

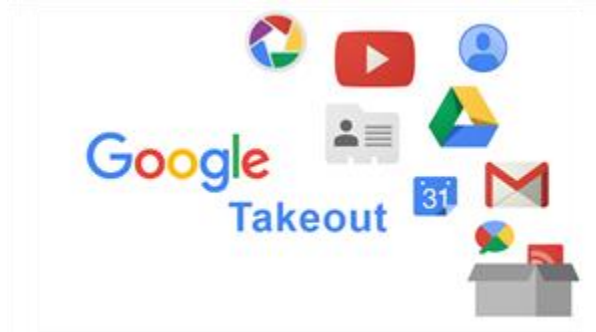
End of Year For Graduating Seniors

Students have had access to many technology systems throughout their Coatesville Area School District career. Seniors will lose access to all systems on July 30th. Please follow the instructions below to ensure that content is transferred and backed up.

- All files you wish to retain should be transferred to your own Google Drive, a personal Office 365 account, or other cloud/storage system.

Transferring your data to a personal account:

- Google Takeout is Google's tool to move your data (including Mail, Calendar, Drive, Photos, Youtube, and more) from one account to another.
- **Do not download your archives on public computers or upload them where others can see them.** Best practice is to follow these steps on a personal or home computer.
- Graduating Seniors have until July 30th to archive G-Suite Data. After that date, your account will be inactivated and you will not be able to access it.
- Google Takeout will be available beginning May 24, 2021.



Google Takeout Directions for Seniors:

- Navigate to **Google Takeout**.
- Log into your G-Suite account.
- Once logged in check that your CASD e-mail address is listed in the upper right corner of the window and you are properly logged into your CASD Google Account.
- Select the Google Products you wish to backup – at the minimum, you should backup Drive.
- Click Next.
- Set File Type to .zip and set Delivery Method to Send download link via email.
- Click Create Archive.
- The archive process will begin. You can stay on this screen until the archive is complete and then download the resulting file, or you can move on to other work and wait for the email that will arrive indicating the archive is ready.
- Download the archive file (.zip).
- You can unzip this file onto your computer or upload to your personal Google account.

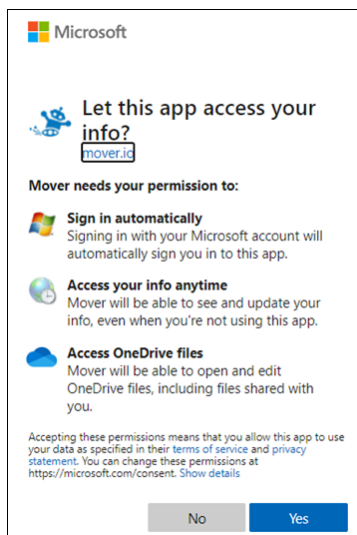
Office 365 Directions for Seniors:

You've worked hard on your school projects and it's a good idea to transfer your files before you graduate, so you can use them for your resume, portfolio or even work-related projects. With Microsoft OneDrive, you get [5 GB of free cloud storage](#) - or [1 TB if you have a Microsoft 365 subscription](#) - and can simply move your school files to your personal OneDrive account.

1. Go to [Mover Sign In](#) page.
 - If you already have a Microsoft account that you use with services like OneDrive, Microsoft 365, Outlook, or Xbox, use the same account to sign in. If you've forgotten your username or password, or need more information about your Microsoft account, see [this](#) article.
 - If you don't have a Microsoft account, go to [this](#) page, and select Create a Microsoft account. You'll use this new account, which includes 5GB of free OneDrive storage, to sign into Mover and transfer your school files.



2. The first time you log in to Mover with your Microsoft account, you'll be asked to give permission to access your files. Select Yes to continue.



3. On the next page, select Authorize New Connector under Step 1: Select Source.

4. Then select Authorize next to OneDrive for work or school (Single User). This allows Mover to access your school files.



5. Log in with your Microsoft 365 school account to authorize it as a source location.
6. Review and select the files and folders that you want to move. Note that all the files and folders in the directory you select, will be moved.
7. To choose the location that your files will move to, click Authorize New Connector under Step 2: Select destination.
8. On the next page, select Authorize next to the Microsoft account that you want to move your files to.



9. Enter the username and password for your personal Microsoft account.
10. Select an existing folder to move your files to, or select Create Folder if you want a new folder for your files.
11. Under Step 3: Start transferring, select Start copy. Mover transfers a copy of your school files over to your Microsoft account OneDrive.

Note: Your original files will remain in your Microsoft 365 school account and will not be removed.

12. If you want to see more information about the transfer, review the data under Transfer. For example, if you have any Files Skipped, select the number of files in the column and review the files.

Files Successful	Files Failed	Files Skipped
		34

Your Google Account is for CASD students only, so your access to will officially end upon graduation. As a courtesy, the District gives you a one-month grace period to complete the backup process but you should assume that these accounts will no longer exist after July 30th. Congratulations on your graduation from Coatesville Area School District and best of luck in all of your future endeavors!