How to Move Your Google Data: Bloomfield College to Montclair State University

June 4, 2024

Introduction

Overview

This presentation outlines a step-by-step process for transferring your data from your **Bloomfield College** Google Account to your **Montclair State University Google Account**.

Migration Process

The guide covers two options for migrating data: using Google's **'Transfer your content'** feature or using **Google Takeout** to export and then manually import your data using.

Supported Data Types

Google Drive, Gmail, Google Sites, Calendar, Google Photos, and other Google account data.

By following the steps in this presentation, you can successfully migrate your important data to your new Montclair State University Google Account.

"Transfer Your Content" Tool (Option 1)

What It Is

A streamlined tool designed to copy your Gmail and Google Drive data directly from one Google account to another.

What It Transfers

Gmail: All email messages.

Google Drive: All files you own in "My Drive"

Ideal For

Users who need a quick and straightforward way to transfer their email and drive files without downloading them to a local device.

Pros

- ✔ Ease of Use: Simple and user-friendly interface.
- ✔ Direct Transfer: Data is copied directly from one account to another without the need for intermediate steps.
- ✔ No Local Storage Required: Avoids the need to download files to your computer.
- ✔ Automated Process: Minimal manual intervention required after initiating the transfer.

Cons

- ✖ Limited Data Types: Only supports Gmail and Google Drive files.
- ✖ No Selective Transfer: Copies all data in Gmail and Drive without allowing you to pick specific items.

← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account

1. Enter a destination account

Enter the Google Account that will receive your transferred content. Learn more ⧉

Enter an email address

Don't have a Google Account? Create account ⧉

SEND CODE

2. Verify your destination account

3. Select content to copy and transfer

Google Takeout (Option 2)

What It Is
A comprehensive tool that allows you to export and download a copy of nearly all your Google account data.

What It Exports
Gmail: Emails (in .MBOX format).

Google Drive: Files and folders

Google Photos: Photos and videos.

Google Calendar: Events and schedules.

Google Contacts: Contact information.

And more: You can export data from numerous other Google services.

Ideal For
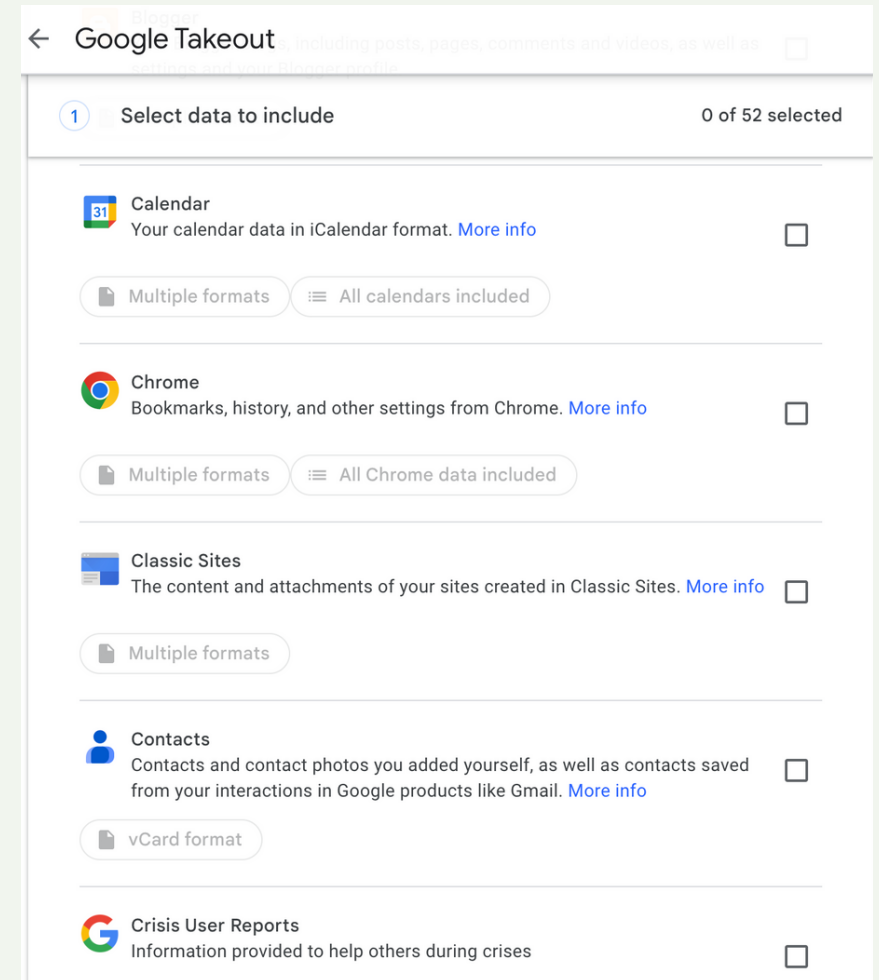Users who need to transfer a wide range of data types, not just Gmail and Google Drive files.
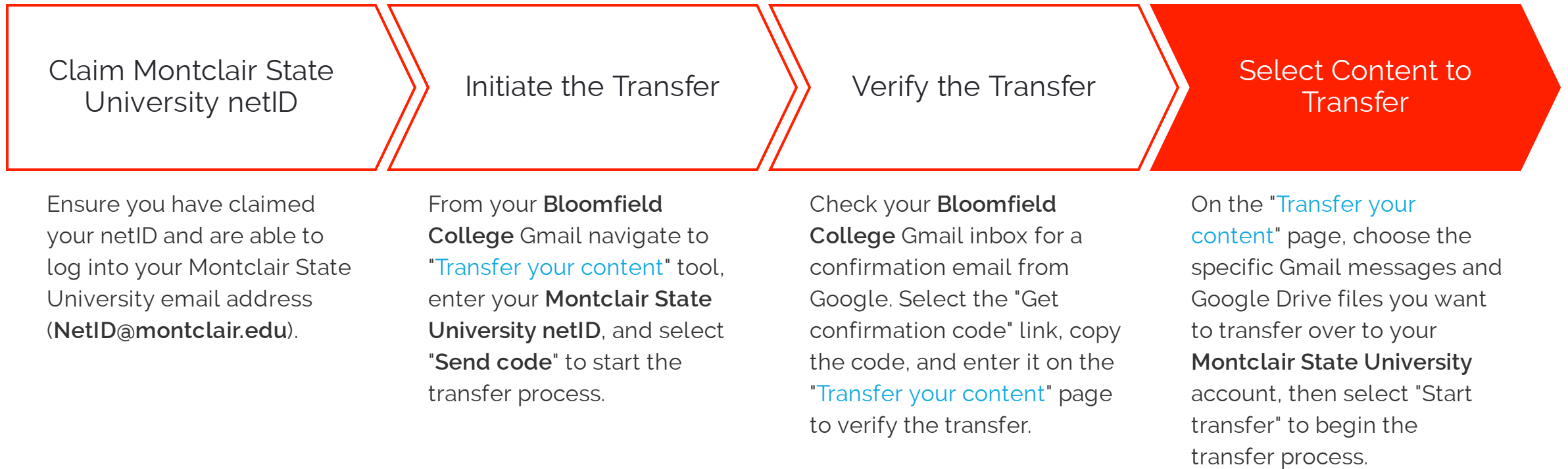
Users who want a local backup of their Google data.

Pros
✔ **Comprehensive Data Export**: Supports a wide range of Google services beyond just Gmail and Drive.

✔ **Customizable**: Allows you to select specific data types and customize the export.

✔ **Archival Purposes**: Provides a local backup of your data in various formats.

Cons
✖ **More Complex**: Requires more steps to download and then upload data to the new account

✖ **Local Storage Needed**: Requires intermediate storage space on your computer.

✖ **Manual Upload**: Requires manually uploading data to your new Google account.

✖ **Limited Upload**: Not all of the exported services have the ability to be imported or transferred.

← Google Takeout

① Select data to include   0 of 52 selected

Calendar
Your calendar data in iCalendar format. More info
[Multiple formats] [All calendars included]

Chrome
Bookmarks, history, and other settings from Chrome. More info
[Multiple formats] [All Chrome data included]

Classic Sites
The content and attachments of your sites created in Classic Sites. More info
[Multiple formats]

Contacts
Contacts and contact photos you added yourself, as well as contacts saved from your interactions in Google products like Gmail. More info
[vCard format]

Crisis User Reports
Information provided to help others during crises

Option 1: Using the "**Transfer Your Content**" Tool

Claim Montclair State University netID

Ensure you have claimed your netID and are able to log into your Montclair State University email address (**NetID@montclair.edu**).

Initiate the Transfer

From your **Bloomfield College** Gmail navigate to "Transfer your content" tool, enter your **Montclair State University netID**, and select "**Send code**" to start the transfer process.

Verify the Transfer

Check your **Bloomfield College** Gmail inbox for a confirmation email from Google. Select the "Get confirmation code" link, copy the code, and enter it on the "Transfer your content" page to verify the transfer.

Select Content to Transfer

On the "Transfer your content" page, choose the specific Gmail messages and Google Drive files you want to transfer over to your **Montclair State University** account, then select "Start transfer" to begin the transfer process.

Finding Your Copied Files

Gmail

Copied email messages will be labeled with your **Bloomfield College** account name and the **date you started the copy process**.

Google Drive

Copied files from your Google Drive will be placed in a folder labeled with your **Bloomfield College** account name and the **date you started the copy process**.

Option 2: Archive Data Using **Google Takeout**

Overview

Google Takeout allows you to export and download a copy of various types of data stored in your Google account.

Customize Export

Customize the export settings, including file format, delivery method, and frequency.

Download and Import

Download the exported data archive and import it into your Montclair State University Google Account.

[Please note: only these core exports, Drive, Calendar, Contacts, and Photos are easily uploadable within their respective Google apps.)

Select Data

Choose the specific data types you want to export, such as Google Drive files, Gmail, Google Photos, and more.

Create Export

Initiate the export process and wait for Google to generate the downloadable data archive.

Verify Data

Ensure the imported data matches the original data in your Bloomfield College Google Account.

Exporting Specific Data Types

Exporting Google Drive Files

Select the Drive option, choose specific folders to export, and follow the prompts to create the export.

Exporting Gmail Data

Select the Mail option, choose specific labels to export, and follow the prompts to create the export.

Exporting Google Photos, Calendar, and Contacts

Select the individual services (Photos, Calendar, Contacts), customize the selection as needed, and follow the prompts to create the exports.

Importing Data to Montclair State University Account

Upload Google Drive Files: instructions here

Upload Google Photos to New Account: instructions here

Import Google Calendar Events: instructions here

Upload Contacts: instructions here

Troubleshooting and Tips

- ## Error Messages
  If you encounter an error message, please escalate to IT Support.

- ## Storage Space
  Ensure you have enough storage in your Montclair State University Google Account.

- ## Expired Codes
  Request a new code if your confirmation code has expired.

- ## Organize Files
  Before exporting, organize your files into folders for easier management.

- ## Separate Exports
  For large amounts of data, consider separating exports by service (e.g., Drive, Mail) to avoid failures.

- ## Verify Data
  Compare your exported data with the original data to ensure completeness.

Support Needed?

The IT Service Desk is here to assist you. For help, please contact the IT Service Desk at (983) 655 7971, Option 1.

You can also email itservicedesk@montclair.edu and include a copy of the error message.