



CITRUS VALLEY HIGH SCHOOL

REDLANDS UNIFIED SCHOOL DISTRICT

Greetings RUSD Seniors:

As you enter the next phase of your life, it is important to know that your RUSD **Google Account** will expire on **November 30, 2023**. This includes e-mail and all of the contents that you have saved in your Google Drive throughout your years in RUSD.

Following are some answers to questions that you may have:

1. Is there an easy way to transfer my files to my personal Google Account? **YES; After you have graduated the Transfer feature can transfer the Google Drive files you created. The IT Service Center tested this feature and found this may take up to a week to transfer your mail and files. We suggest you transfer one app at a time. The Google Takeout feature is quicker for Google Drive files as it creates a zip file that you unzip in your personal account.**
 - a. Open Chrome then log in to your @redlandsschools.net account. Click your Google account icon (top right corner), then select **Manage your Google Account**.
 - b. On the **Home** page, find the **Transfer your content** area, then click **Start transfer**.
 - c. Enter a destination account. (enter your personal Gmail account) Google will send your personal account a code that you must enter. Open another browser or an incognito window and log in to a personal email account to get the code. Return to your RedlandsSchools account and refresh the screen before typing or pasting the code into the field.
 - d. Click **Verify**. Google sometimes has a slight problem with this but just hit the refresh icon or hit **F5**.
 - e. Select the content to transfer, again we suggest only one at a time. Move the blue toggle button to toggle apps on or off (you may have to refresh). Then click **Start Transfer**. Please be patient as it takes time to transfer all your files.
 - f. You will notice this transfer process creates the same folder structure you had in your RedlandsSchools account in your personal account. Any messages you had in the Inbox will be in a folder titled: **Moved date and time**.
2. What happens if I don't transfer my files before my account expires? **Your files cannot be retrieved once the account is expired. It is very important that you do this before the expiration date.**
3. How do I let people know that my e-mail address is changing? **As soon as you have an alternate email address you want to share with others, create a Vacation Response in your RUSD Mail account to alert people about your graduation and new address.**

This information will be posted on the RUSD WEBSITE under *Technology Services* for future references.

Once again, congratulations and best wishes on your future endeavors.