Google Drive Transfer of Ownership

For Graduating and Transferring Students

Prepare your files

To copy content that other people have shared with you, follow the directions below:

Add files to "My Drive"

If you want to organize shared files, add them to "My Drive."

1. Login to your MCS Google Drive drive.google.com.
2. On the left, click Shared with me.
3. Click the files or folders you want to add to your drive.
4. In the top right, click Add to My Drive.
5. Click Organize.
6. Choose the folder you want to add to.
7. Click Move or Move here.

Remove files or folders that people have shared with you

If someone shared a file or folder with you that you don't want to see anymore, you can remove it.

1. Login to your MCS Google Drive drive.google.com.
2. On the left, click Shared with me.
3. Right click the file you want to remove and click Remove.

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.
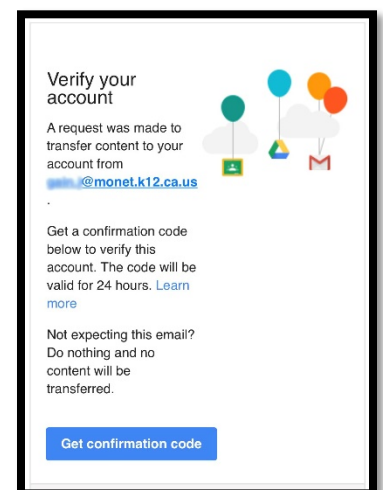
Details about the copy process

- 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.