SSOE 2
SUPPORTING EVERY LEARNING MOMENT

SSOE 2 Quick Guide

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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

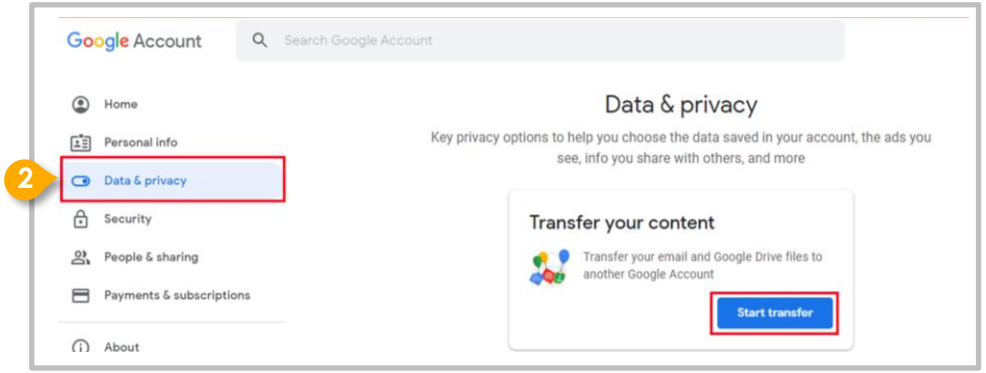
- 1 **Safari** browser window for login to Student iCON account
- 1 **Private** window for login to personal Gmail account
- Refer to this link (for iPAD) and this link (for Mac) on how to browse in Private mode.

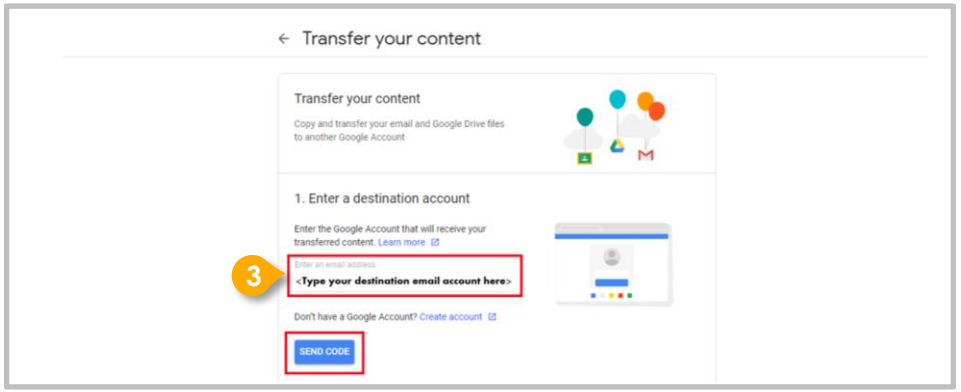
Firefox Web Browser

- 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)





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

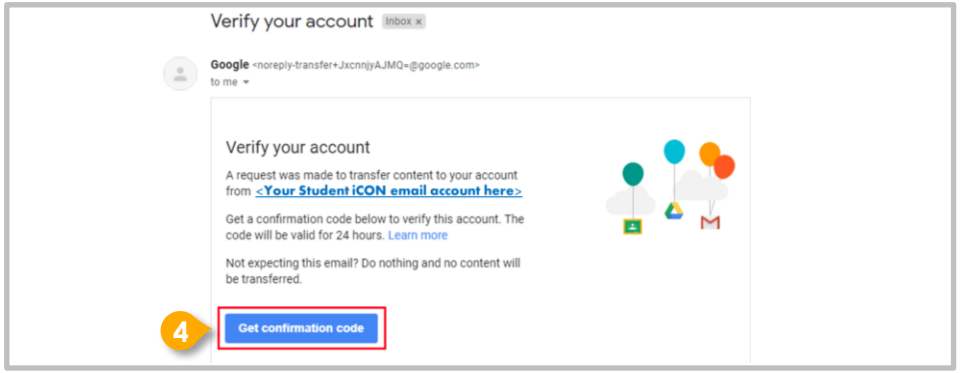
   "Transfer your Content" widget

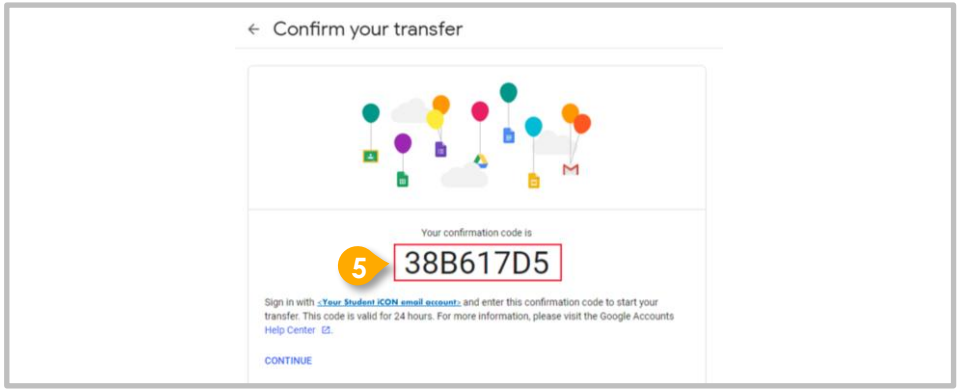
3. Enter your destination account to transfer your data.

   → 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)





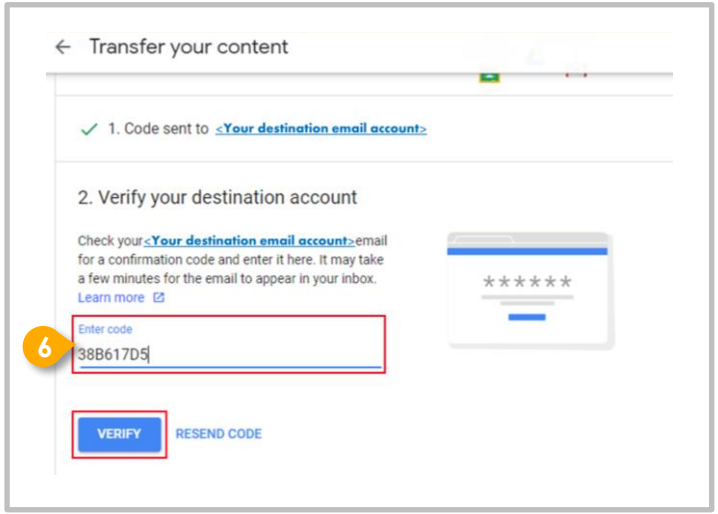
4 Check your destination email account inbox.
You will receive an email to Verify your account.

→ Click "**Get confirmation code**"

5 Copy the confirmation code generated.

3 Backup Student iCON data to your personal Gmail Account

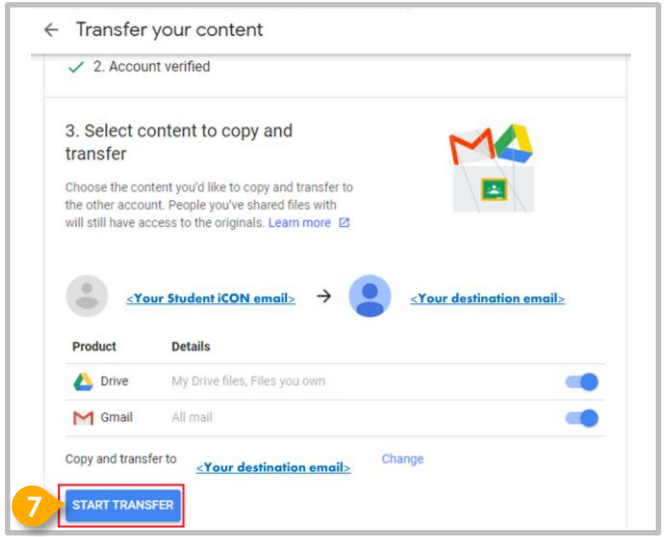
i. Option A: Transfer your content (applicable to Gmail and Drive apps)



6 Return to Google Takeout.

→ Enter the code under "Verify your destination account"

→ Click "**VERIFY**"

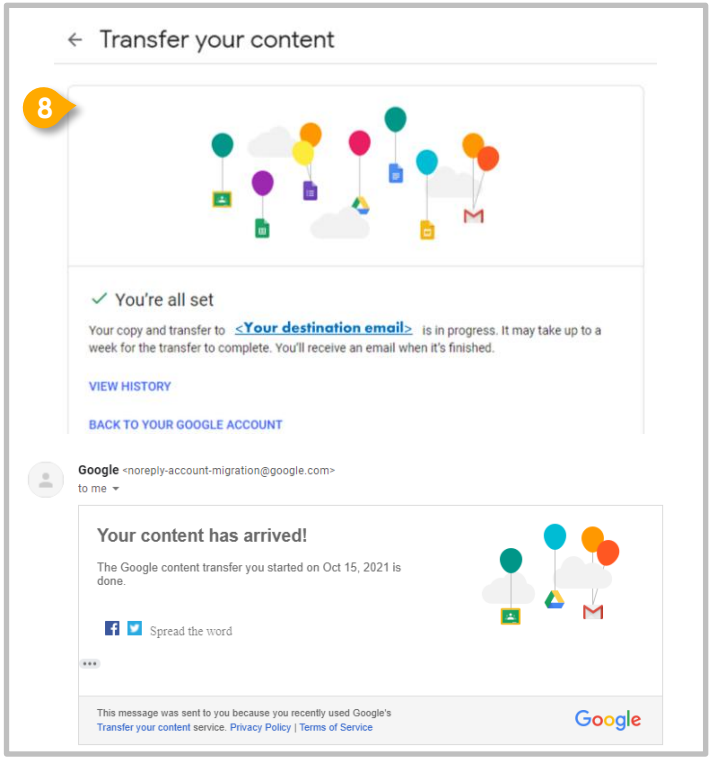


7 Once destination account has been successfully verified,

→ 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)

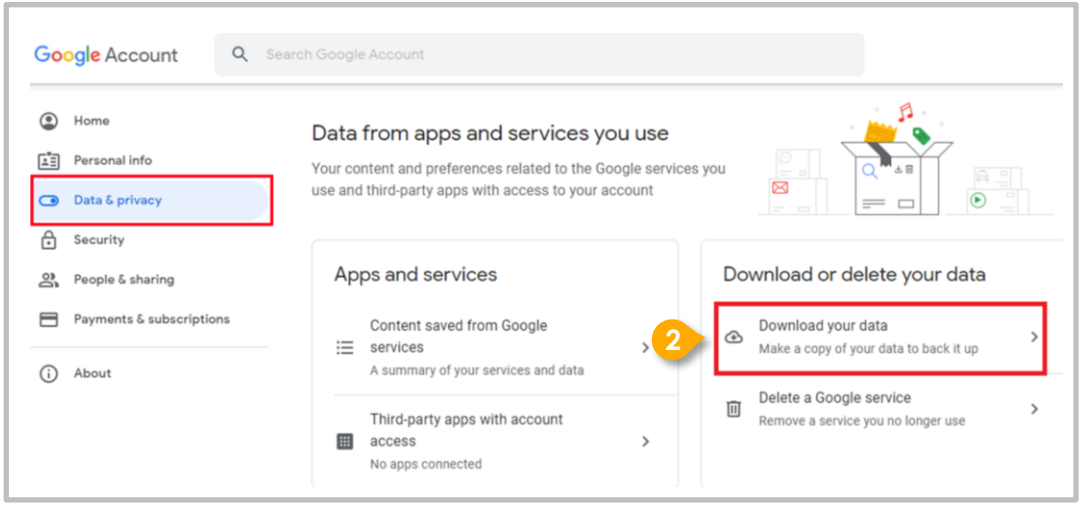


8 All set!

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)



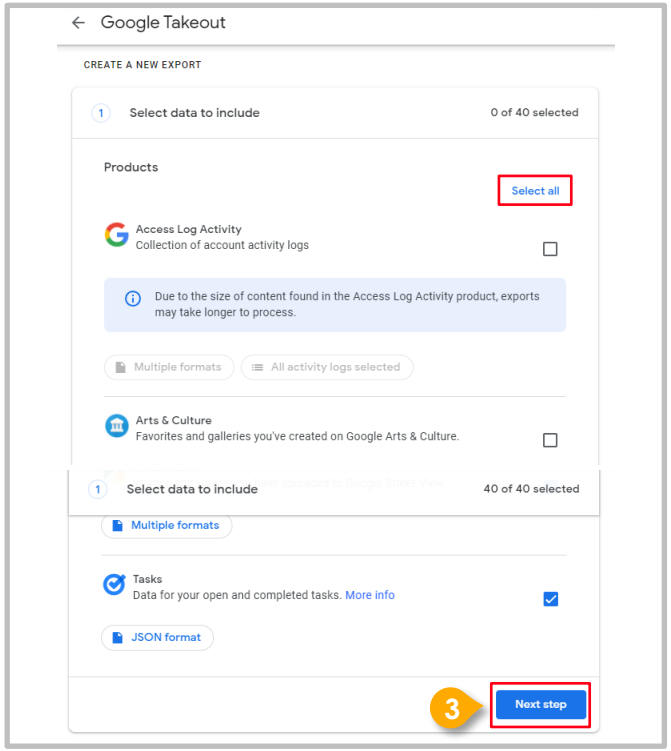
1. Login to Student iCON: http://myaccount.google.com/

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)



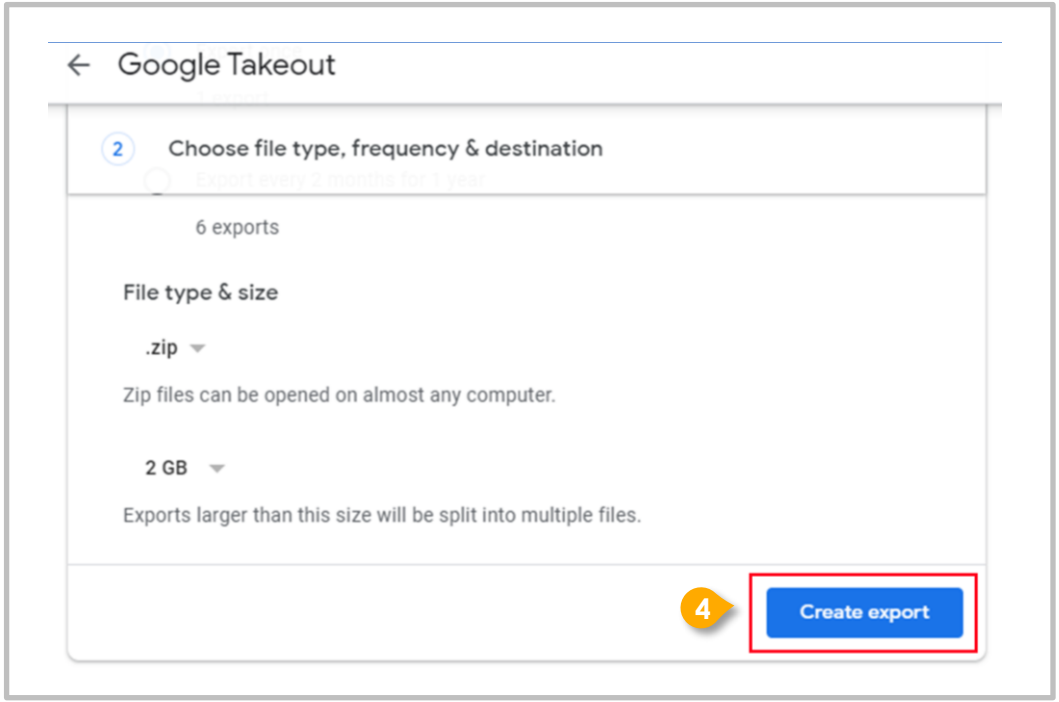
3 Under "Select data to include"

→ Click "**Select all**"

→ Scroll down & Click "**Next step**"

3 Backup Student iCON data

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

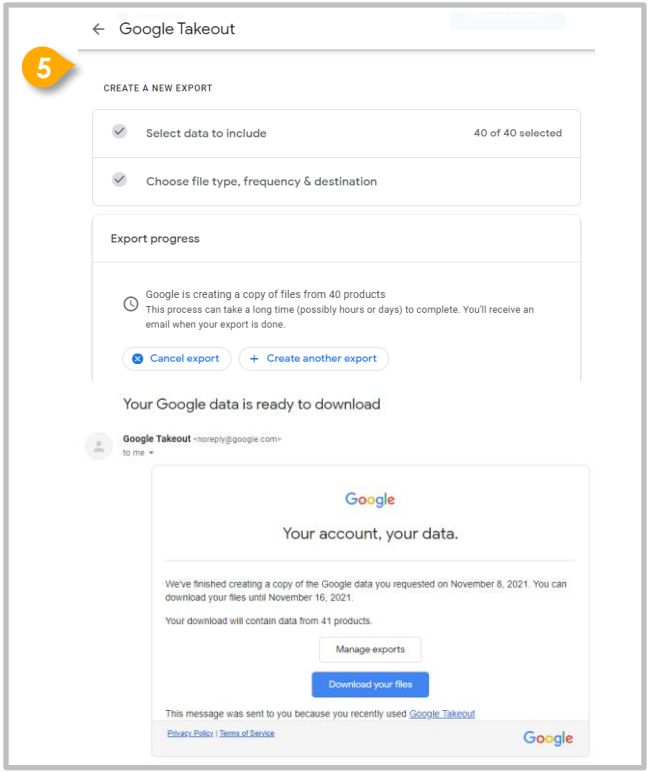


4 Under "Choose file type, frequency & destination"

→ Click "**Create export**"

3 Backup Student iCON data

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



5 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.