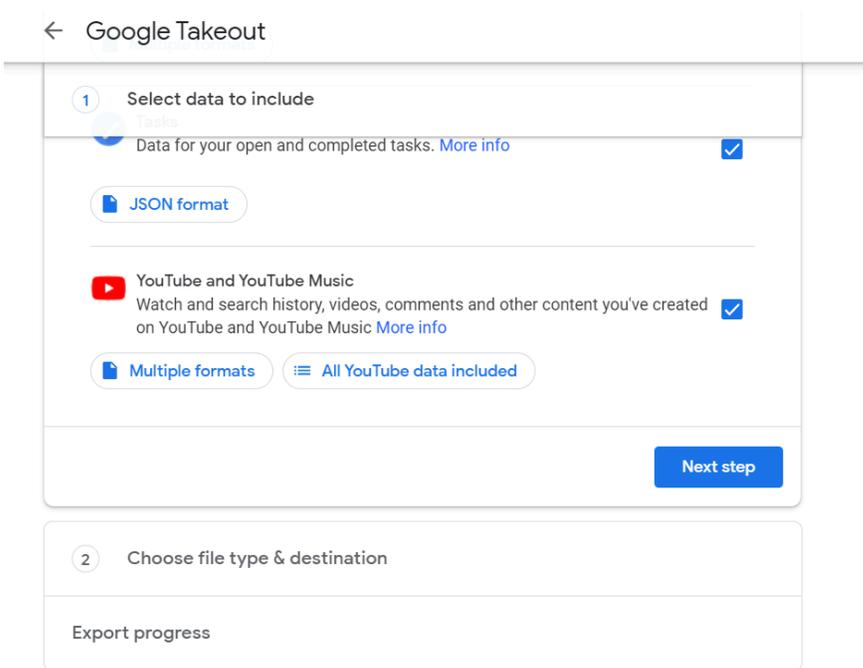


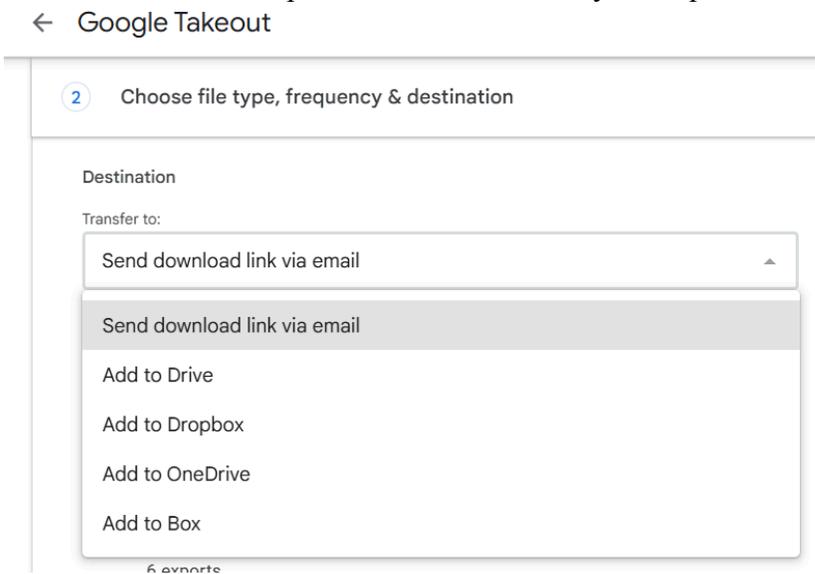
Download all data in your Connecticut College Google Account using Google Takeout

Go to takeout.google.com and sign into your Connecticut College gmail account.

Select the data you want to export by clicking on the checkboxes and then click “Next Step”.



Choose from the multiple destinations to send your export to.



Select the destination for the export, frequency of exports, and file type and size you want for the export.

2 Choose file type, frequency & destination

Destination

Transfer to:

Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files. [Learn more](#) about how to locate, access, and share your data.

Frequency

Export once

1 export

Export every 2 months for 1 year

6 exports

File type & size

File type:

.zip

Zip files can be opened on almost any computer

File size:

2 GB

The output of your request might be delivered in multiple files

After the final step, Google will tell you when the export process will start and how long it will take.

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

Select data to include

Choose file type & destination

Export progress

Export 1 of 1 will start on May 3, 2021

Google will notify you when your downloads are ready via the destination of your export you selected.

Caution: Download each portion one at a time and when your network is free of other activities. The download process can overwhelm your home bandwidth when other Internet activities are going on.

Delete Emails in Gmail

To Delete by size only

Log into your email account

1. In the Search box, type “has:attachment larger:10m.” without the quotes
2. Click Search . Note: Replace "10" with a higher number to **delete** large files.
3. Select the **emails**, then click **Delete** .
4. On the left side of the page, click Menu. Trash.
5. At the top, click Empty trash now.

Repeat the process decreasing by 1 until you get to 1MB.

Gmail's inbox can display a maximum of 50 emails per page, so if the emails you want to delete span multiple pages, you have to search and delete them in multiple actions.

To delete by Date

Emails can be deleted in large amounts using the web browser if you follow the instructions below.

These functions are not available on mobile browsers and Gmail Apps.

- Find mails that you want to delete:
 - You can search for **before:2011/01/01** in the top search bar, also use other parameters as found [here](#) OR
 - navigate to the label that contains the mails you want to remove OR
 - select the label **All mail** to remove all messages from your account.
- Select the messages with the checkbox above the message list.
- Click on the link **Select all x,xxx conversations...** that appears if you have more messages than displayed on the current page.
- Click the delete button to send all mails to Trash.
- To finally delete the mails please navigate to the label Trash and click on the link Empty Trash now.

Please remember that this action cannot be undone and once mails are deleted from Trash you can never get them back.

Google Search Parameters:

<https://support.google.com/mail/answer/7190?hl=en>

Transfer data from one gmail account to another

If you are a Connecticut College alumni and would like to keep the contents of your email here's how:

First set up a free gmail account. If you do not have one here is the link to do so: [Create New Google Account](#).

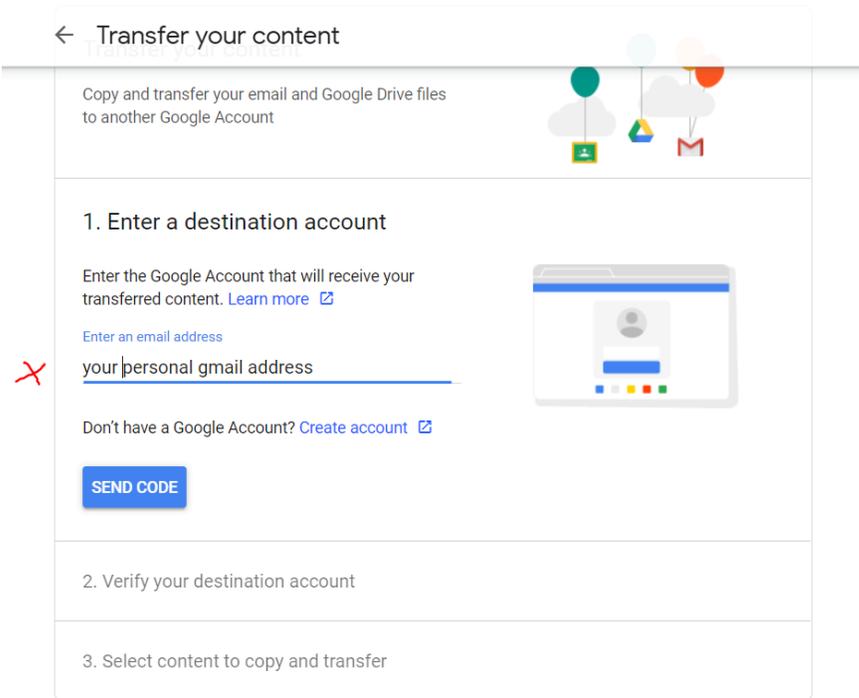
Login to your Connecticut College email account mail.conncoll.edu.

Then go to this link <https://takeout.google.com/transfer>.

Enter the destination email account you want the data from the previous email to be transferred to.

After verifying your gmail account with the code, the data transfer will start.

This is the cleanest way to retain essential email/data from your Connecticut College email account.



The screenshot shows the 'Transfer your content' page. At the top, there is a back arrow and the title 'Transfer your content'. Below the title, it says 'Copy and transfer your email and Google Drive files to another Google Account'. There are icons for Drive, Gmail, and Photos. The main content is divided into three steps: 1. Enter a destination account, 2. Verify your destination account, and 3. Select content to copy and transfer. In the first step, there is a text input field with the placeholder 'your personal gmail address' and a blue 'SEND CODE' button. A red 'X' is placed to the left of the input field. There is also a 'Learn more' link and a 'Create account' link.

Download a Copy of Your Google Drive Files

Go to takeout.google.com.

Select “Deselect All”.

Select only Drive.

Choose file type, destination, and the size and format you want the drive files to be.

Then click “Create Export”.

The final screen will have a scheduled date for the export.

Google will notify you when your downloads are ready via the destination of your export you selected.

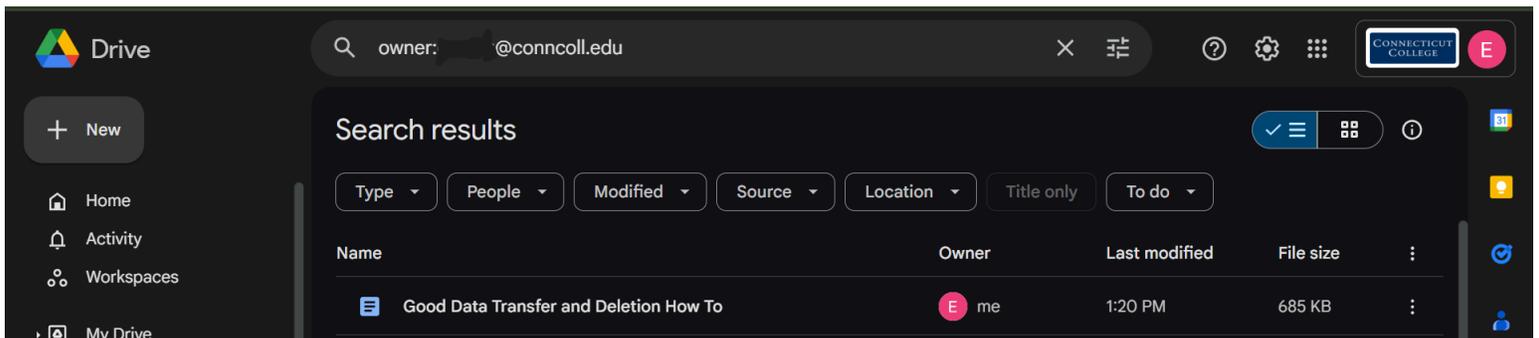
Deleting Files from Google Drive

Before Deleting files from Google Drive, make sure you are the owner of the file and also that you are NOT sharing with others.

To find the owner of files and folders, open Drive and type in the search “Owner:yourusername@conncoll.edu”. Example, for jsmith@conncoll.edu in the search bar inside Drive, type “Owner:jsmith@conncoll.edu”.

The screenshot below will appear - Delete all large files, unwanted files, or duplicate files living on your Google Drive.

Contact people you are sharing files with to make copies of those files before deleting them.



Transfer File/Folder Ownership in Google

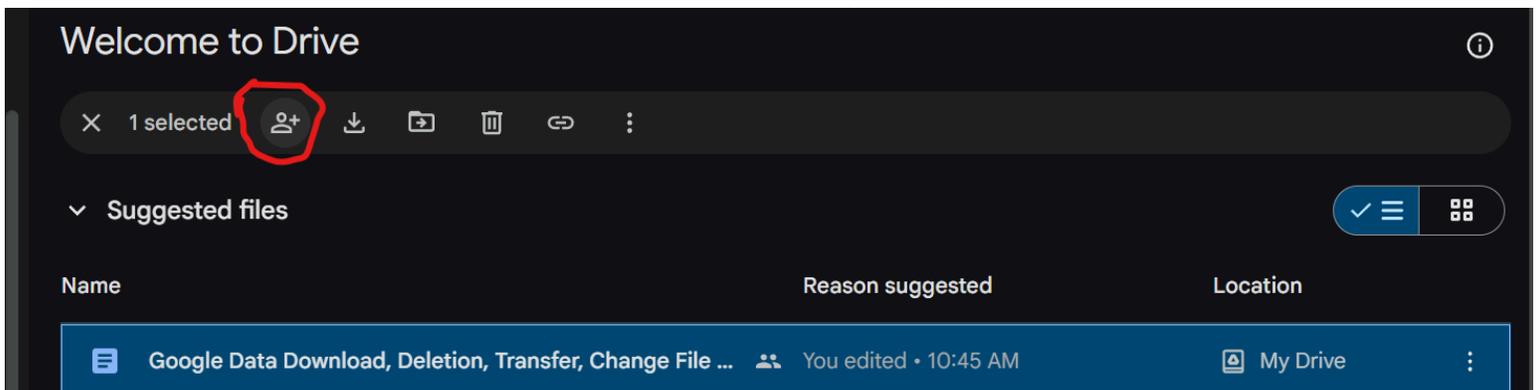
NOTE: To transfer ownership of a file you first must share the file or folder with the person.

Share a Single File or Folder with Another Person in Google

First use a computer and go to Google Drive, Docs, Sheets, Slides, or Vids.

Click on the file you want to share so that it is highlighted.

Click the Share button which looks like an icon of a human with a plus sign next to it.



Then enter in the email addresses of the person you want to share the files with.

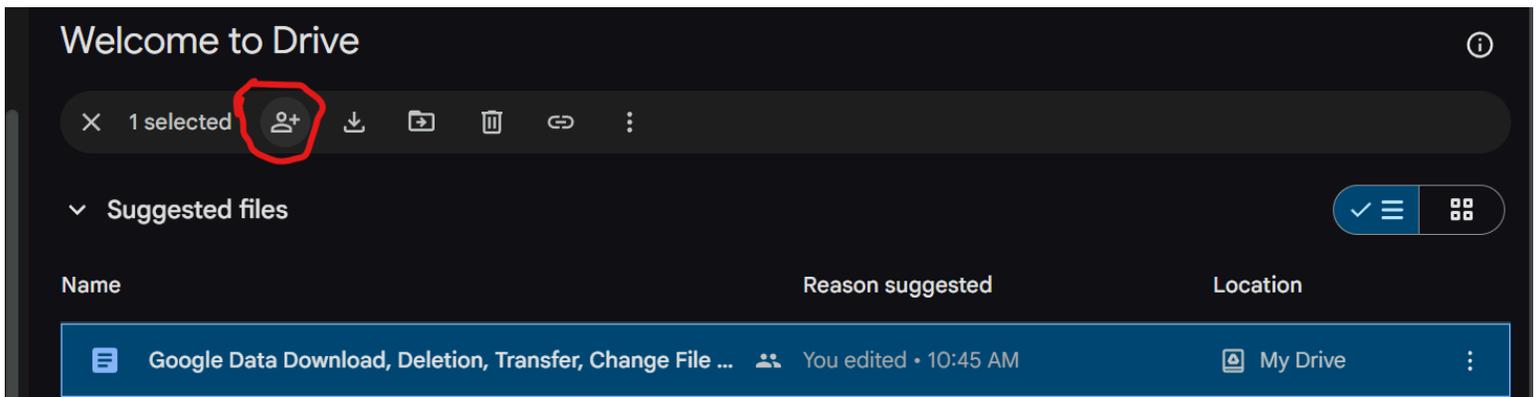
Click Send.

Share multiple files or folders with another person

First use a computer and go to Google Drive, Docs, Sheets, Slides, or Vids.

On your keyboard hold Shift and click on two or more files

Click the Share button which looks like an icon of a human with a plus sign next to it.



Then enter in the email addresses of the person you want to share the files with.

For further information about sharing Google Files go here:

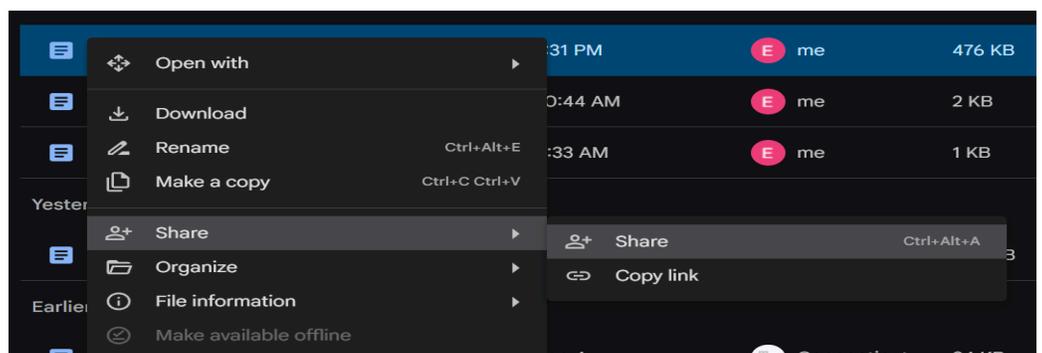
<https://support.google.com/drive/answer/2494822#zippy=%2Cshare-a-single-file>

Change Ownership in Google Drive

On a computer go to Google Drive.

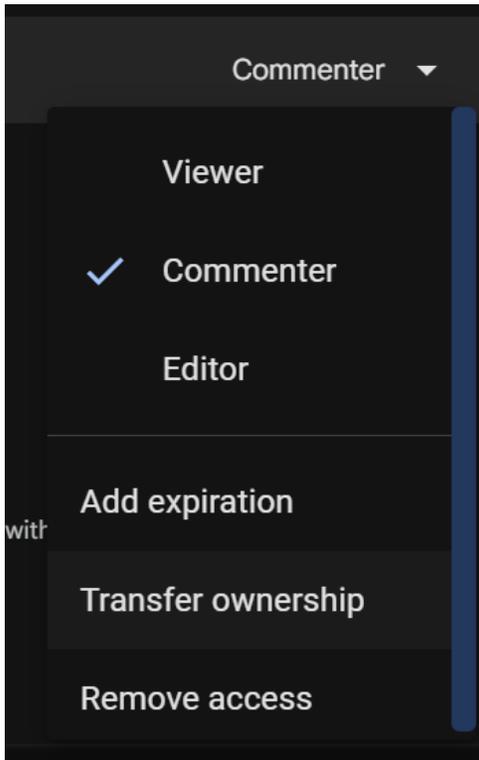
Find the file you want to transfer ownership and right click on it.

A menu will appear.



Click Share then click Share

Next to the recipient's name click the Down arrow and select Transfer Ownership.



NOTE: You won't be able to cancel a transfer after confirming your choice.

You will have to request the new owner to transfer ownership back to you.

For further reading about changing ownership of Google files go here:

<https://support.google.com/docs/answer/2494892?hl=en&co=GENIE.Platform%3DDesktop>