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**

6. Check the personal account you entered for an email from Google. In the email, click the **Get confirmation code** button
7. A confirmation code will be generated
   
   ![Confirmation Code Image]
   
   Your confirmation code is
   493BD094

   Sign in with _username_ and enter this confirmation code to start your transfer. This code is valid for 24 hours. For more information, please visit the Google Accounts Help Center.

   CONTINUE

8. Copy the confirmation code and paste/type into the Enter code field - click VERIFY
   
   ![Verify Image]
   
   2. Verify your destination account
      
      Check your email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. Learn more

      Enter code

      VERIFY
      RESEND CODE

9. Once verified, choose the content you want to transfer and click START TRANSFER
   
   ![Select Content Image]
   
   3. Select content to copy and transfer
      
      Choose the content you’d like to copy and transfer to the other account. People you’ve shared files with will still have access to the originals. Learn more

      ![Content Selection]
      
      Copy and transfer to _username_ Change

      START TRANSFER
10. Email and files will begin transferring immediately - time to completion will depend on the number of items

![Image](image1)

You're all set

Your copy and transfer to [Email Address] is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

VIEW HISTORY
BACK TO MY ACCOUNT

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

![Image](image2)

Moved 2018-04-04 08:37

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

![Image](image3)

2018-04-04 08:37

---

**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?