

WVWC / Google Workspace Data – Downloading or Transferring

Prior to downloading or transferring your data from your WVWC / Google account, there is some initial prep work to do. Essentially, you want to stop as many services as possible that are adding to that data store, minimize the amount of data that you are working with, and know the size of the finished amount of data so that you can make good decisions on how to proceed.

Preparation

- 1) If your laptop is using Google's Drive for Desktop application for automated backup and synchronization of your Drive files, you should uninstall that application and restart your computer. (Your data will remain on Drive.)
- 2) Likewise, if your phone or any devices are utilizing Google Photos to automatically store photographs to your WVWC account, you should stop the process by either disconnecting the account or uninstalling the app.
- 3) Remove any stored computer backups from your drive account.
 - a. From within your Drive account, expand the Computers section in the left pane and look for any entries. (Fig. 1)
 - b. To remove a backup, right-click the entry and select "remove" from the menu. (Fig. 2)

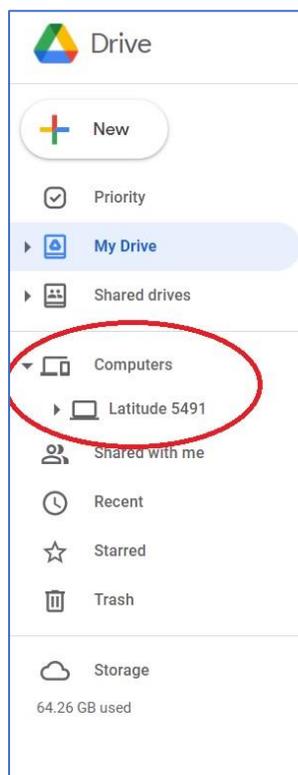


Figure 1

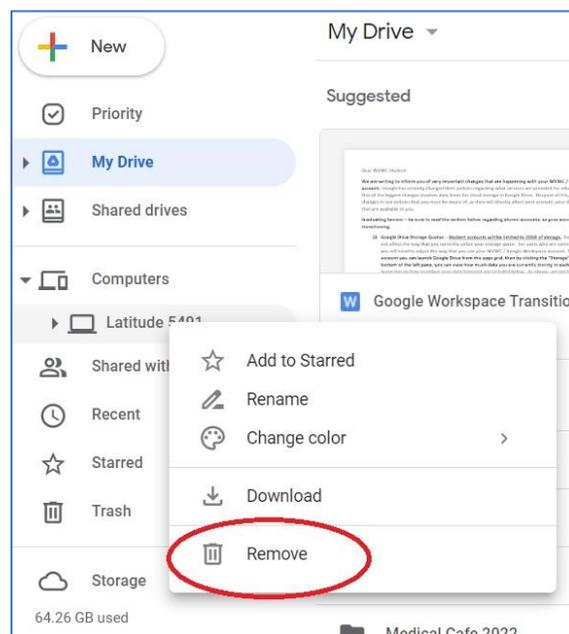


Figure 2

4) Review the current space being used within your WVWC / Google Workspace account. (Fig. 3)

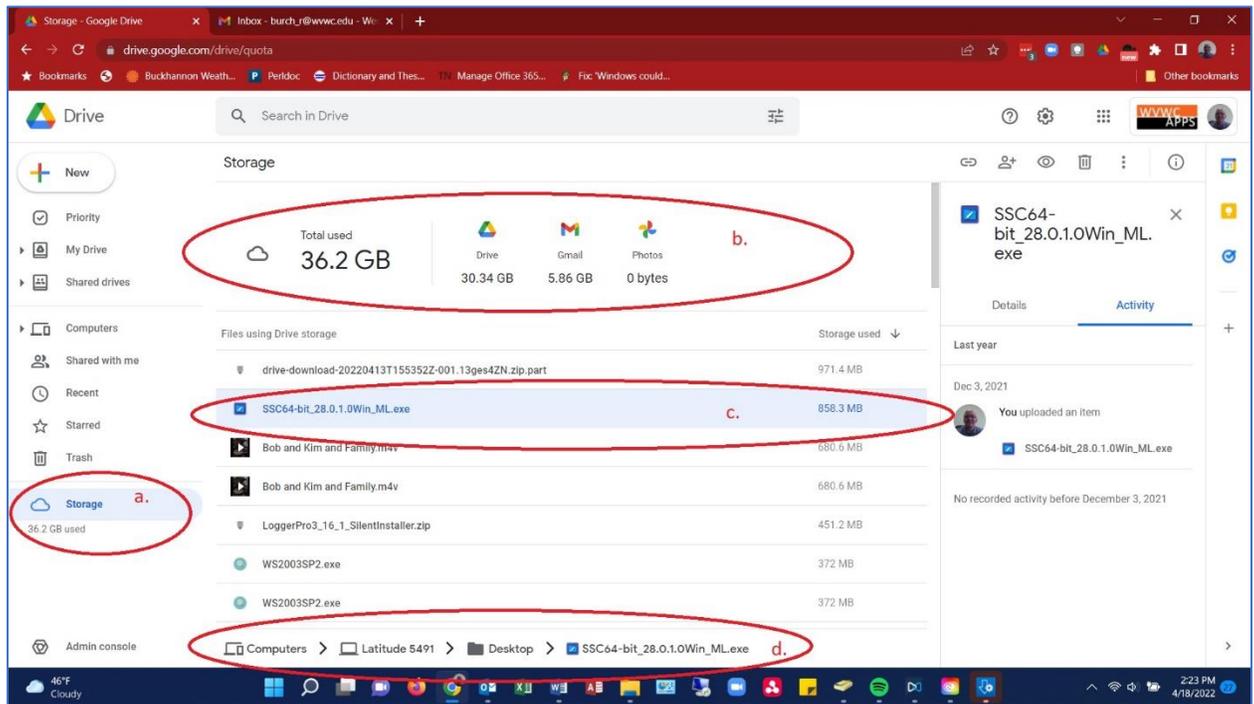


Figure 3

- a. At the bottom of the left navigation pane, click the storage icon to review a summary of usage.
- b. The summary of overall usage is viewed at the top of the window, showing how much space is used in Drive, Gmail, and Google Photos.
- c. A list of files is available and is sorted by file size showing you the largest files in storage.
- d. By selecting one of these files, you can reveal the path to its location at the bottom of the screen.

You can use this information to manage the content that you are currently storing and remove files that may not be wanted.

- 5) Of course, you can also review the Drive folders and files that are stored by clicking My Drive in the left navigation pane. Take the time to review what is there and to remove any stored files or folders that you do not wish to transfer or download.
- 6) Determining How to Move Your Data from WVWC - Once your account's storage has been minimalized to suit your needs, return to the storage information listed under step 4. You will use this to determine whether you want to transfer the data to a personal Google account or download it to your computer to store elsewhere.
 - a. A free account from Google has 15GB of storage. If you are using an established personal account, as opposed to a new one, you need to ensure that your free space on that account exceeds the space that you are using in your WVWC Drive storage. If it does, then transfer to a free account is a feasible solution.

- b. If your data exceeds the free space in your account, you have the option to upgrade your personal account to a paid Google One account prior to file transfer. We've included the current rates for Google One accounts below for you. These figures are also available at <https://one.google.com/about/plans>. (Fig. 4)

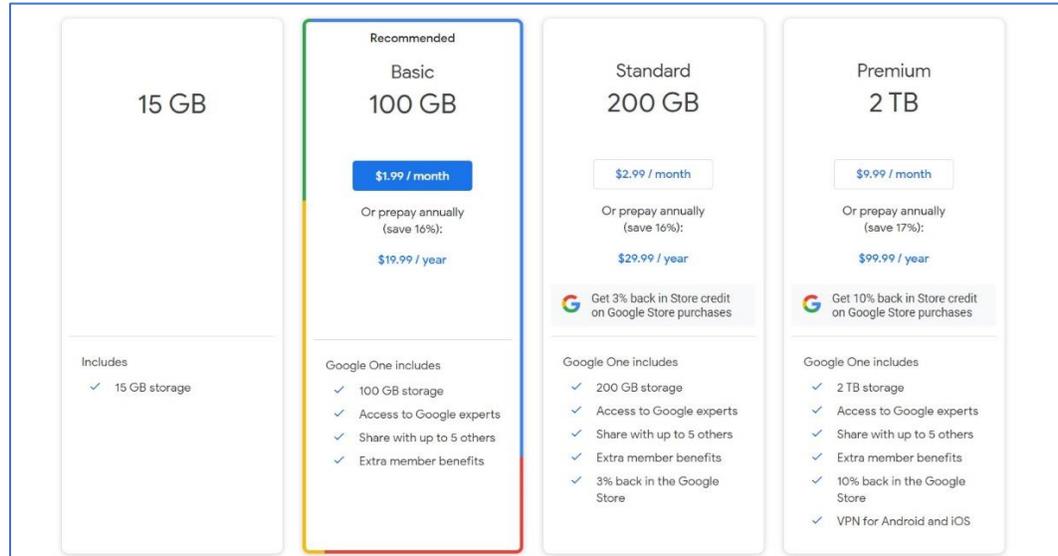


Figure 4

- c. The other alternative is to download the data to your computer for storage elsewhere. You'll want to check your available free disk space on your computer. To do this, launch file explorer and click "This PC" in the navigation pane. All connected drives are shown with their capacity and current level of free space.
- 7) If you have decided to transfer your data to a personal Google account, you can begin the process by going to <https://www.google.com> with your browser. Be sure that you are signed into your WVWC account, then click the user icon in the upper right corner, then click "Manage your Google Account". (Fig. 5) You will then select "Start transfer" from the Transfer your content section. (Fig. 6)

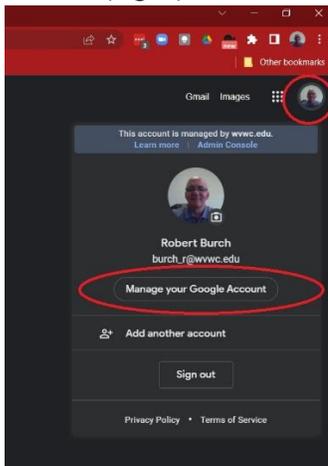


Figure 5

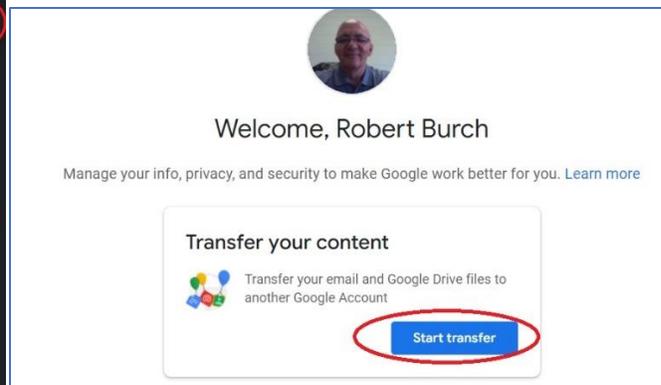


Figure 6

Once you start the transfer, follow along with the on-screen instructions. You will select what account you want to use for transfer. You will need to verify that the account is yours by retrieving a verification code from the email and entering it in the account. When selecting what to transfer, remember, you will get to keep your WVWC email, so only the data in drive is necessary.

- 8) If you are downloading your data, you will utilize the Google Takeout tool. You can find it by selecting the Manage your account link as shown in Figure 5 above, then click “Data and privacy” from the navigation pane. (Fig. 7) Scroll down the page until you find the “Download or delete your data” section, and click the “Download your data” link. (Fig. 8)

A few tips about using Google Takeout. Your mail will be stored in an Mbox format. You can utilize Mozilla’s Thunderbird mail utility to access the file or store it to a different mail service.

We also recommend using 2GB as the maximum file size. This helps to prevent download timeouts or file corruption. Google will automatically break up your data transfer zip files into multiple files not to exceed 2GB.

Final note: Google Takeout sorts your files by type. For example, all Word documents will be stored in a folder, and all PowerPoint documents in another. Since Google’s “file structure” is driven by labels and not a physical structure, it does not maintain any “folder” (label) structure that you had created.

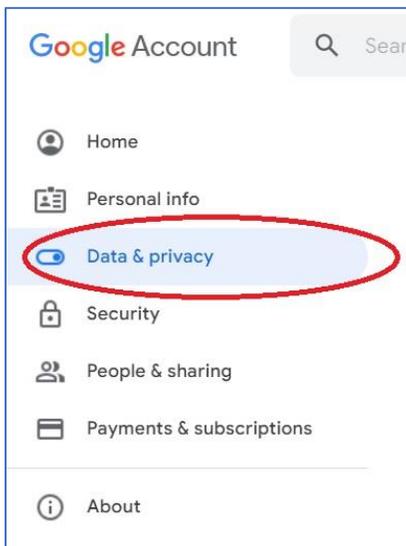


Figure 7

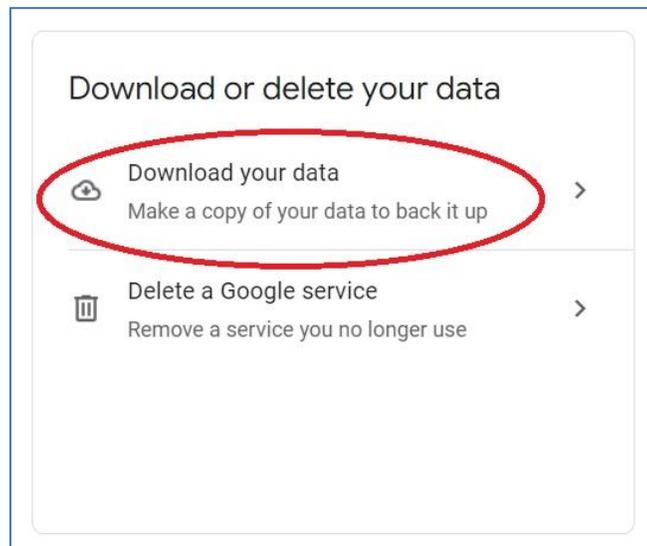


Figure 8

Please note that when you download or transfer your data, it does not remove the data from your account, but downloads or transfers a copy. For that reason, we are unable to distinguish between an account that has been maintained via download or transfer, and one that has been neglected. Therefore, if you exceed the 90-day post-graduation period, data loss is certain.