



# Downers Grove Grade School District 58

We Envision. We Seek. We Believe

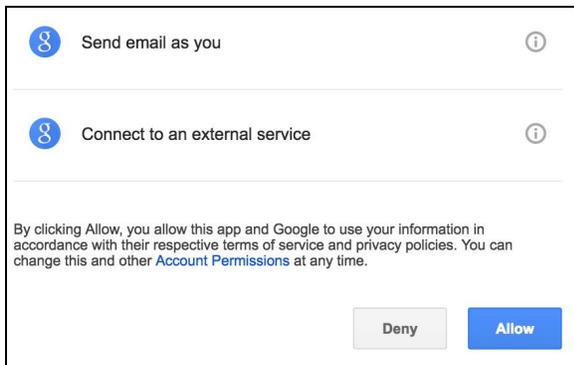
## Backing Up Google Drive Content to a Different Google Account

1. You will need a non-District 58 Google Account. If you do not have a Google Account, you can create one for free. You can sign up for a [new gmail account](#), or [use an existing email to sign up for a Google Account](#). Please make note of this account email address, you will need it for step 3.
2. Sign into your District 58 Account and organize all of the files you want to backup into a single folder in Google Drive. Call this folder “DG58 Files”. ([How to move files in Google Drive](#))
3. Share this folder with your a non-District 58 Google Account. This can be a personal gmail account or a Google Apps Account with another organization. You can share the file with view or edit permissions, it does not matter. ([How to share a Google Drive File](#))
4. Once you have shared the folder with your non-District 58 account, sign out of your District 58 account, and sign-in to your non-District 58 Account.
5. Type the following url into the address bar of your browser:  
tinyurl.com/drivemigrate
6. Click “Review Permissions”

The application "Drive Migrator" needs authorization to run.

Review Permissions

7. A pop will appear, click the blue “Allow” button

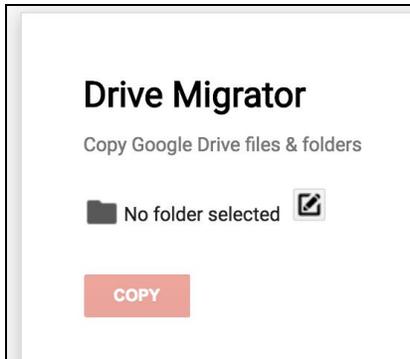




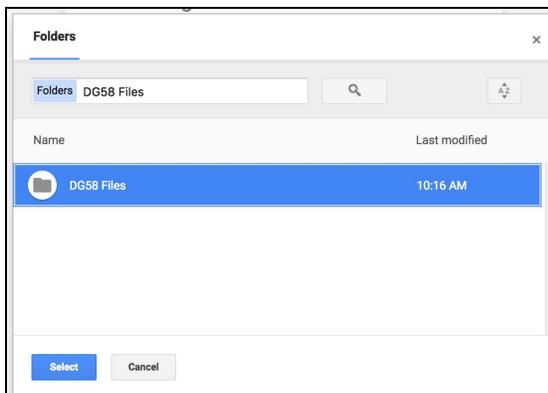
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8. Click the pencil in the box to browse your folders.



9. Use the search feature if needed to find the folder “DG58 Files”. Select that folder - it should now be highlighted in blue.



10. Click the blue “Select” button.

11. Click the red “Copy” button.

This script will now make a copy of the DG58 Files folder all of the files in it. Depending on how many files you have, it could take some time. The backup will appear in a folder called “my backup” followed by the date.

Your new Google Account will own all of the new copied files and have control over them. Because we currently suspend accounts instead of deleting them, you will may continue to have access to the original DG58 Files folder. However, if we delete old accounts, you may lose access to the DG58 Files folder which is why we used this script to make copies.