

SSOE 2 Quick Guide



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Contents

Overview – Guide for Google Takeout to Back up Student iCON Data

	Page
1. Data Backup & Account Deactivation – What is Google Takeout?.....	3
2. Note on use of different browser windows for transfer of content.....	4
3. Backup Student iCON data	
i. <u>Option A</u> : Transfer your content (applicable to Gmail and Drive apps).....	5
ii. <u>Option B</u> : Download your data (applicable to all Google apps).....	9
iii. Note to Students.....	13

1 Data Backup & Account Deactivation – Google Takeout

Google Takeout



This guide will outline how to:

- Use **Google Takeout** to **export and retain your data** before your Student iCON account is deactivated on **31 December** of your graduation year.

What is Google Takeout?

Google Takeout is a tool that allows you to **export and download a copy of your data** from your Student iCON account before graduation. This may include emails, Google Drive files, Google Photos, contacts, calendars, and other Google Workspace data.

Using Google Takeout helps ensure that you **retain access to important information** by extracting and saving your data before your Student iCON account is deactivated.

Why should you use Google Takeout before graduation?

- **Keep important schoolwork** for future studies in Institutes of Higher Learning (IHLs).
- **Prevent data loss** by saving your files before your Student iCON account is deactivated.
- **Transition smoothly** to a personal Google account for future applications and communication.

2 Note on use of different browser windows for transfer of content

For a more optimal experience when transferring your content with Google Takeout, you are recommended to use **2 different browser windows** for **login to Student iCON account** and **personal Gmail account**. Please refer to the following for more information for the various web browsers.



Google Chrome Web Browser

- 1 **Google Chrome** browser window for login to Student iCON account
- 1 **Incognito** window for login to personal Gmail account
- Refer to this [link](#) on how to browse in Incognito mode.



Microsoft Edge Web Browser

- 1 **Microsoft Edge** browser window for login to Student iCON account
- 1 **InPrivate** window for login to personal Gmail account
- Refer to this [link](#) on how to browse in InPrivate mode.



Safari Web Browser

- 1 **Safari** browser window for login to Student iCON account
- 1 **Private** window for login to personal Gmail account
- Refer to this [link](#) (for iPad) and this [link](#) (for Mac) on how to browse in Private mode.



Firefox Web Browser

- 1 **Firefox** browser window for login to Student iCON account
- 1 **Private** window for login to personal Gmail account.
- Refer to this [link](#) on how to browse in Private mode.

3 Backup Student iCON data to your personal Gmail Account

i. Option A: Transfer your content (applicable to Gmail and Drive apps)

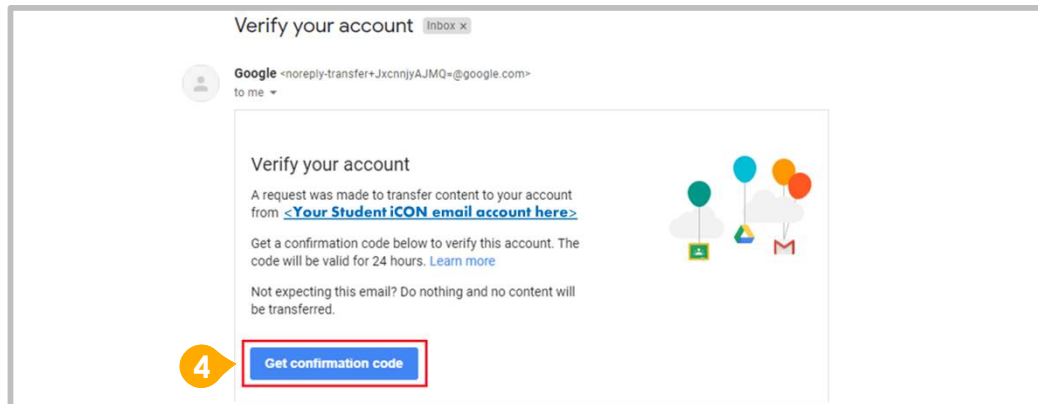
The image shows two screenshots of the Google Account interface. The top screenshot is the 'Data & privacy' page. On the left sidebar, the 'Data & privacy' link is highlighted with a red box and a yellow callout '2'. In the main content area, the 'Transfer your content' widget is shown, with a blue 'Start transfer' button highlighted by a red box. The bottom screenshot shows the 'Transfer your content' setup page. It has a heading '1. Enter a destination account' and a text input field labeled 'Enter an email address' with the placeholder '<Type your destination email account here>'. This input field is highlighted with a red box and a yellow callout '3'. Below the input field is a 'SEND CODE' button, also highlighted with a red box.

Before logging in below, refer to **Slide 4** for more information on the use of the various web browsers.

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Under "Data & privacy",
Click on "**Start transfer**" on the
"Transfer your Content" widget
- 3 Enter your destination account to transfer
your data.
→ Click "**SEND CODE**"

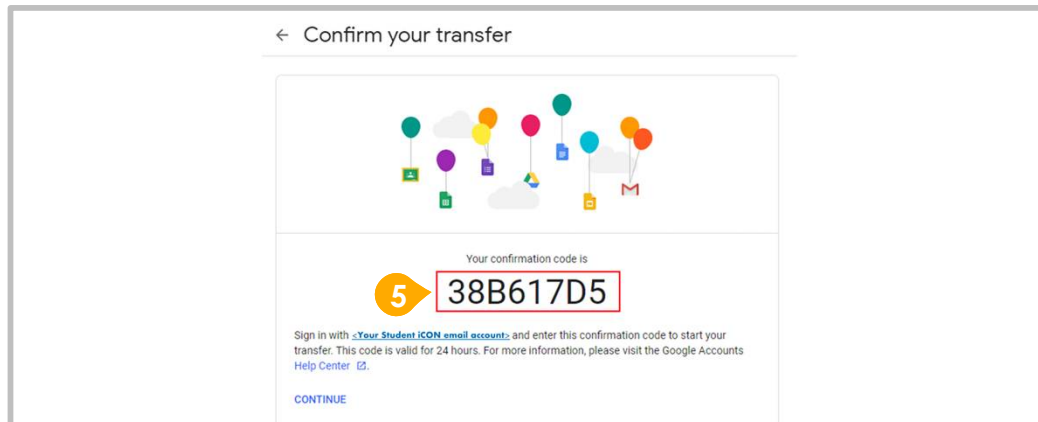
3 Backup Student iCON data to your personal Gmail Account

i. Option A: Transfer your content (applicable to Gmail and Drive apps)



- 4 Check your destination email account inbox. You will receive an email to Verify your account.
→ Click **"Get confirmation code"**

- 5 Copy the confirmation code generated.



3 Backup Student iCON data to your personal Gmail Account

i. Option A: Transfer your content (applicable to Gmail and Drive apps)

← Transfer your content

✓ 1. Code sent to <Your destination email account>

2. Verify your destination account

Check your <Your destination email account> email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#)

Enter code
38B617D5

VERIFY RESEND CODE

6 Return to Google Takeout.

→ Enter the code under “Verify your destination account”

→ Click “**VERIFY**”

← Transfer your content

✓ 2. Account verified

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)

<Your Student iCON email> → <Your destination email>

Product	Details
Drive	My Drive files, Files you own
Gmail	All mail

Copy and transfer to <Your destination email> [Change](#)

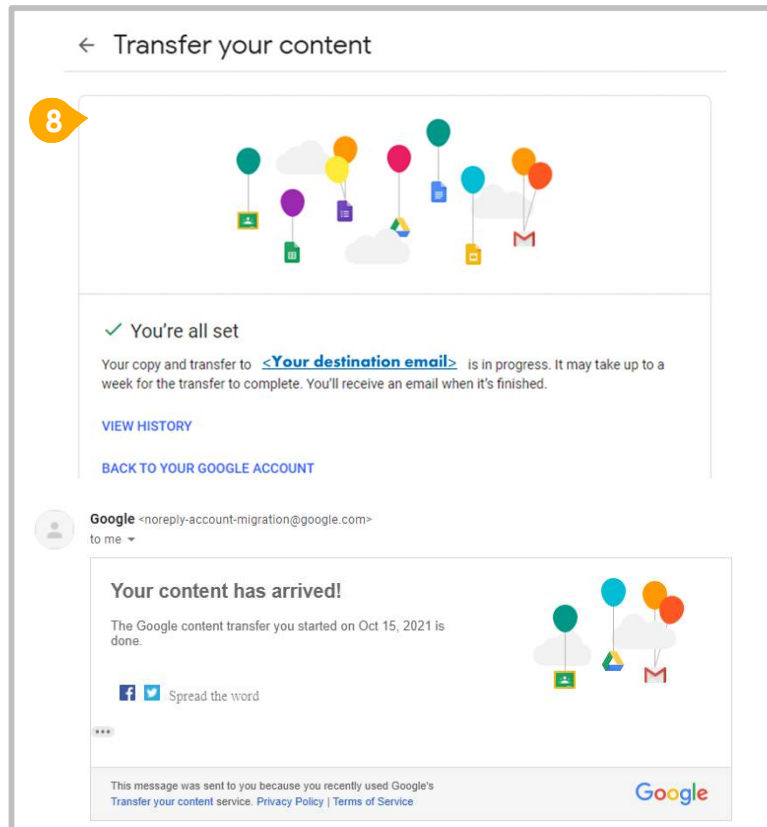
START TRANSFER

7 Once destination account has been successfully verified,

→ Click “**START TRANSFER**”

3 Backup Student iCON data to your personal Gmail Account

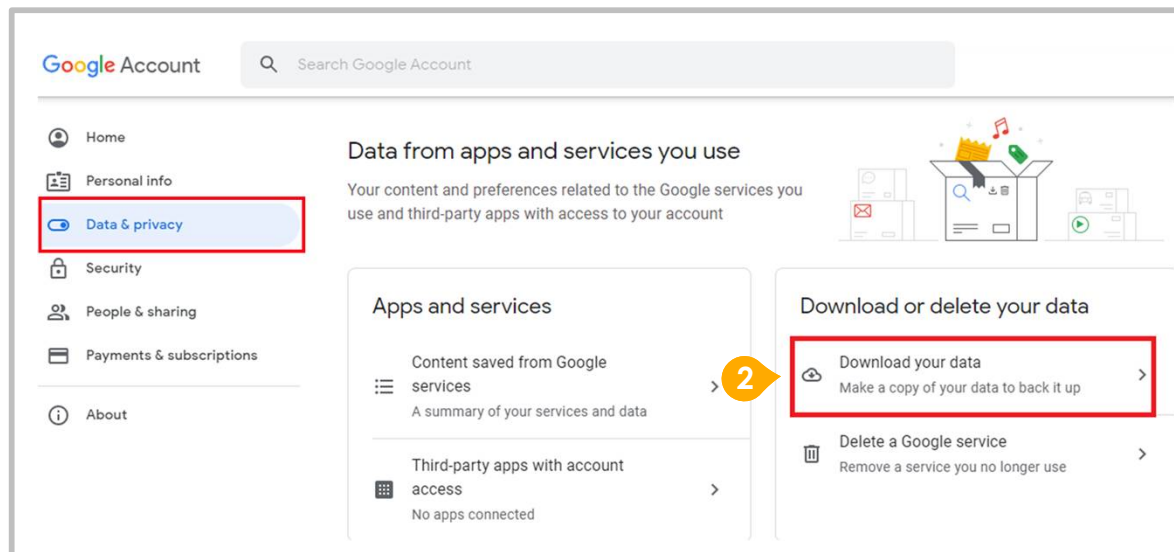
i. Option A: Transfer your content (applicable to Gmail and Drive apps)



- 8 All set!
You'll receive an email once the export is complete.

3 Backup Student iCON data

ii. Option B: Download your data (applicable to all Google apps)



1 Login to Student iCON:
<http://myaccount.google.com/>

2 Click "**Data & Privacy**" and scroll down.
→ Click "**Download your data**"

3 Backup Student iCON data

ii. Option B: Download your data (applicable to all Google apps)

← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products **Select all**

Access Log Activity
Collection of account activity logs ☐

Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

Arts & Culture
Favorites and galleries you've created on Google Arts & Culture. ☐

1 Select data to include 40 of 40 selected

Multiple formats

Tasks
Data for your open and completed tasks. [More info](#) ☒

JSON format

3 **Next step**

- 3 Under "Select data to include"
 - Click "**Select all**"
 - Scroll down & Click "**Next step**"

3 Backup Student iCON data

ii. Option B: Download your data (applicable to all Google apps)

← Google Takeout

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

4 Create export

4 Under “Choose file type, frequency & destination”

→ Click “**Create export**”

3 Backup Student iCON data

ii. Option B: Download your data (applicable to all Google apps)

5

Google Takeout

CREATE A NEW EXPORT

✓ Select data to include 40 of 40 selected

✓ Choose file type, frequency & destination

Export progress

⌚ Google is creating a copy of files from 40 products
This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

✕ Cancel export + Create another export

Your Google data is ready to download

Google Takeout <noreply@google.com>
to me

Google

Your account, your data.

We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021.

Your download will contain data from 41 products.

Manage exports

Download your files

This message was sent to you because you recently used [Google Takeout](#)

[Privacy Policy](#) [Terms of Service](#)

Google

5 All set!

You'll receive an email once the export is complete.

3 Backup Student iCON data

iii. Note to Students

For more info on transferring your Student iCON data to personal Google account:

<https://support.google.com/accounts/answer/6386856>

For more info on how to download your Student iCON data:

<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help.
They will log a case with the **SSOE 2 Service Desk** on your behalf, if necessary.