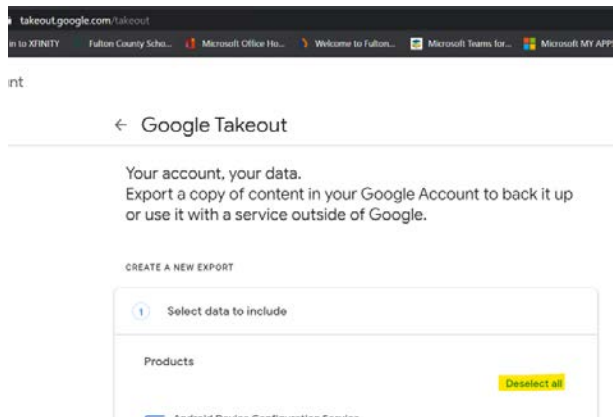
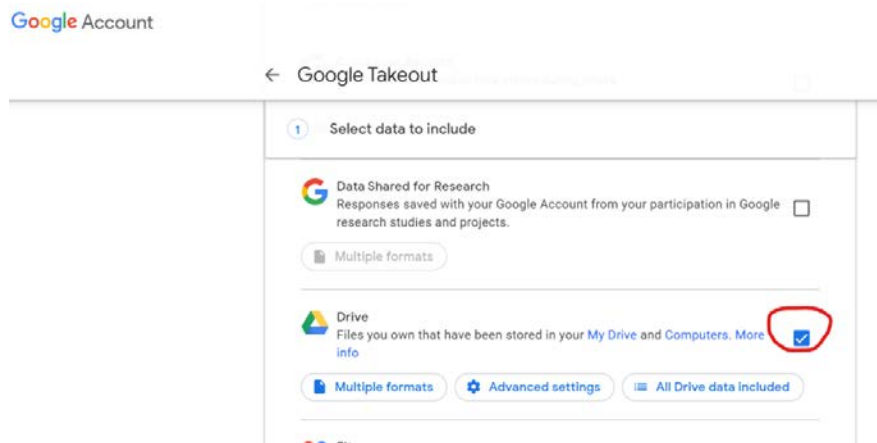


Transfer files from Google Drive to Microsoft OneDrive

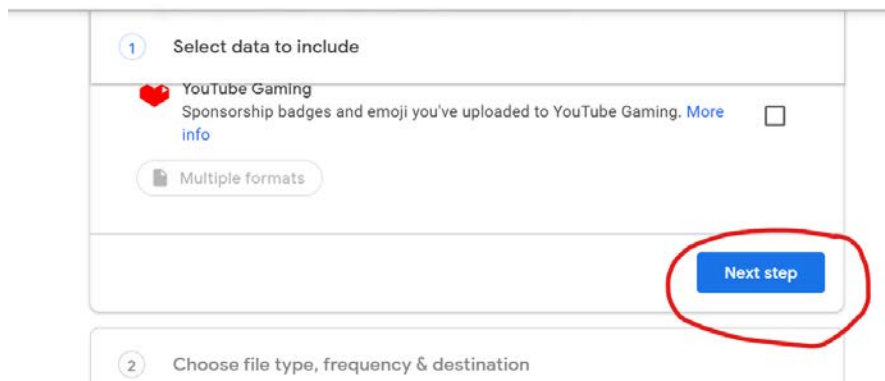
- Login to FCS Google Account (@fcsgaonline.org)
- Go to <https://takeout.google.com/takeout>



- Deselect all
- Select Google Drive



- Click on Next Step



- Choose file type, frequency and file size:

← Google Takeout via email

When your files are ready, you'll get an email with a download link. You'll

2 Choose file type, frequency & destination

Frequency

Export once
1 export

Export every 2 months for 1 year
6 exports

File type & size

.zip

Zip files can be opened on almost any computer.

50 GB

Exports larger than this size will be split into multiple files.

- Google will create a copy of all files in Google Drive (they will not be remove, it is only a copy of the files)

← Google Takeout

Select data to include

Choose file type, frequency & destination

Export progress

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



- After file is created, click on Download:

← Manage your exports

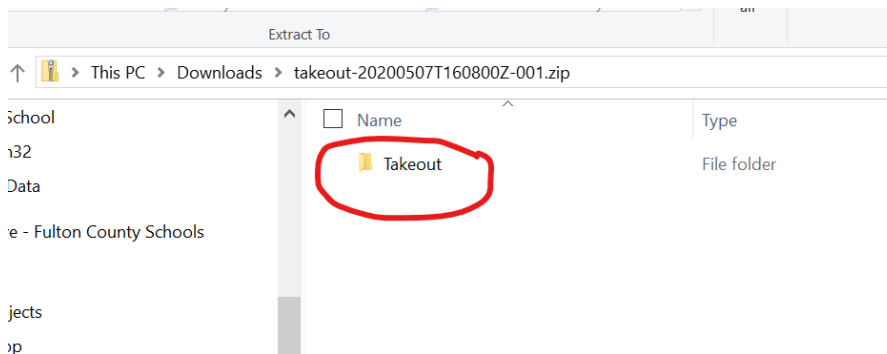
Before you copy your data to another service, check that company's data export policies. Make sure you can take your important stuff, like your photos or contacts, with you if you ever want to leave that service.

Avoid downloading your exports onto public computers or saving them where others can see them.

Visit your [Google Account](#) to explore other ways to manage your data, including deleting your Account.

Export	Created on	Available until	Details
Drive 9.8 MB	May 7, 2020	May 14, 2020	 Download 

- Go to Downloads on computer and folder named Takeout:



- Open Takeout folder and drag the Drive folder into OneDrive – Fulton County Schools:

