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

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## Moving Your SOU Information to a Different Account:

We sometimes have to purge accounts due to various criteria, for more information about that please check this [article](#). It is thus recommended that you transfer your data from your account so that you may have it. We shall inform you of a method to be able to accomplish this.

## Transferring Files

It is recommended that you use Google Takeout if you want to transfer the following types 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*

Note: 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](#).

## Archiving Files

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](#).