

## Moving Out?

Before you leave the district don't forget about packing up your digital presence. Here are some resources and instructions on how to take information with you.

If you are not returning to Lakeview next year, there are several things that you can do with your email, files, etc.

Before you leave campus at the end of the year:

- save any files from your file server account/staff laptop that you want to keep. You can:
- store them on a USB memory stick
- burn them to a CD or DVD
- upload them to a Google Drive account (a personal Google Drive account outside of Lakeview)
- it's not possible for you to access server files from off campus, so you must make a copy before you leave

Google Apps Account (e-mail, docs, calendar, etc.):

- forward your Lakeview email to another account. [goo.gl/YEF5Uj](http://goo.gl/YEF5Uj)
- import your emails to a new account [goo.gl/vSYztB](http://goo.gl/vSYztB)
- copy files from many other Google services with Google Takeout (**\*Recommended!**) [google.com/takeout](http://google.com/takeout)
- Takeout instructional video: [goo.gl/Dt7aGa](http://goo.gl/Dt7aGa)

You will not be able to access your Lakeview Google Apps account (including Gmail) after it is suspended. Your incoming email can be forwarded to another account you specify (see directions linked above) until that time. Email sent to you after your account is suspended will be returned to the sender as un-deliverable.

If you need a new Google account, you can create one. [goo.gl/gUoHk](http://goo.gl/gUoHk)

Good luck in all your future endeavors.