

Google Account Migration

After clearing your Inbox, Google Drive, and/or transferring Shared Drive data into your personal Drive, follow these steps to migrate your email Account and Google Drive from your current PNCA to your new Willamette Google Account. Be sure to prepare your account for migration [by following this guide](#) - the last step of removing “Shared with me” items is important!

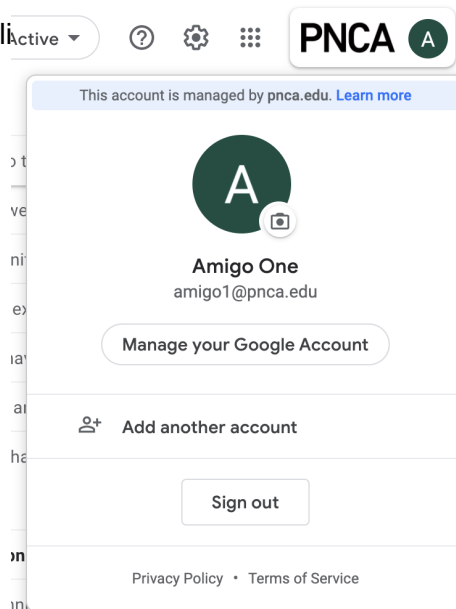
Please note: Google does not transfer Google Forms in this process. If you need to transfer a Form, please look at our [“Making a Google Form from a Sheet of Responses” Guide](#).

PNCA recommends starting this process / transferring content over a weekend. This will ensure that the transfer between your PNCA and Willamette accounts, which could take up to two days up to a week to complete, does not disrupt your weekday workflow.

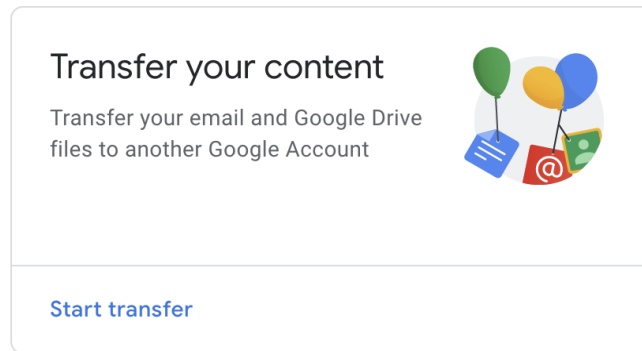
1. [Clean up your Google Drive / Gmail storage. Make sure you only have 15 GB of data.](#)

If you have removed any files from your Google Drive, **make sure to empty your trash, and then wait 24-48 hours before starting your account migration.** This will ensure that your trash is properly emptied, and those deleted files don’t sneak over to your new Willamette G Suite account.

2. From your PNCA Inbox, click on the profile icon in the top right corner of the page to open the account menu.

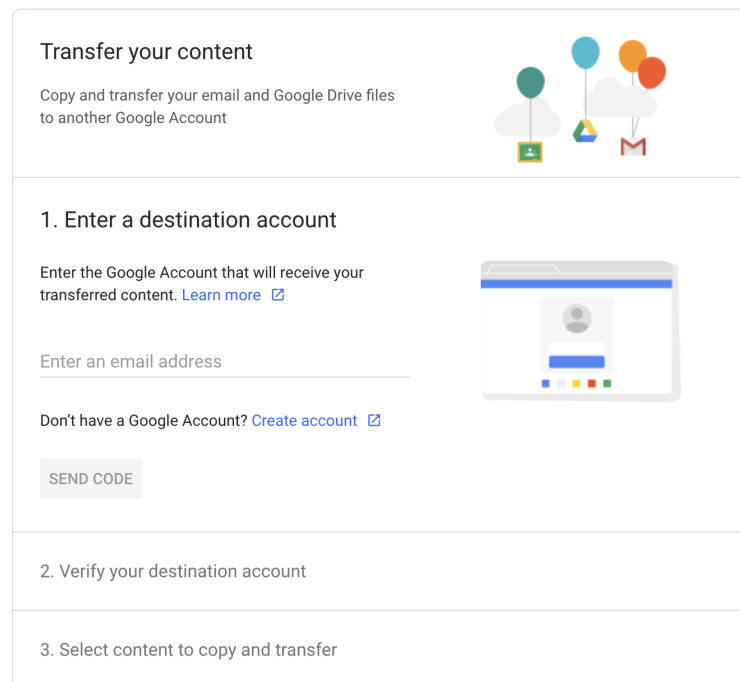


3. Select "Strat Transfer" from the first box, "Transfer Your Content"



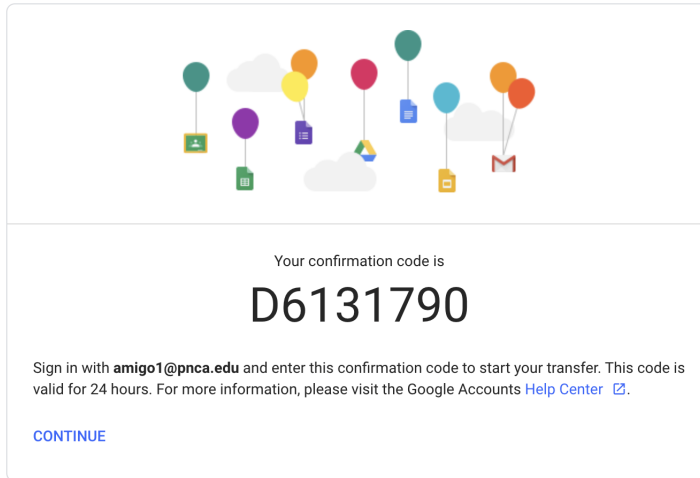
4. You will be redirected to a page that will walk you through transferring your content.

← Transfer your content



5. To start the transfer, enter your Willamette email address and click "Send Code"
6. Check your Willamette Inbox for your verification Code. Note: you will have 24 hours to confirm your code before it expires.

← Confirm your transfer



Decorative header with colorful balloons and icons for Drive, Gmail, and other services.

Your confirmation code is
D6131790

Sign in with **amigo1@pnca.edu** 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](#)



- Once you have confirmed the account you are transferring data to, you will be able to select your Drive and/or Gmail. This will transfer everything from your Drive, Shared with Me Folder, and Inbox to your new Willamette University email account.

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](#)



 **Amigo One**
amigo1@pnca.edu →  csheridan@gtest.willamette.edu

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to **csheridan@gtest.willamette.edu** [Change](#)

[START TRANSFER](#)

- You will get an email in your Willamette Inbox letting you know that your transfer has started. You will start to see emails from your PNCA in your WU Inbox.

Any message that has been transferred will show the account it came from/the date it was added to your Willamette Inbox.

9. For content added to your Willamette Google Drive, you will see everything in a folder with your PNCA accounts name / the date and time of the transfer.

My Drive > amigo1@pnca.edu 2021-06-22 11:46 ▾

Seeing Double after the migration? For some reason, lots of your Google Drive files may duplicate when they arrive in your Willamette G Drive. Go through and delete any duplicates as you see them.

It is important to note that all Drive documents that you had shared with others will no longer be shared with them once they have been migrated to your Willamette account. Once all of your content has moved, please re-share your documents with the folks that need access to them at their new Willamette account.

Please contact helpticket@pnca.edu if you need any assistance or have questions about the transfer process.

_Your Technology Team