A Note from tech to Graduating Students and/or Transferring Out Students.

As you near graduation we would like you to review your MSAD54 accounts and start thinking of what files you would like to take with you. It is not uncommon for us to receive a request from a graduated student for files from MSAD54 Google Docs and the server files. Unfortunately, once you graduate your account is deactivated and tech is unable to honor these requests.

You can prevent this loss of files by following the steps below.

- At home create your own Gmail account.
- At school create a folder that you will share with your personal Gmail account.
- Share the folder with your personal Gmail account.
- Load this shared folder with files you may or may not want after you graduate.
- Change the ownership of the folder/files to your personal Gmail account.
- Emails can be forwarded to your personal Gmail.

Note: It is expected that you will work with your personal Gmail from home or other non-MSAD54 network.

Below you will find an outline of the steps you will need to take to Create a personal GMAIL and to transfer ownership of files and folders.

How to Sign Up for Gmail

1. Go to mail.google.com
2. Click the “Create an Account” link at the bottom center of the page.
3. Complete the registration form on the right side of the page. Type your first and last name in the two fields at the top of the page.
4. Choose your username.
5. Create a password for your new account.
6. Confirm your password on the next field.
7. Enter your birthday, choose month from the drop down menu, and then enter the day and year in which you were born.
8. Select your gender (female, male, or other) from the drop down menu.
9. Enter mobile number.
10. Type your current email address.
11. Prove that you are not a robot by typing in the text in the image.
12. Select your location from the drop down menu.
13. Check the box at the bottom to agree to the Google terms of service and Privacy Policy.
14. Click on the blue button that says “Next Step”.
15. Now follow the provided instructions and you’re done!

If you want to create a new Gmail.com account with a different username, then you will have to go through all the outlined steps one more time. When you’re filling out the registration form don’t forget to change your username for a new one, otherwise all your efforts will be lost.

How to change owners

You can change who owns a file or folder in Drive.

1. Go to Drive or a Docs, Sheets, or Slides home screen.
2. Open the sharing box:

- **In Drive**: Select the file or folder and click the share icon at the top .
- **In a Docs, Sheets, or Slides home screen**: Open the file and click **Share** in the top-right corner of the file

3. If the new owner already has edit access, skip to Step 4. Otherwise, follow these steps:
   1. Type the email address of the new owner in the "Invite people" field
   2. Click **Share & save**.
4. Click **Advanced** in the bottom-right corner of the sharing box.
5. Click the drop-down menu next to the name of the person you want to own the file or folder.
6. Select **Is owner**.
7. Click **Done**.

You'll have access to the file as an editor after you transfer ownership.

Google Apps Customers: You can't make someone outside of your domain the owner of your Google Doc. Only Google Apps customers in Government and Education domains can transfer ownership of a synced or uploaded file (like a PDF or image file).

Consumer Drive users: You can't transfer ownership of a synced or uploaded file (like a PDF or an image file).

Things to consider before you transfer ownership

- The things you'll no longer be able to do once you transfer file ownership include:
- Remove others from the file
- Share with as many people as you like
- Change visibility options
- Allow your collaborators to change access privileges for others
- Permanently delete something from Google Drive. After it's deleted, no one can access it, including those it was shared with.
- When you transfer ownership of a folder from yourself to another person, the new owner of the folder becomes an editor of the files in that folder. The original owners of the files remain the owners, and if the original owner deletes a file, it'll be removed from the folder.
- If your current Google Account is being deleted, transfer ownership of your files, folders, and Google files to another active account. Once the original account is deleted, you won't be able to recover any of your files or folders from it.