



## Move From Greensboro Google Drive to Personal Google Drive

You cannot simply transfer the contents of your Greensboro College Google Drive to another Google Drive. If you are within the same domain (i.e. Greensboro.edu) then you can share the contents of your drive with another account. But, to move the contents of your account, you will have to do the following:

1. Sign in to your Greensboro College Gmail account, click the **Google apps** icon in the upper-right corner, and then choose **Drive**.
  2. In Drive, select all of your documents, right-click, and choose **Download**.
  3. After your files have been compressed into a downloadable .zip file, choose **Save as** at the bottom of your screen, and save the .zip file to your desktop.
  4. Sign in to your Personal Gmail account, click the **Google apps** icon in the upper-right corner, and then choose **Drive**.
  5. Click on the upload icon and choose file.
  6. Choose the zip file that you downloaded from your original **Google Drive**.
- You can unzip the files from the original and then upload each individually to your personal drive, but you will have to do each separately.