



Congratulations Seniors!

As you prepare for graduation and transitioning away from Grosse Pointe Public Schools, we would like to remind you of the digital assets that you have accumulated during your enrollment. **We will be turning off your G Suite Account as of July 2, 2018.** If you are interested in exporting or transferring your GPPSS Google resources, the remainder of this email will explain the processes.

Whichever process you choose, it is recommended not to transfer or export your emails as it may take extra space on a personal account.

Google provides two means for preserving your account: transfer or export.

TRANSFER (Recommended if you want to move this to a personal Google account)

If your preference is to simply transfer your GPPSS Google digital footprint to a personal Gmail account, you have that option. For guidance on how to transfer your GPPSS Google account to a separate Google account, please refer to this video:

[Google Takeout Transfer](#)

To continue with the Google transfer process, please follow this link: [Transfer your content](#)

EXPORT (Recommended if you want to download your information to a location other than Google on a HOME computer)

The export method allows for you to select which information you would like to retain, then packages it and allows for the results to be downloaded to your own computer, or exported to another online storage service, like [Dropbox](#) or [OneDrive](#). For further instructions on how to use the [export/download method](#), please see this video:

[How To Use Google Takeout](#)

And follow this link to download/export your Google archive:

<https://takeout.google.com/settings/takeout>

If you have any questions, please contact your school librarian.