

Network Information for Graduating Seniors

Reminder: Accounts Deleted after Graduation

After you graduate, your private network folder (H drive), your student Google Drive/Gmail account and all of the network drive content (documents, presentations, saved media, emails, shared docs, and so on) associated with those accounts will be deleted. If you want to keep items that you created and saved using these tools, you must download those items to another drive. Documents saved to your network account can be transferred to a jump/flash drive, for example.

If you have used your school gmail as your contact information for scholarships that continue into next year, you will need to contact your scholarship provider to give them a new e-mail address!

Transferring student e-mails (Gmail)

- For a **small number** of Gmail messages, the easiest option is to **forward those messages** to a personal account.
- To download a copy of **all your Gmail messages** into a personal email account, you can use your new e-mail program's **POP3 import feature**. If you are transferring your school Gmail messages to your personal Gmail account, you can follow the directions Google has provided online at: <http://mail.google.com/support/bin/answer.py?answer=21289> and in this helpful article: <http://lifehacker.com/352401/migrate-all-your-old-gmail-to-a-new-gmail-address>
- A user can also use **Gmail's Vacation Responder** feature to let people know your school e-mail account will be ending and what new e-mail address they should use to contact you in the future. See: <http://mail.google.com/support/bin/answer.py?answer=25922>

Gmail contacts

To export your Gmail contacts do the following:

1. Go to your **Contacts** screen in Gmail
2. Click the "**More options**" button at the top
3. Choose "**Export...**" from the drop down menu
4. **Choose the format** you would like for your exported contacts, and then click "**Export**"
5. You will now need to use your new e-mail program or service to **import your contacts** from this file you have just saved.

Google Drive (documents, presentations, spreadsheets)

To save a copy of your Google Docs files you can either export them one at a time, or you can select multiple files and export them in bulk.

To export a **single file** from Google Docs:

1. **Open the document, spreadsheet, or presentation** as usual in Google Docs
2. Click **“File”** in the top menu bar
3. Choose **“Download as”** in the drop-down menu
4. **Choose the format** you want to save your document as
5. Your file will now download to your computer

To export **multiple files** at once:

1. Open your main **Google Drive** screen where all your files are listed
2. Check the **checkbox** in front of all the files you want to download
3. Once they are checked, click the **“More”** link at the top of the screen
4. Choose **“Download...”** from the dropdown menu
5. For each type of file you have chosen, **pick the file format** you want to download it in.
6. Click the **“Download”** button
7. Your files will now be downloaded in one **zipped file**
8. You can normally just double-click on the zipped file once it is downloaded to unzip it and get to all the individual files you downloaded.

These files usually become MS Office files when you do this procedure. Another idea is to create a new personal Google Drive account and transfer your school files to the new account by transferring “ownership” of your Drive files.

1. Go to your **school Drive** account
2. Check the box next to the file or folder you want to transfer to another owner (your personal Drive account as the “new owner”)
3. Click the Share icon OR click the MORE menu and select “Share”
4. If the new owner already has access, skip to Step 5. Otherwise, follow these steps:
 - a) Type the e-mail address of the new owner in the “Invite people” field
 - b) Click **Share and save**
5. Click the drop-down menu to the right of the new owner’s name; choose “Is owner.”
6. Click **Save Changes**.

Note: if the files are not Google doc files, such as pdfs or photos, you will still need to download the files and re-upload them while logged in to your new account.