



BURBANK UNIFIED SCHOOL DISTRICT

Technology Services

*Seniors & Staff – Save your Google Files!
~ Anyone Leaving the District ~*

Each year we get requests from students who have graduated and want access to the files they had while attending school. Student accounts, including email, are terminated upon graduation. Once you lose access to your account, you will also lose access to your old emails and files.

- If there are any files or emails you want to keep, email them to your personal email, print them, save them as PDF, or download them to an external (USB) source.
- Note: Sending yourself a link to the file does not save it to another source.

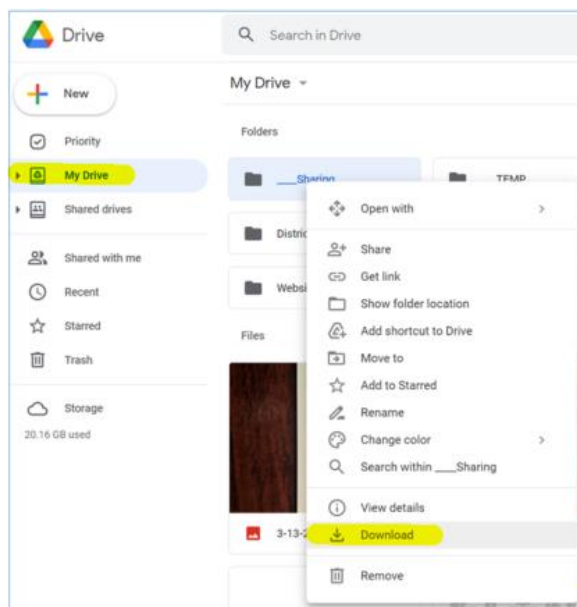
This applies to anyone leaving the District for staff and students. Once you have left the District, you will no longer have access to any of your files or emails.

If you are using your BUSD/District email for personal subscription services, update your account to a personal email before leaving the District. Do not use personal accounts for District subscriptions.

Download Data from your Google Drive to External Hard Drive (USB)

The easiest method for backing up your Google Drive data is to an external drive. Follow these steps if you want to back up the data with the web app interface.

1. Visit the [Google Drive website](https://drive.google.com) and sign in with your account.
2. Find the files or folders you want to back up to the external drive.
3. Right-click on the files or folder and click Download.



Note:

- To download multiple files and folders at once, hold down the CTRL button and click all the files/folders you want to back up.
- Before backing up your files or folders from Google Drive, make sure your default downloading location is set to an external hard drive. Otherwise, you will need to copy the data from the downloaded location and paste it to an external hard drive.