

Copy content from your school account to another account

If you're using a Google Account through your school, you can copy and transfer your files to another Google Account. This process lets you:

Keep important files when you graduate, switch schools, or leave for another reason

What you can copy

You can copy and transfer these kinds of files from your school account to another Google Account:

Email in [Gmail](#) (not contacts, chats, or tasks)

Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)

Documents in [My Drive](#)

Copy & transfer your files

Each time you copy files from your school account, a new set of copies is created in your Google Account.

Create an account

If you haven't already, [create a Google Account](#). Your new email address will be your username@gmail.com.

Start the copy process

1. On your school account, go to [Transfer your content](#).
2. Enter the email address of the Google Account where you want to copy your content.
3. Select Get code.
4. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
6. Choose the content you'd like to copy, then select Start transfer.

Details about the copy process

The copy process usually happens within a few hours, but it can take up to a week.

Copied files might appear in batches on your Google Account during the copy process.

When your files are finished copying, you'll get an email at your Gmail address.