

Google Takeout Communication for CMS Seniors

As a senior student in CMS, we want to make you aware that once you graduate from CMS your Google account ending in @student.cms.k12.nc.us will no longer be available. This means that you will be unable to access any files in Google Drive or email communications in Gmail. Months after graduating, many seniors discover that they need these files and communications. For this reason, *we strongly encourage all students to either download or transfer their Google data* so that they can access these resources even after their CMS accounts are deleted.

Google has made the process to transfer files quite simple. You can choose to download files via Google Takeout or you can copy your Drive and Gmail data to a personal gmail account via Google Transfer.

- **Google Takeout** allows you to create an archive of your resources from your CMS Google Account in one zip file that you can download. You can then extract and upload these resources to another Google account or open them locally on your computer.
[Google Takeout Directions](#)
-
- **Google Transfer** allows you to copy your Google Drive Files and emails (students only) from your CMS Google account into a personal Google Account. All of your resources will be copies of the original content. Please note, your CMS Google account has unlimited storage. If you have a large amount of data in this account, you may be required to purchase additional storage in

your personal account in order to transfer the data. [Google Transfer Directions](#)

Please note that CMS may not be able to honor a request to access your CMS Google account data after you graduate from CMS.

Resources

[Google Transfer Directions](#)

[Google Takeout Directions](#)

Google Transfer: <https://takeout.google.com/transfer>

Google Takeout: <https://takeout.google.com/takeout>

[Directions in Canvas](#)