

## Transferring Your Email and Google Docs to Your Personal Account Using Google Takeout

Brad Christ - 2019-05-02 - 0 Comments - in Account and Security Help

Google Takeout makes it possible to copy and transfer these kinds of files from your SOU account to another Google Account:

- Email in Gmail (not contacts, chats, or tasks)

- Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)

- Documents in My Drive

The original files stay in your SOU account. Any changes you make to the copied files don't affect the originals.

To learn more about this option, follow these [instructions](#) from Google. To begin the transfer, start [here](#).

If instead, you just want to have an archive of your SOU account, you can export and download your data from the Google products you use, like your email, calendar, and photos. In a few easy steps, create an archive to keep for your records or use the data in another service.

To learn more about this option, follow these [instructions](#) from Google. To download your data, begin [here](#).