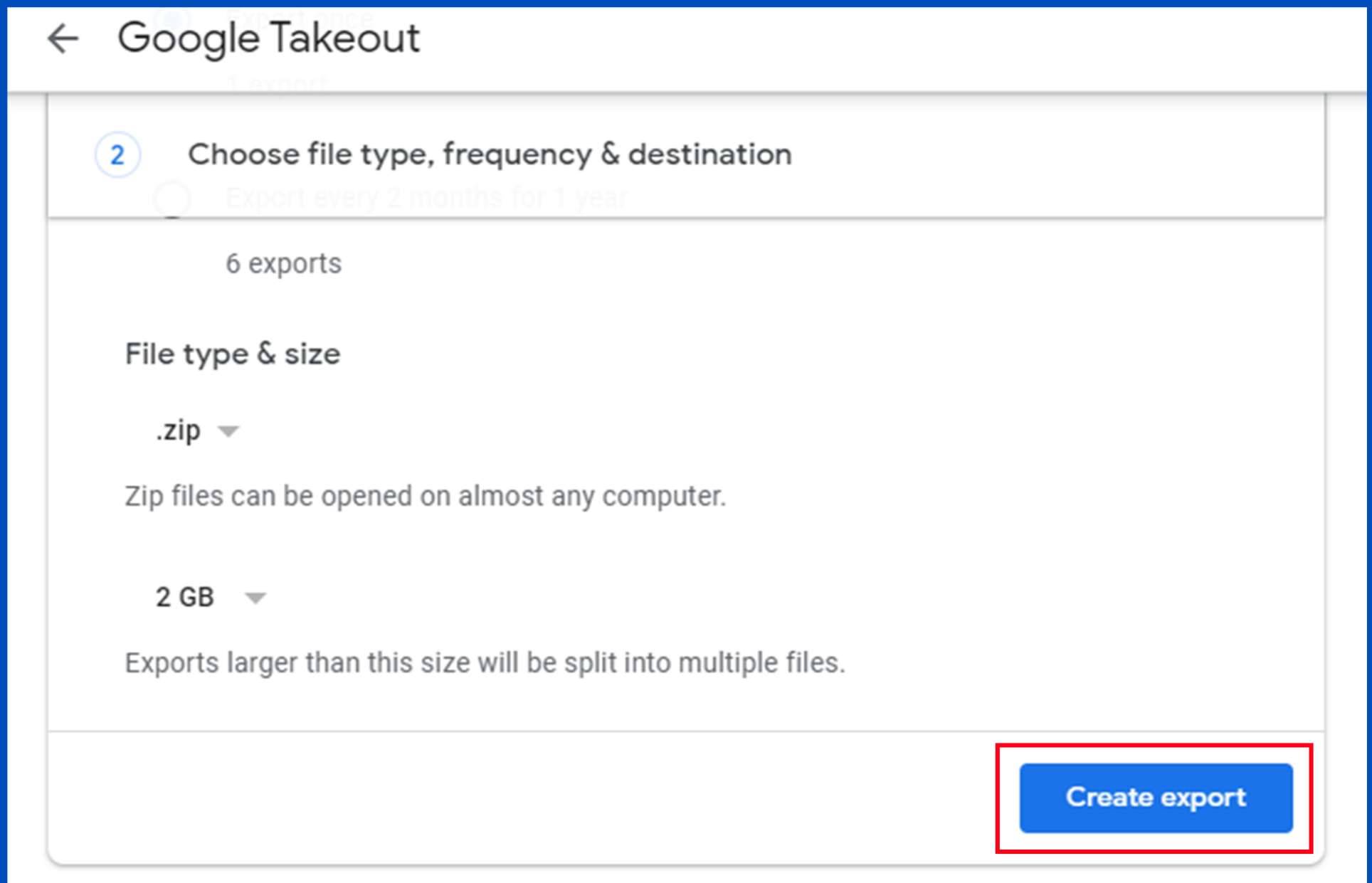
 Multiple formats

 Tasks
Data for your open and completed tasks. [More info](#) ☒

 JSON format

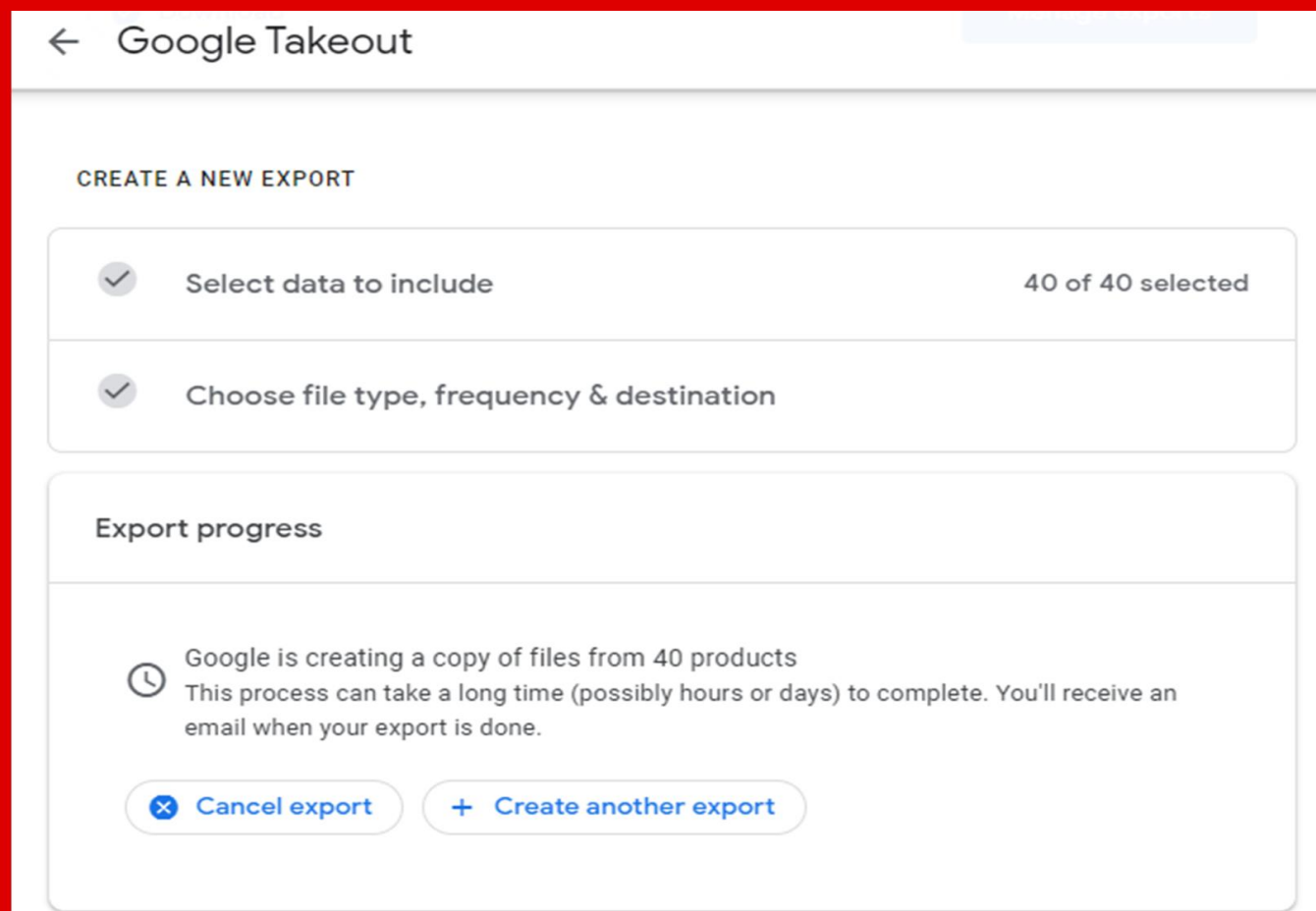
Next step

Step 4: Under **“Choose file type, frequency & destination”**
-> Click **“Create export”**



The screenshot shows the Google Takeout interface. At the top, there is a back arrow and the text 'Google Takeout'. Below this, a progress bar shows '2' in a blue circle, indicating the current step: 'Choose file type, frequency & destination'. Underneath, there is a radio button and the text 'Export every 2 months for 1 year'. Below that, it says '6 exports'. The section is titled 'File type & size'. Under this title, there is a dropdown menu showing '.zip' with a downward arrow. Below this, it says 'Zip files can be opened on almost any computer.' Another dropdown menu shows '2 GB' with a downward arrow. Below this, it says 'Exports larger than this size will be split into multiple files.' At the bottom right, there is a blue button with the text 'Create export', which is highlighted by a red rectangular border.

Step 4: All set!



← Google Takeout

CREATE A NEW EXPORT

✓ Select data to include 40 of 40 selected

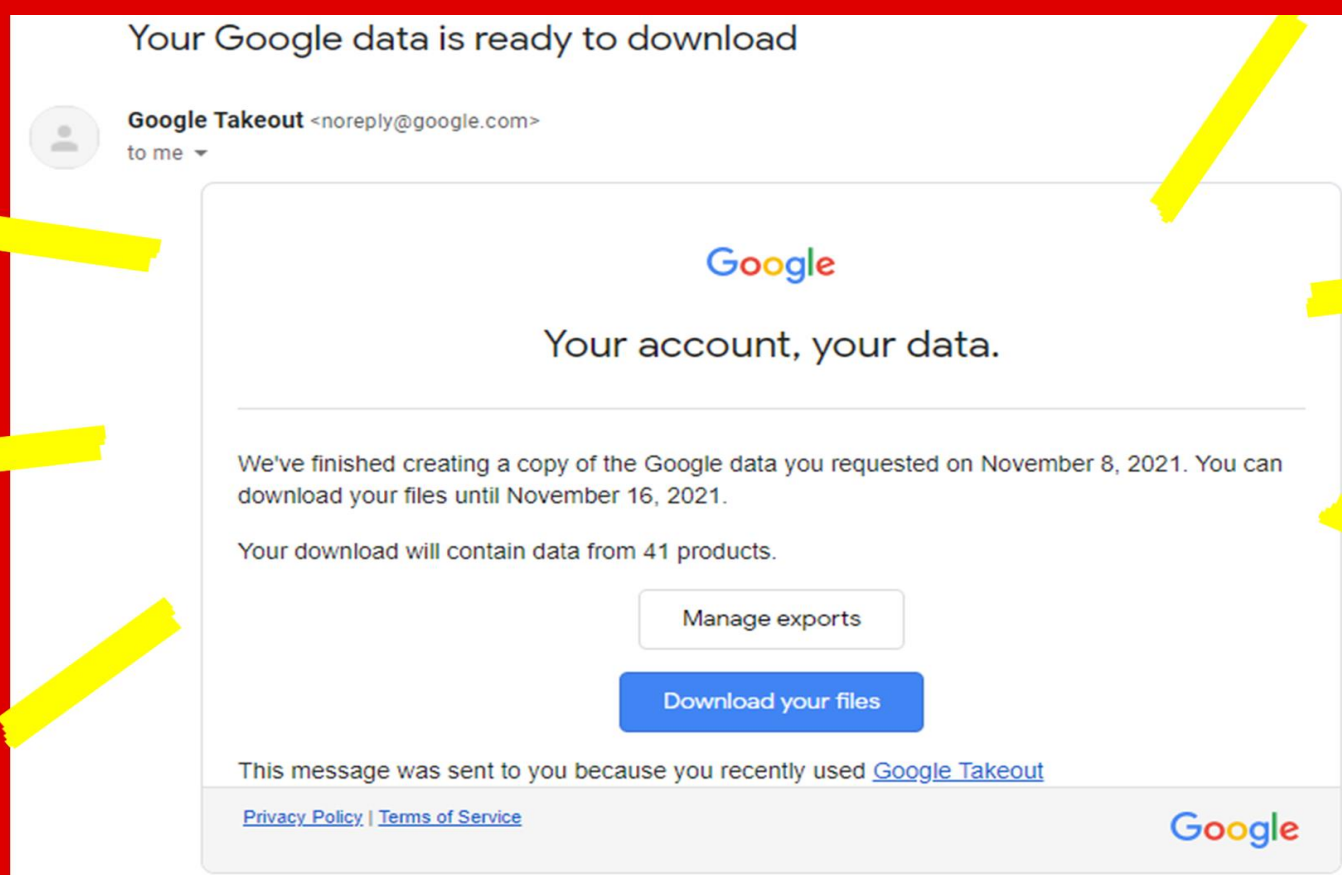
✓ Choose file type, frequency & destination

Export progress

🕒 Google is creating a copy of files from 40 products
This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

✕ Cancel export + Create another export

You'll receive an email to download your files once your export is complete



For more info on how to download your Student iCON data:

<https://support.google.com/accounts/answer/3024190?hl=en>

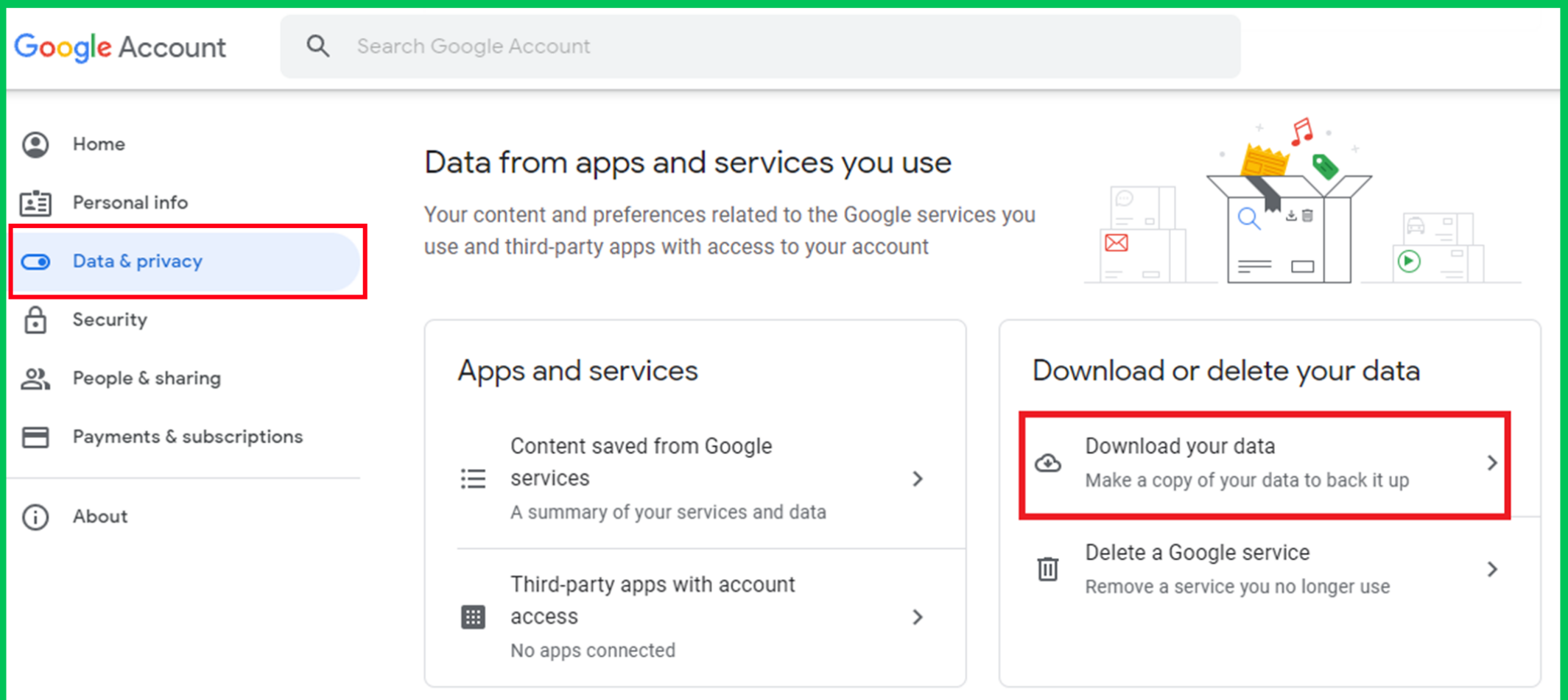
**If you encounter any issues, kindly approach your teachers for help.
They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.**

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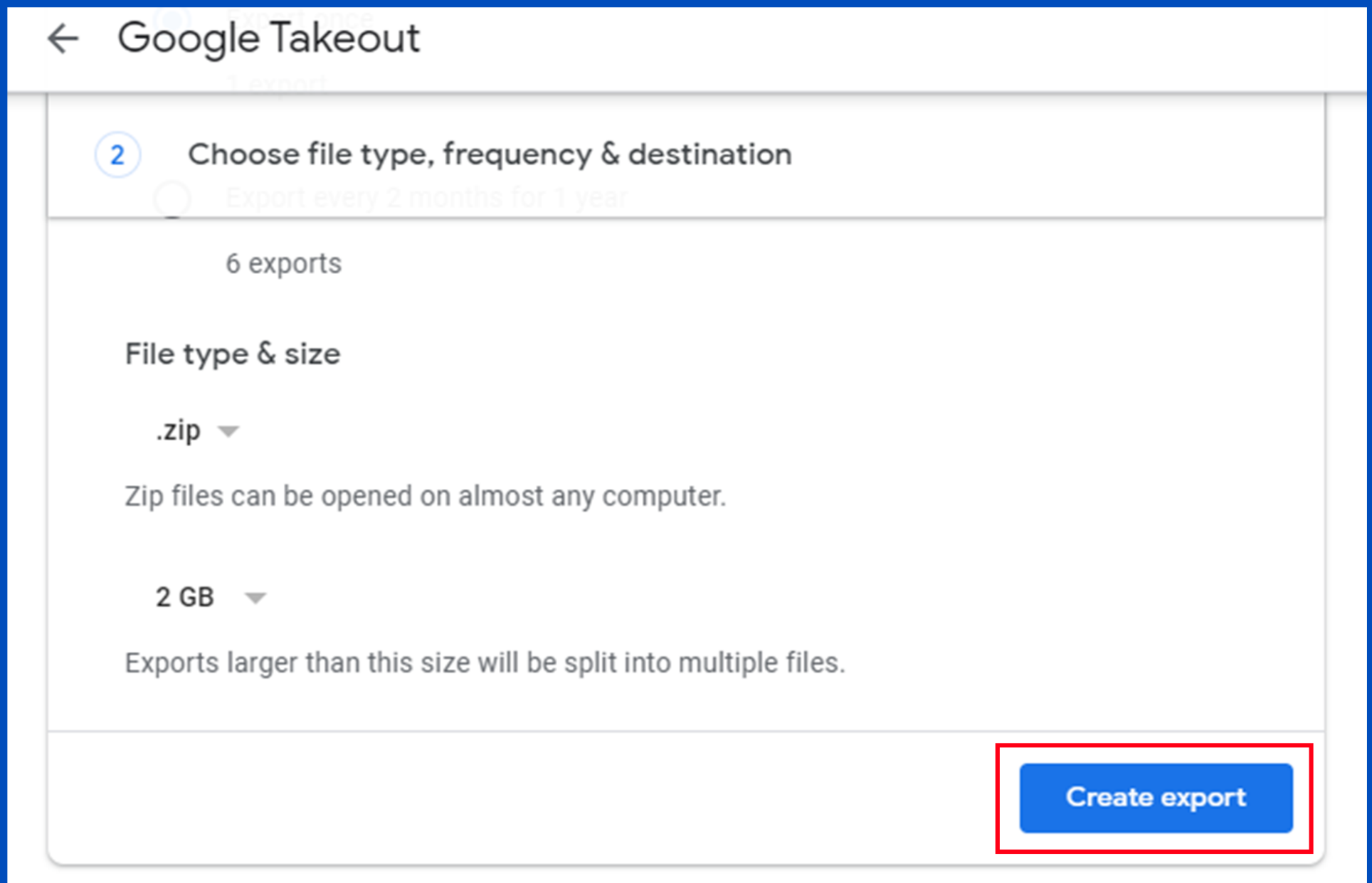
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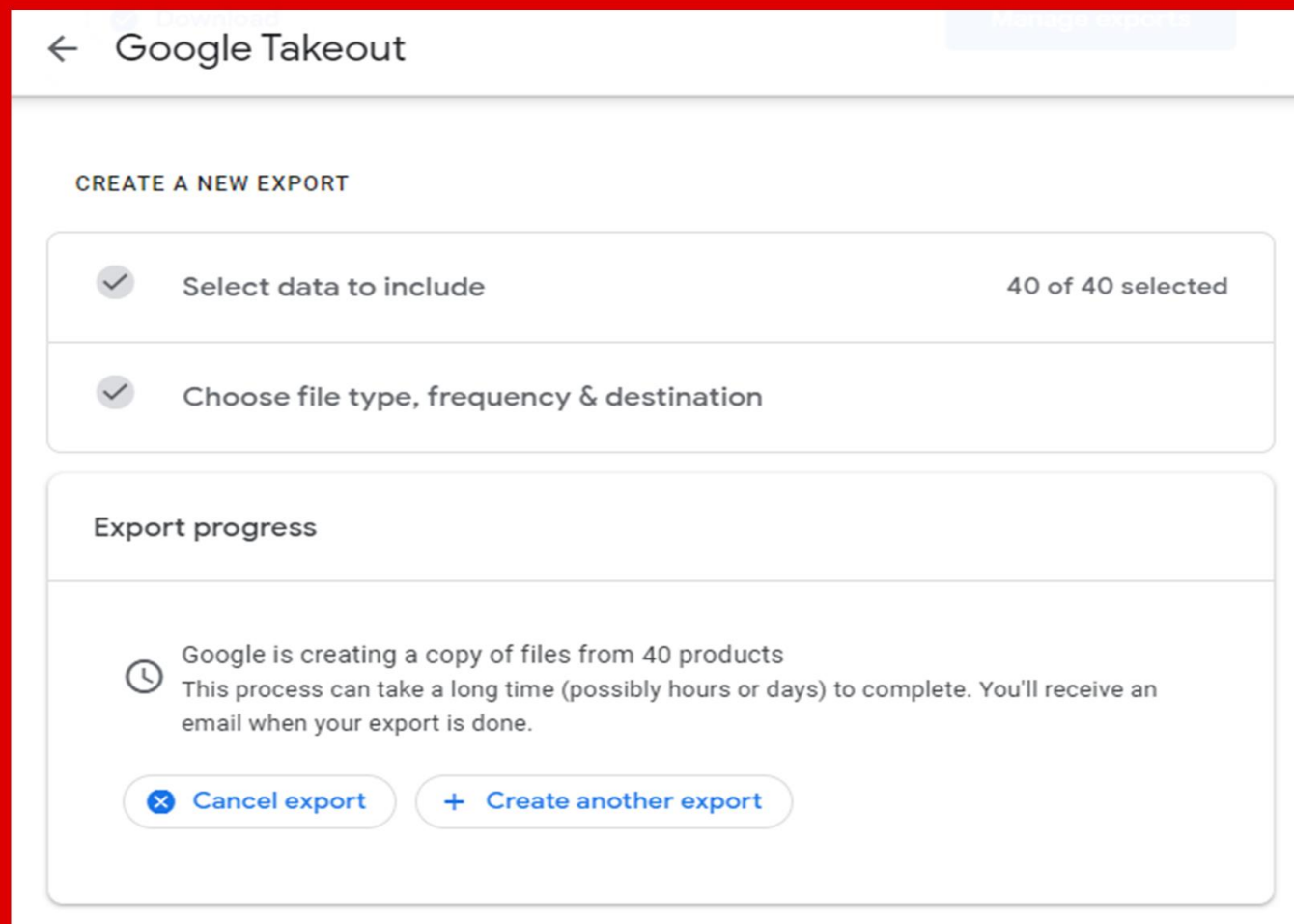
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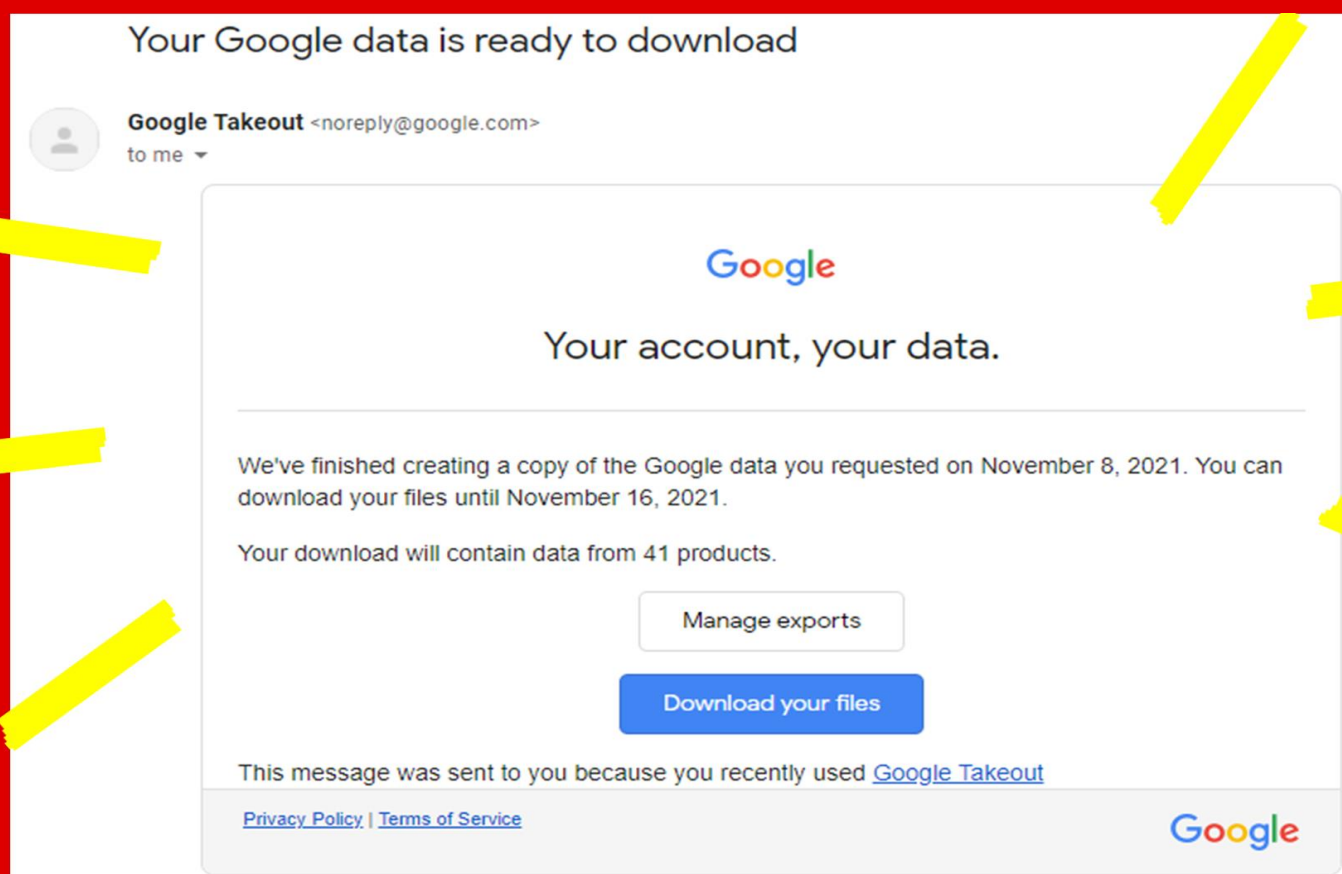
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Export progress

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✕ Cancel export + Create another export

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<https://support.google.com/accounts/answer/3024190?hl=en>

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