STEP 1 - Create a personal account (if you don't already have a google account)

Goto: https://accounts.google.com/signup and fill out the infromation

STEP 2 - Share from your SMS Account

1. Sign in to drive.google.com with your SMS account.
2. **From your file list in Google Drive or from an open folder**: Select the name of a file or folder. At the top, click Share .
3. **Tip**: You can also right-click and choose Share.
4. Under "People" in the "Share with others" box, type the email address of your personal account you created in step one.
5. Make sure to give yourself rights to edit the files by clicking the Down arrow next to the text box .
6. Click **Done**. You should get an email in your personal account letting you know you've shared a file or folder.

STEP 3 - Make a Copy of all files

1. Sign in to drive.google.com on your personal account.
2. Click on "Shared with me" on the left side
3. Select the files you have shared from your school account

   TIP - you can select all files at once if desired but not folders

4. Click the 3 dots (more actions) and choose "make a copy". To ensure you don't miss any files, make sure you navigate into shared folders to make copies of those files. Copying the folder will not copy the files within.

If you follow these steps, your files will remain in your personal drive once your SMS drive is deactivated. If you have issues please search google.com for solutions prior to contacting helpdesk@smsindy.org