How do students transfer email and files from their University Google accounts to personal Google accounts?

Tell Me

Students can copy email and Google Drive files from their University Google account to another Google Account using Google’s Transfer your content.

The below process makes a copy of email and/or Google Drive files from your UNC Charlotte Google account to a personal Google account. The emails and files are not deleted from your University account.

For Google Drive files, sharing permissions for files and folders are not copied during this process. Files will need to be shared again as needed.

1. Log in to gmail.uncc.edu with your NinerNET username and password
2. Once logged in, click the Google Account button (1) then My Account (2)
3. In the Personal info & privacy section, click Control your content
4. In the **Transfer your content** box, click **START TRANSFER**

5. Enter the Google Account that you want to transfer your content to and click **SEND CODE**

   ![Transfer your content](image)

   **Transfer your content**
   
   Copy and transfer your emails and Google Drive files to another Google Account
   
   **START TRANSFER**

6. Check the personal account you entered for an email from Google. In the email, click the **Get confirmation code** button

   ![Get confirmation code](image)

   **Verify your account**
   
   A request was made to transfer content to your account from [Redacted]
   
   Get a confirmation code below to verify this account. The code will be valid for 24 hours. Learn more
   
   Not expecting this email? Do nothing and no content will be transferred.

   **Get confirmation code**
7. A confirmation code will be generated

8. Copy the confirmation code and paste/type into the Enter code field - click VERIFY

9. Once verified, choose the content you want to transfer and click START TRANSFER
10. Email and files will begin transferring immediately - time to completion will depend on the number of items

11. Transferred email will be labeled **Moved YYYY-MM-DD Time**

12. Transferred Drive files will be in a folder named with the email address and date of transfer

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**Related FAQs**

- How do I export my Contacts from Gmail?
- Can employees transfer their Google Drive files to a personal account when leaving the University?
- How do I automatically forward my Gmail email to a different account?
- How do faculty and staff setup an email alias?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?