



Graduating or Leaving School? 🎓

Back up your Student iCON data **by 31 Dec 2022**
to your personal account using



REFER TO THE ATTACHED GUIDE FOR THE DETAILED STEPS

***It may take up to a few days for Google to complete the backup.**

If you encounter any issues, kindly approach **Mr Lee Yuh Hong** at **ICT office (A502)** or email **sass@moe.edu.sg** for help.

They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

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**


Google Account

- Home
- Personal info
- Data & privacy**
- Security
- People & sharing
- Payments & subscriptions
- About

Data & privacy

Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more

Transfer your content

 Transfer your email and Google Drive files to another Google Account

Start transfer

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

-> Click **“SEND CODE”**

Google Account

← 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>

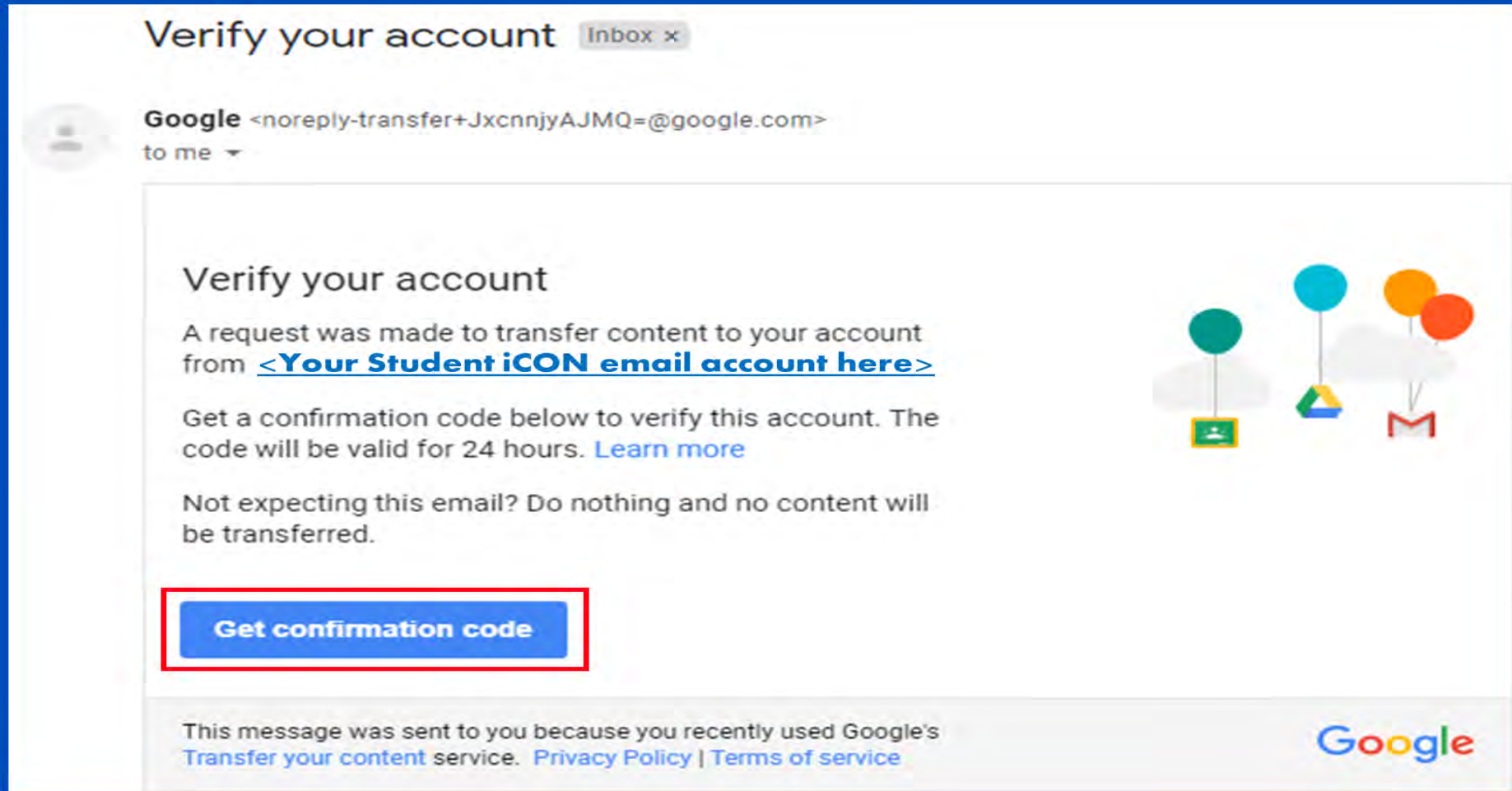
Don't have a Google Account? [Create account](#)

SEND CODE


Step 4: Check your destination email account inbox. You will receive an email to

Verify your account.

-> Click **“Get confirmation code”**



Verify your account Inbox x

 **Google** <noreply-transfer+JxcnnjyAJMQ=@google.com>
to me ▾

Verify your account


A request was made to transfer content to your account from [<Your Student iCON email account here>](#)

Get a confirmation code below to verify this account. The code will be valid for 24 hours. [Learn more](#)

Not expecting this email? Do nothing and no content will be transferred.

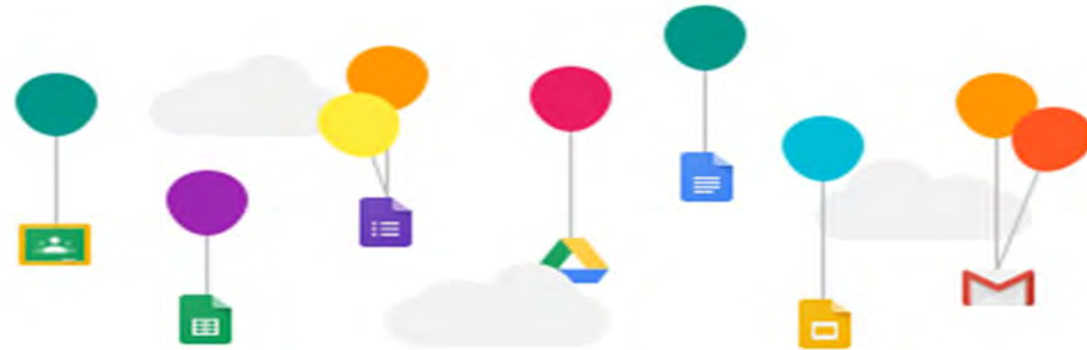
[Get confirmation code](#)

This message was sent to you because you recently used Google's [Transfer your content](#) service. [Privacy Policy](#) | [Terms of service](#)



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>](#)

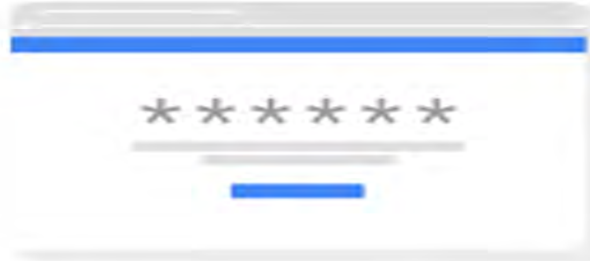
2. Verify your destination account

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”**



✓ 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>

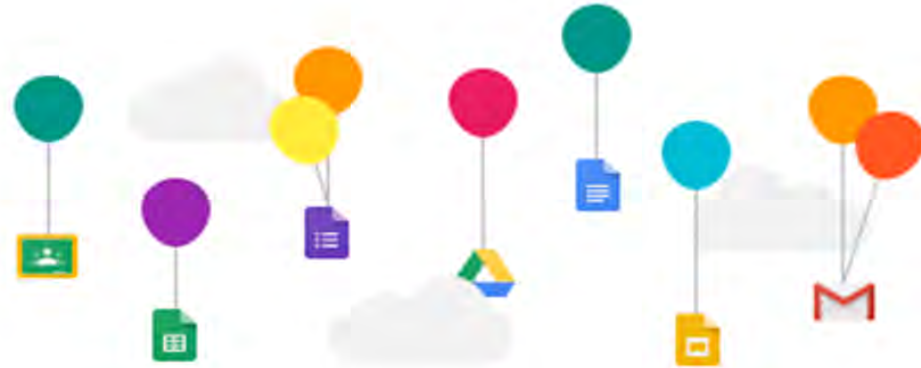
Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to <Your destination email> [Change](#)

START TRANSFER

Step 8: All set!

← Transfer your content



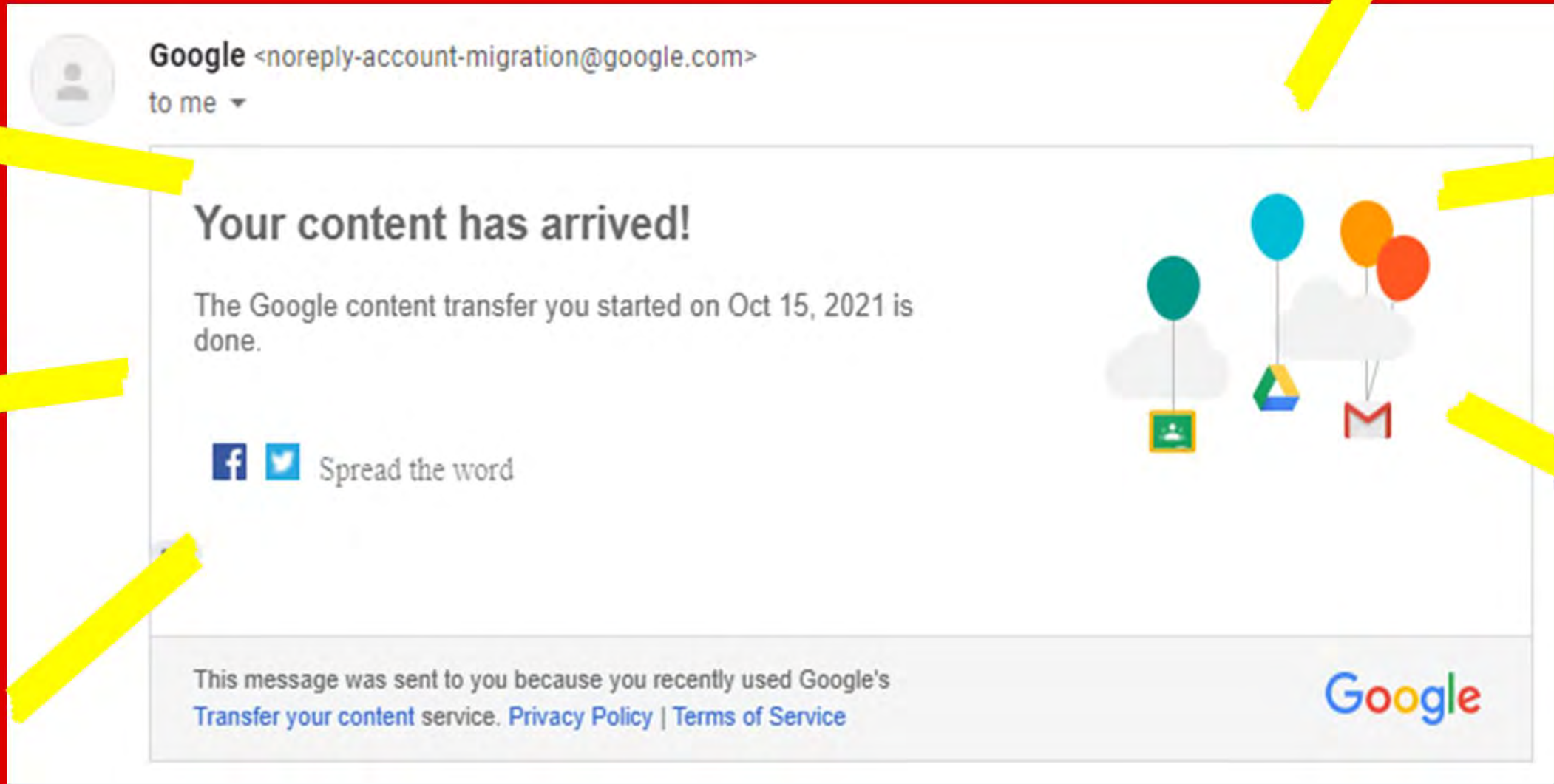
✓ You're all set

Your copy and transfer to [<Your destination email>](#) is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)

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"**

Google Account

Search Google Account

Home

Personal info

Data & privacy

Security

People & sharing

Payments & subscriptions

About

Data from apps and services you use

Your content and preferences related to the Google services you use and third-party apps with access to your account

Apps and services

- Content saved from Google services >
A summary of your services and data
- Third-party apps with account access >
No apps connected

Download or delete your data

- Download your data >**
Make a copy of your data to back it up
- Delete a Google service >
Remove a service you no longer use

16

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

Select all

 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

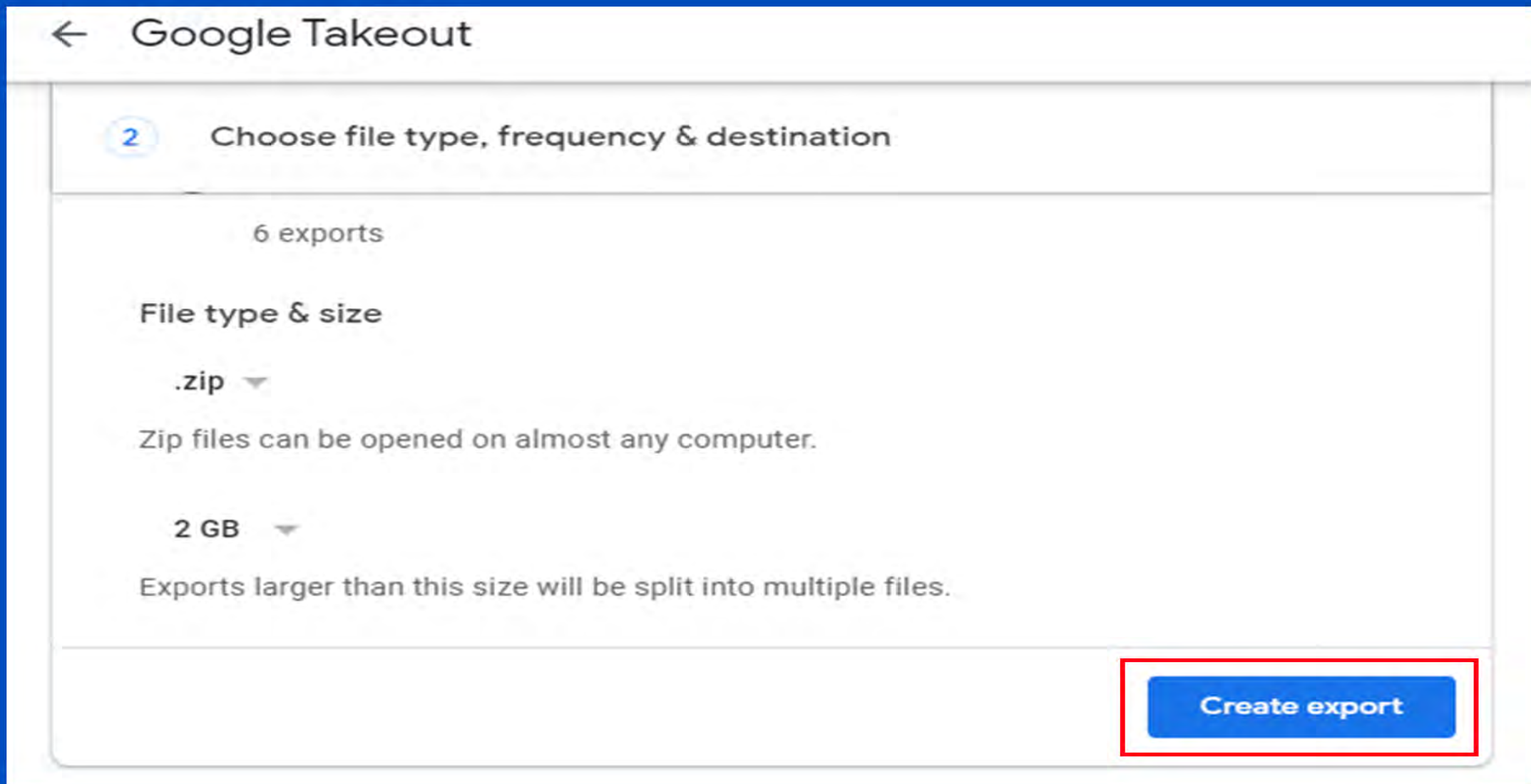
Data for your open and completed tasks. [More info](#)



 JSON format

Next step

Step 4 : Under "Choose file type, frequency & destination"
→ Click "Create export"



Step 4 : All set!

← Google Takeout

CREATE A NEW EXPORT

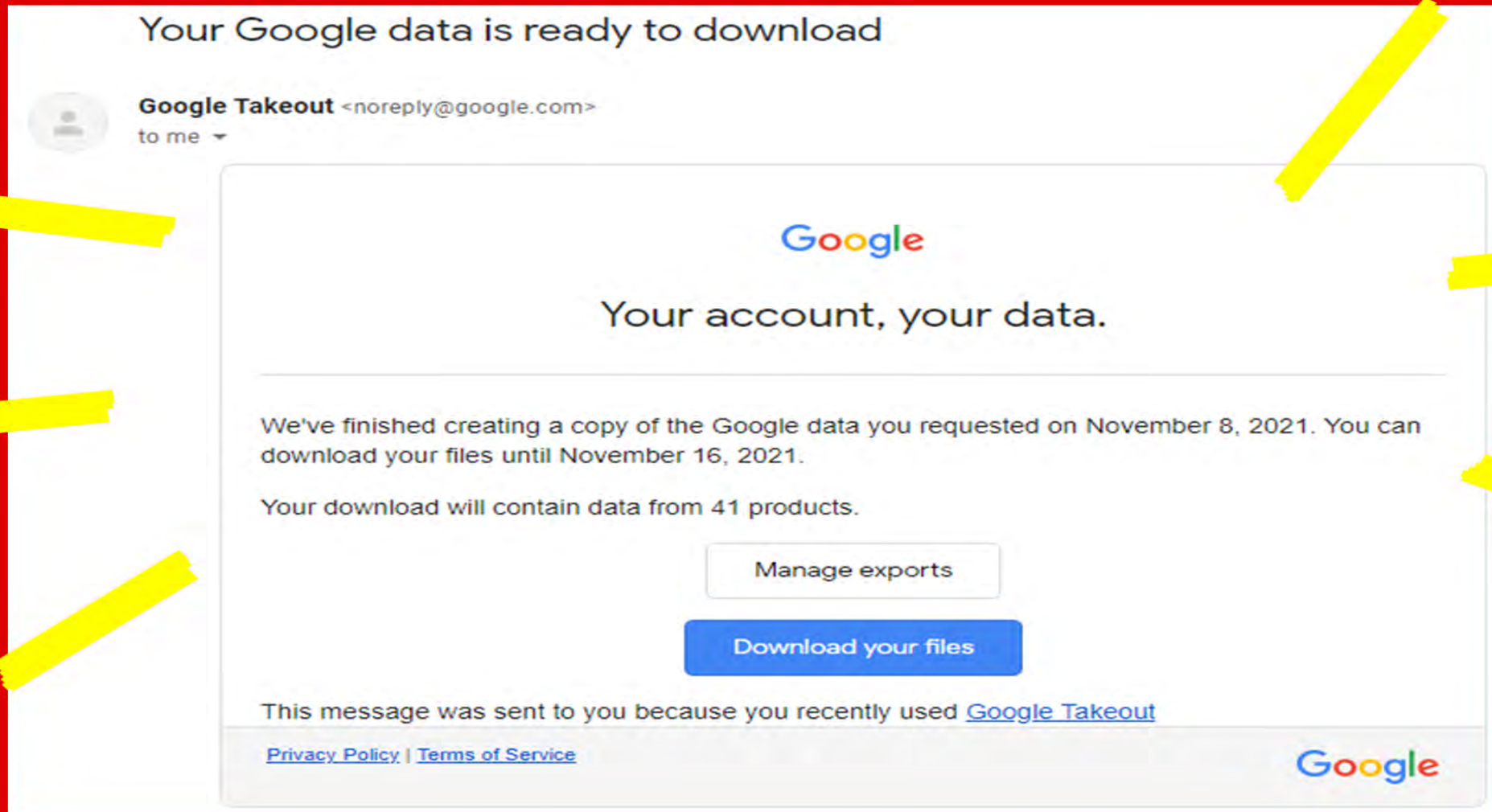
- ✓ Select data to include 40 of 40 selected
- ✓ Choose file type, frequency & destination

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>

Part 2 - Backup Student iCON data without personal Gmail Account

Option a: 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"**

Google Account

Search Google Account

Home

Personal info

Data & privacy

Security

People & sharing

Payments & subscriptions

About

Data from apps and services you use

Your content and preferences related to the Google services you use and third-party apps with access to your account

Apps and services

- Content saved from Google services >
A summary of your services and data
- Third-party apps with account access >
No apps connected

Download or delete your data

- Download your data >**
Make a copy of your data to back it up
- Delete a Google service >
Remove a service you no longer use

Step 3: Under “Select data to include”

-> Click “Select all”

-> Scroll down & Click “Next step”

The screenshot shows the 'Google Takeout' interface. At the top, there is a back arrow and the text 'Google Takeout'. Below that, it says 'CREATE A NEW EXPORT'. The main section is titled '1 Select data to include' and shows '0 of 40 selected'. Under the 'Products' heading, there is a 'Select all' button highlighted with a red box. Below this, the 'Access Log Activity' product is listed with a checkbox. A blue information banner states: 'Due to the size of content found in the Access Log Activity product, exports may take longer to process.' At the bottom of this section, there are two buttons: 'Multiple formats' and 'All activity logs selected'. The 'Arts & Culture' product is partially visible at the bottom with a checkbox.

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”

← Google Takeout

2 Choose file type, frequency & destination

6 exports

File type & size

.zip ▼

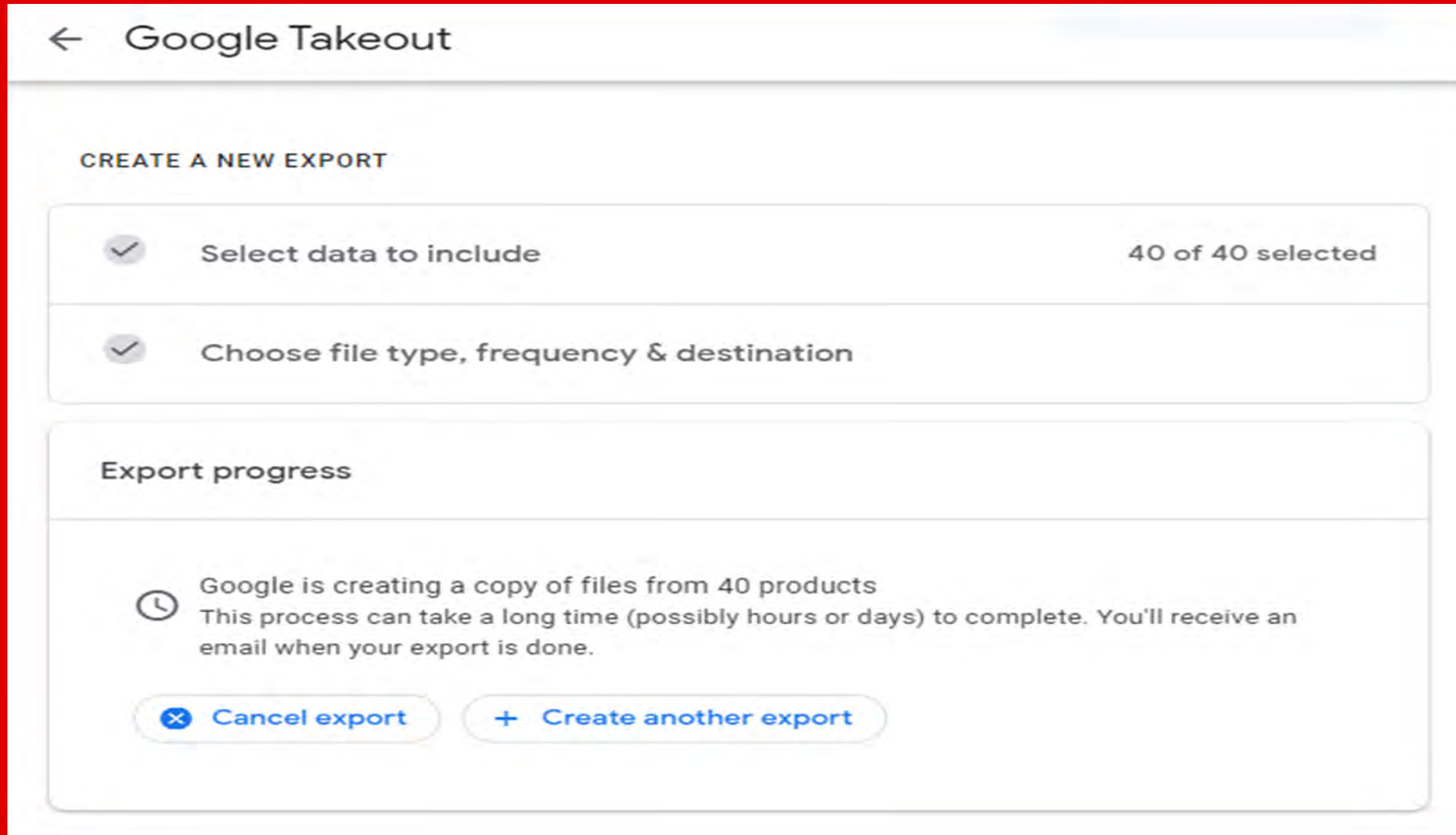
Zip files can be opened on almost any computer.

2 GB ▼

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

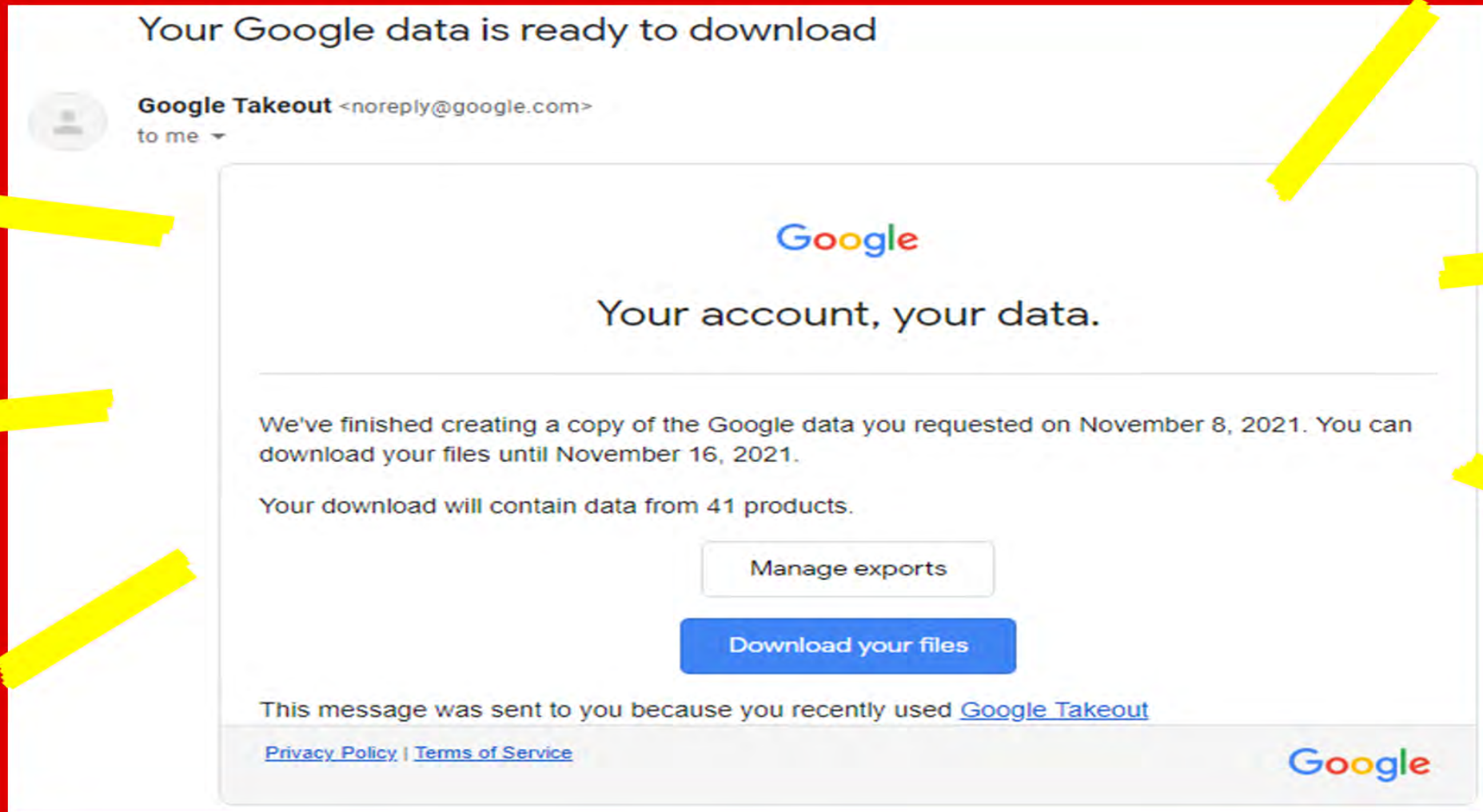
Create export

Step 4 : All set!



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

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>

A red curtain with a blue starry light beam shining through the center.

The End