



BURBANK UNIFIED SCHOOL DISTRICT

Technology Services

*Seniors – SAVE YOUR DATA!
~ Emails and Google Files ~*



Each year we get requests from students who have graduated or who have left the District wanting access to emails or files while attending school in the District.

Once you leave the District, you will no longer have access to your files or emails.

- If you want to keep any personal files or emails, please take the time now to forward them to your email, print them, save them as PDFs, or download them to an external USB drive.
 - Sending yourself a link or saving the shortcut to the file will not save the actual file.
 - Critical for letters of recommendation, test scores, projects, etc.

If you use your District email for personal subscription services, please update your account to another email before leaving the District.

- **NEVER** use personal accounts for District subscriptions.

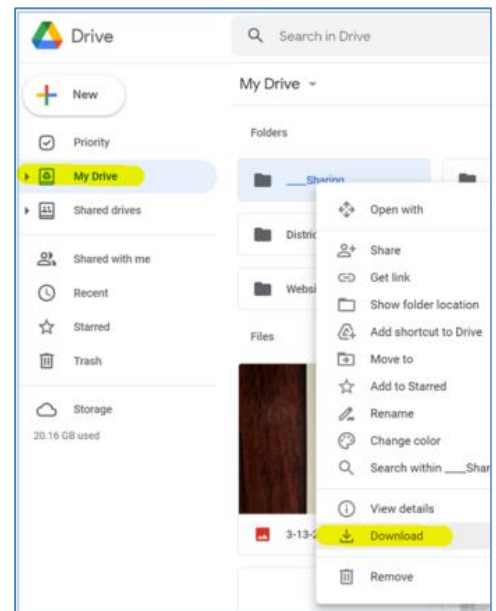
Download Data from your Google Drive to an External USB Drive

- Using an external USB drive is the easiest method for backing up your Google Drive data.

Follow these steps using the web app interface.

1. Before backing up your files or folders from Google Drive, make sure your default download location is set to an external USB drive. Otherwise, you must copy the data from the downloaded location and paste it to an external hard drive.
 - a. Google the following to find out how to do this:
 - i. **Change the Default Download Location** to change this for your specific computer, operating system, and browser.
2. Visit the [Google Drive website](https://www.google.com/drive/) and sign in with your District account.
 - a. <https://www.google.com/drive/>
3. Select the files or folders you want to back up to the external USB drive.
 - a. Download multiple files and folders simultaneously by pressing the CTRL key and clicking/choosing the files/folders you want to back up.
4. Right-click on the files or folder and click Download.
5. Follow the prompts and save it to the new location.

- **TEST**
 - Before leaving the District, please test your files and emails to verify they work once you have copied them to another source (external USB drive, another Google Drive, email, etc.).



Thank you for completing this before you leave, and we wish you all the best! Technology Services.