

Changing Ownership and Saving Files from MSAD54 Google Accounts

With all the exciting, collaborative work we are doing in MSAD54, Google and Office 365 have become very popular for both students and staff. This ability to share and collaborate over work you have created is a great thing but we need to work out what happens when and if the owner leaves MSAD54 and no longer has an account with us. When the owner of a file, folder or site leaves and their account is deleted any files owned by that person are lost. For this reason, we need to have an Exit Process in place to be sure the work you have done with your team(s) is still accessible.

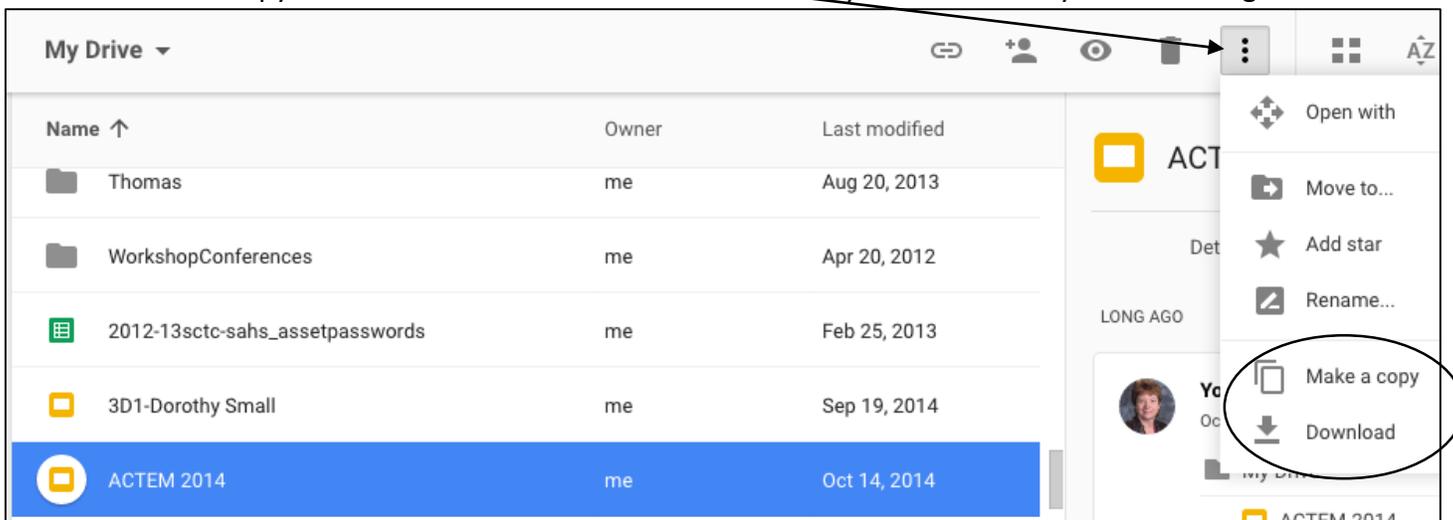
First step for all options below is to create your own Gmail account.

Keeping files, you have edited but do not own.

Click on the file you wish to keep

Click on the 'More Actions' icon

Choose Make a Copy or Download and save the file or folder to your external or your own Google account.



Keeping your own files after you leave

- In your 54 Google Account create a folder to contain work you want to take with you.
- Share the folder with your personal Gmail account.
- Load this shared folder with files you wish to keep.
- Change the ownership of the folder to your personal Gmail account.

Please Note: Emails can be forwarded to your personal Gmail.

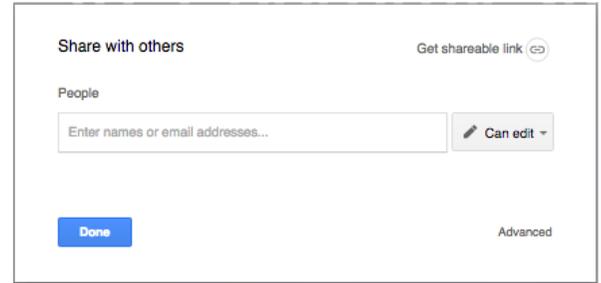
Changing ownership of files to be used by your fellow staff members after you leave. This is important to do for any files and sites you have worked with.

How to change owners

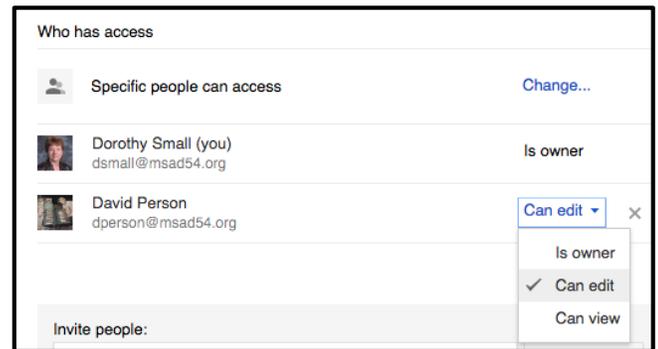
You can change who owns a file or folder in Drive.

1. Go to your 54Drive
2. Go to the Site, Folder, File you wish to change ownership
3. 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
4. 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**.
 5. Click **Advanced** in the bottom-right corner of the sharing box.



6. Click the drop-down menu next to the name of the person you want to own the file or folder.
 7. Select **Is owner**.
 8. Click **Done**.
- You'll have access to the file as an editor after you transfer ownership.



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.

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 from the [CAPTCHA](#).
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.