Welcome back to the 19/20 school year at Phoenixville Area School District.

In our effort to streamline online resources, with Office365 and the full launch of Canvas on September 30, 2019, PASD will no longer be providing and supporting district Google accounts. What does this mean to you?

1. **As of September 30, 2019, ALL existing pasdphantoms.net and pasd.k12.pa.us Google accounts will be disabled. There will be no exceptions.**

2. If there are Google docs or files in your pasdphantoms.net Google account that you wish to keep, you will need to export them by September 30, 2019. You can do this by either:

> *A.* From a school computer to your network folder and then to OneDrive. Attached is documentation on how to do this.
>
> Or,
>
> *B.* From your home personal computer by following the same attached instructions except everywhere it references Network home folder, change it to your Desktop Folder. *(This may vary depending on operating system)*
>
> **YOU MUST DO THIS PRIOR TO SEPTEMBER 30, 2019.**

Sincerely,

The Phoenixville Area School District Technology Department

1. Open **File Explorer** located in the bottom left task bar and navigate to your Network home Folder listed under **This PC**

   Open your Network home folder. Then click the double squares in the upper right corner to shrink the window.

2. Open an internet browser and go to

   http://Takeout.google.com

   Log into Google with your PASD pasdphantoms.net account

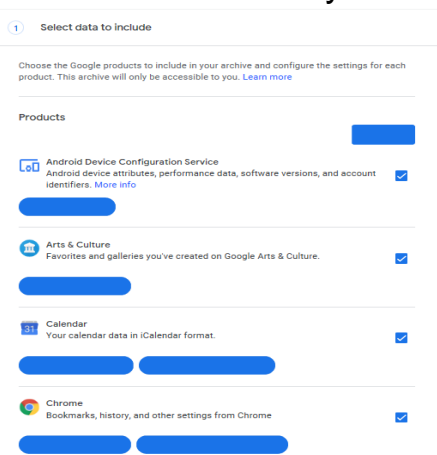3. You will be creating an archive to export that you can copy to your network folder.

Google Account

← Download your data

Your account, your data.
Export a copy of content in your Google Account if you want to back it up or use it with a service outside of Google.

4. Scroll through the selections and select the data to include. You can leave all checked to be sure you do not miss anything.

1 Select data to include

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. Learn more

Products

Android Device Configuration Service
Android device attributes, performance data, software versions, and account identifiers. More info

Arts & Culture
Favorites and galleries you've created on Google Arts & Culture.

Calendar
Your calendar data in iCalendar format.

Chrome
Bookmarks, history, and other settings from Chrome.

5. After you have selected all your data to include for the export, click **Next step** at the bottom of the list.
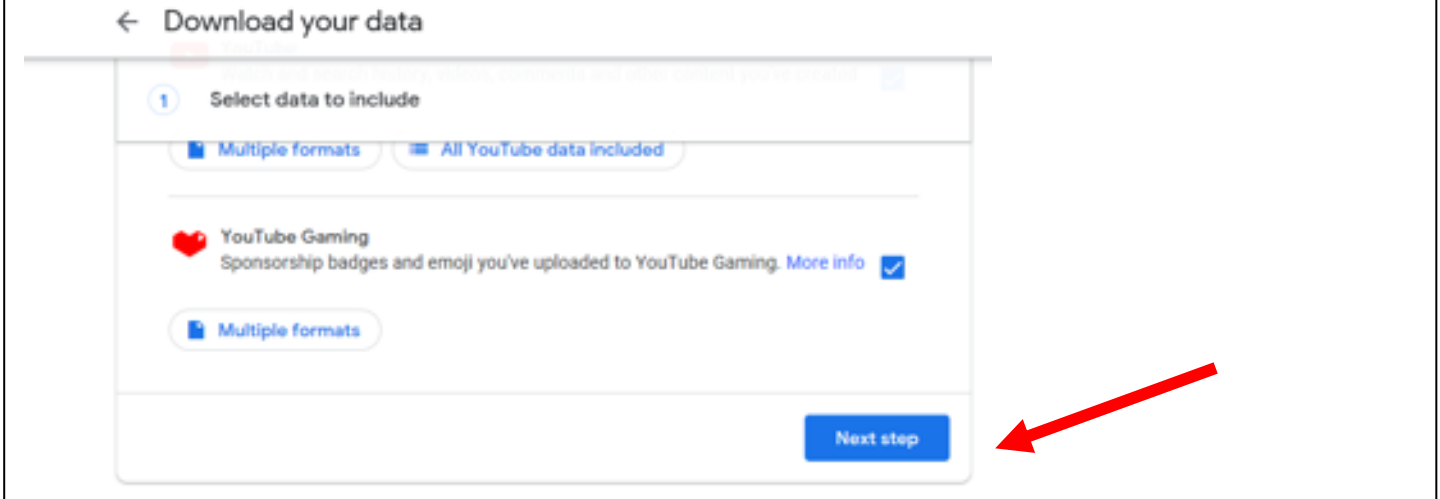
6. You will be directed to customize the archive format. Under **Delivery method**, leave the default and click **Create archive** at the bottom.

7. Your Archive is in progress…

← Manage archives

If you have decided to take your data elsewhere, please research the data export policies of your destination. Otherwise, if you ever want to leave the service, you may have to leave important stuff like your photos behind.

Do not download your archives on public computers or upload them where others can see them.

Once you download your data, if you'd like to explore other options to manage your account, including account deletion, please visit Google Account.

Archive in progress...

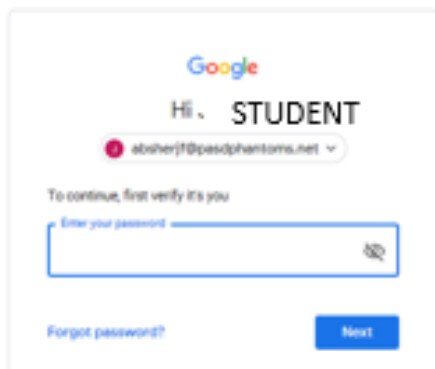🕐 An archive of 38 products is currently being prepared
Please note that archives may take a long time (hours or possibly days) to create. You will receive an email when your archive is complete.

8. When you Archive is complete, Click ***Download***
   Note: Even though there may be an "Available until date" shown past the date of 9/30/2019, it will NOT be available after 9/30/2019.

Archive	Created on	Available until	Details
37 products less than 1 MB	August 29, 2019	September 5, 2019	✓ Download ⌄

9. You will be prompted for your password for confirmation purposes. Enter your PASD password and click ***Next***
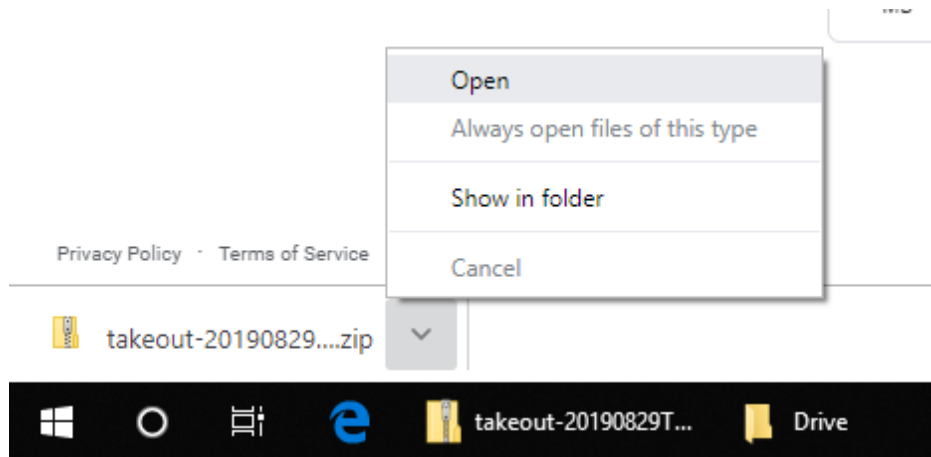
Google

Hi, STUDENT

🔴 absherjf@pasdphantoms.net ⌄

To continue, first verify it's you

Enter your password

Forgot password?   Next

10. You will see it downloading in the bottom left hand corner. Your archive will begin with the name *Takeout*. Once it is finished downloading, click the down arrow and select *Open*.

11. The *Takeout* folder will open. Keep this window open. Now, click the tab at the bottom that has the name of your Network home folder to open it. You will now have both windows open. Simply click and drag the *Takeout* folder into your Network home folder.
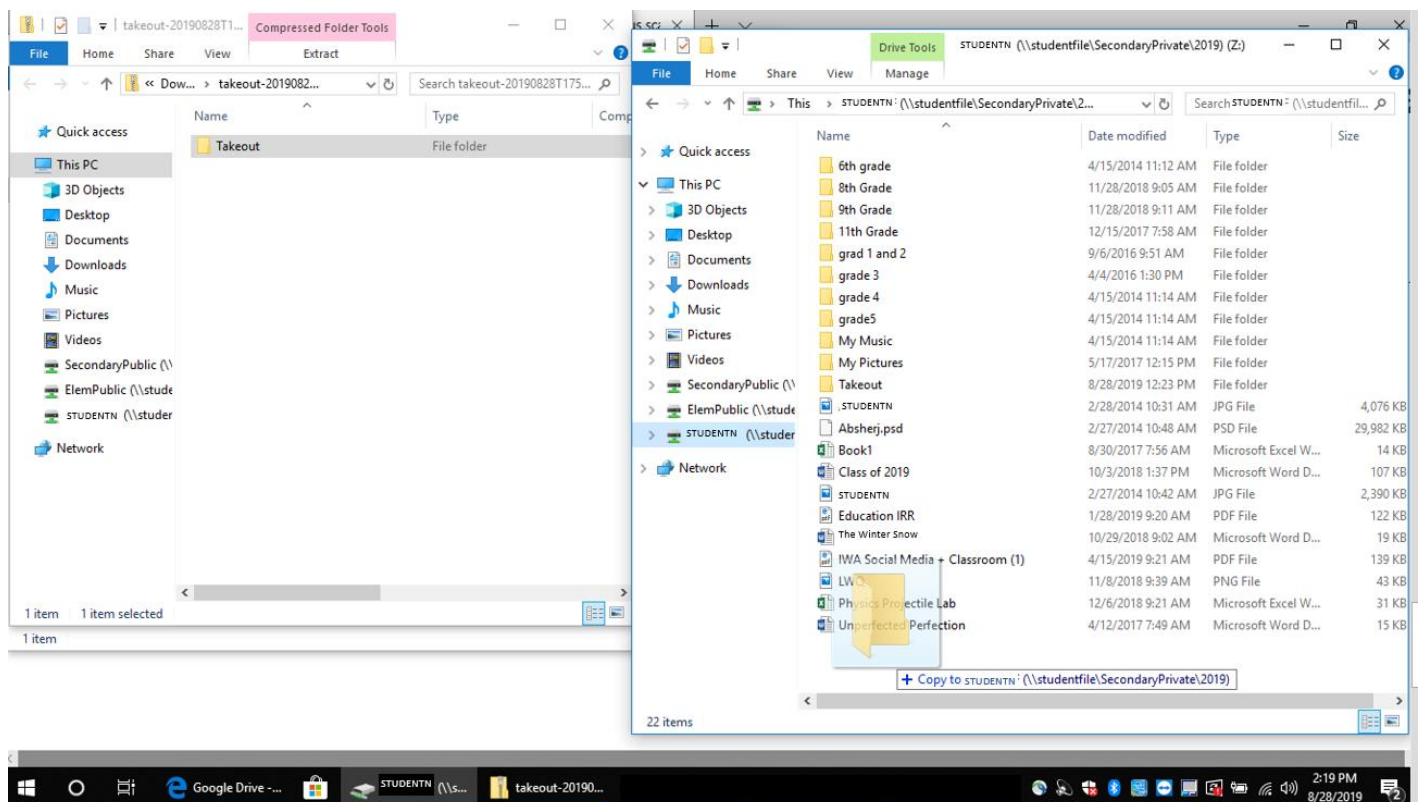
12. You should see the below popup indicating your files are being copied to your Network home folder.
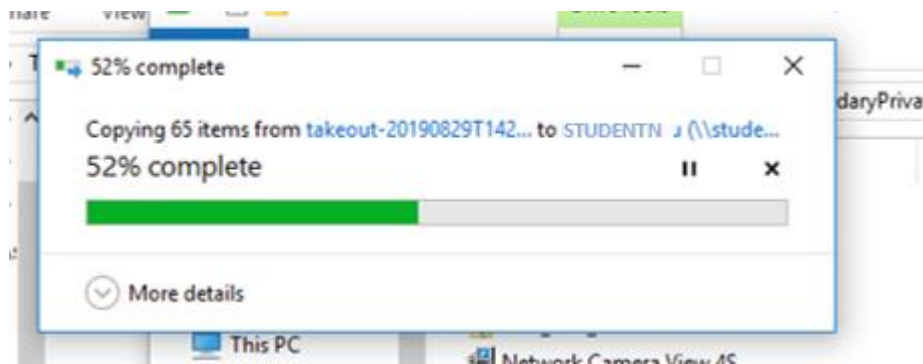
13. If you wish to have these files on your PASD OneDrive, log into Office365, select OneDrive and simply click and drag those files from the Takeout folder in your Network home folder into your PASD OneDrive folder