(For Graduating JV-nites) Student iCON users

Google Takeout Guide to Back up Student iCON Data based on SSOE2 version 1.4 | 4 October 2024

Note to JV-nites:

Graduating students **will not have access** to your Student ICON mail by **31 Dec 2024** and thus advised **to back up or export your Student iCON data before 31 Dec 2024**.

Overview

1. Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)..... Page 5

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2. Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps).....Page 15

Note on use of different browser windows for transfer of content

For a more optimal experience when transferring your content with Google Takeout, you are recommended to use 2 different browser windows for login to Student iCON account and personal Gmail account. Please refer to the following for more information for the various web browsers.

Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this link on how to browse in Incognito mode.

Microsoft Edge web browser – 1 browser window for login to Student iCON account and 1 InPrivate window for login to personal Gmail account. Refer to this link on how to browse in InPrivate mode.

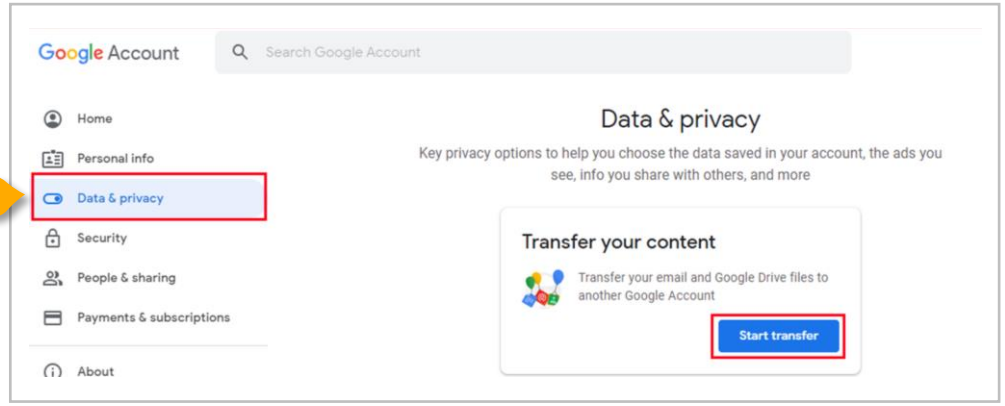
Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this link (for iPAD) and this link (for Mac) on how to browse in Private mode.

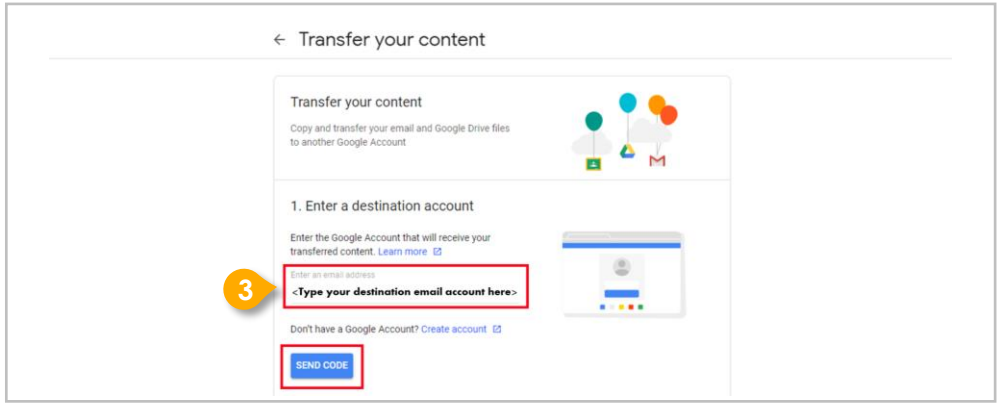
Firefox web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this link on how to browse in Private mode.

Part 1 - Backup Student iCON data to your personal Gmail Account
Option A: Transfer your content (applicable to Gmail and Drive apps)

Before logging in below, refer to **slide 4** for more information on the use of the various web browsers.

1. Login to Student iCON: **http://myaccount.google.com/**
2. Under "Data & privacy",
   Click on "**Start transfer**" on the "Transfer your Content" widget
3. Enter your destination account to transfer your data.
   → Click "**SEND CODE**"



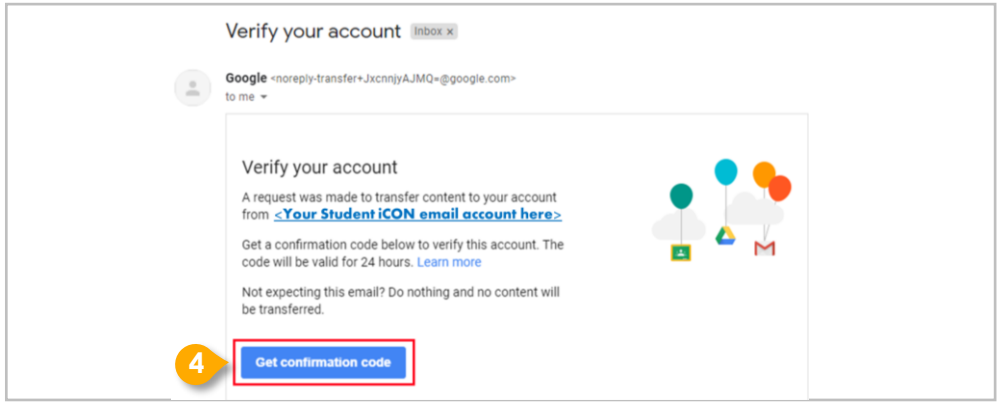


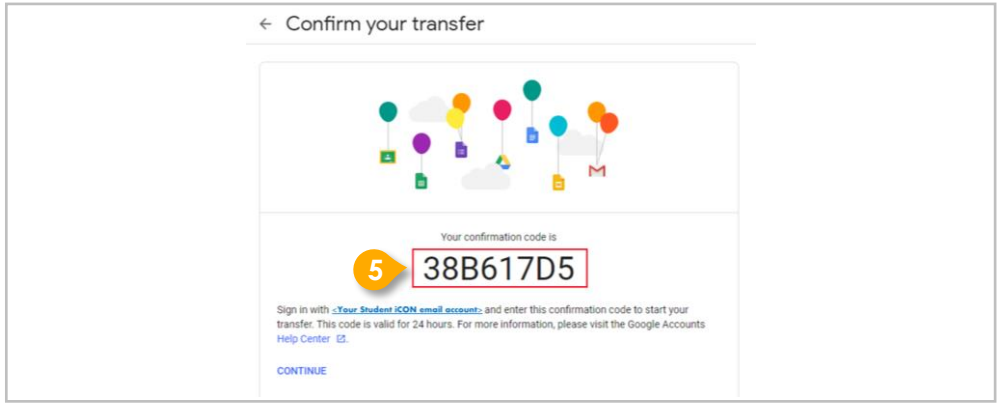
Part 1 - Backup Student iCON data to your personal Gmail Account
Option A: Transfer your content (applicable to Gmail and Drive apps)

4 Check your destination email account inbox. You will receive an email to Verify your account.

→ Click "**Get confirmation code**"

5 Copy the confirmation code generated.



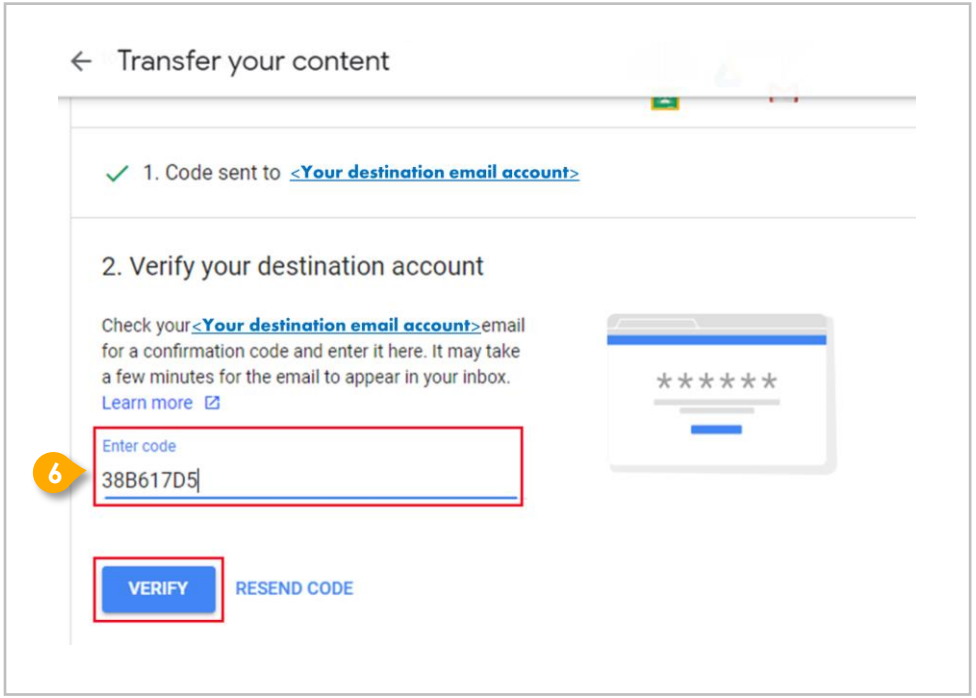


Part 1 - Backup Student iCON data to your personal Gmail Account
Option A: Transfer your content (applicable to Gmail and Drive apps)

6 Return to Google Takeout.

→ Enter the code under "Verify your destination account"

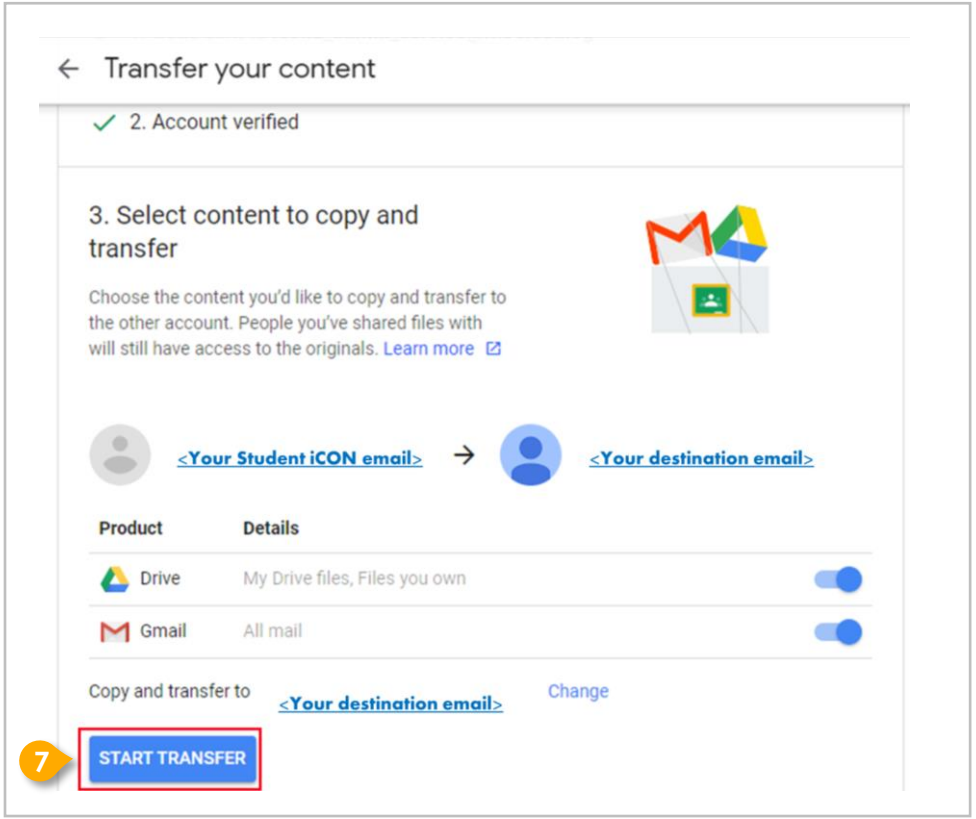
→ Click "**VERIFY**"



Part 1 - Backup Student iCON data to your personal Gmail Account
Option A: Transfer your content (applicable to Gmail and Drive apps)

7 Once destination account has been successfully verified,

→ Click "**START TRANSFER**"



Part 1 - Backup Student iCON data to your personal Gmail Account
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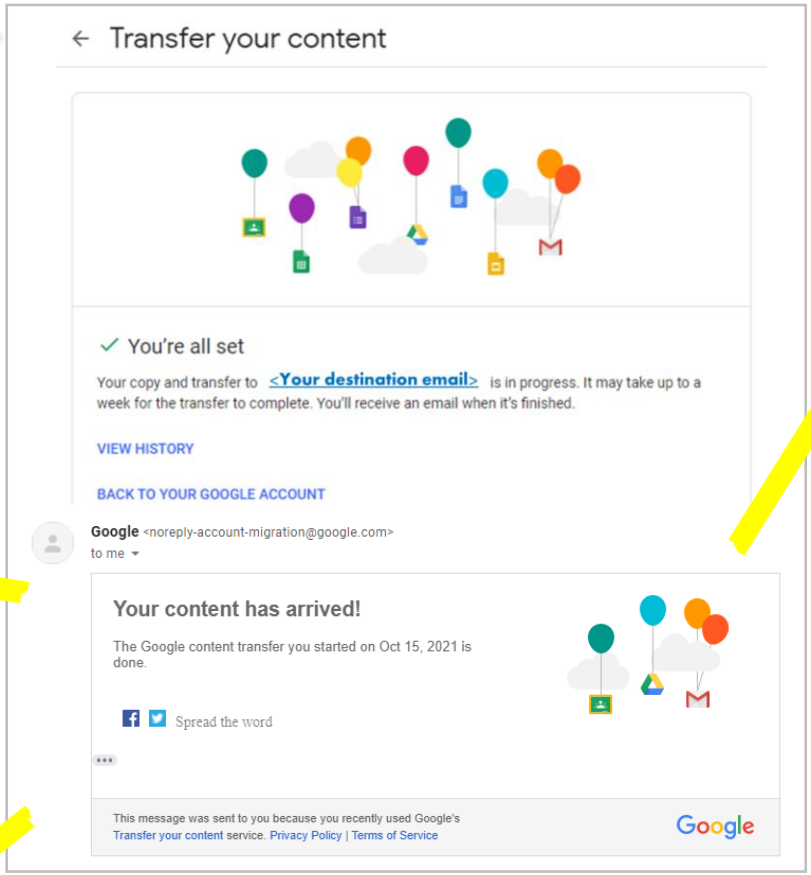
8 All set!

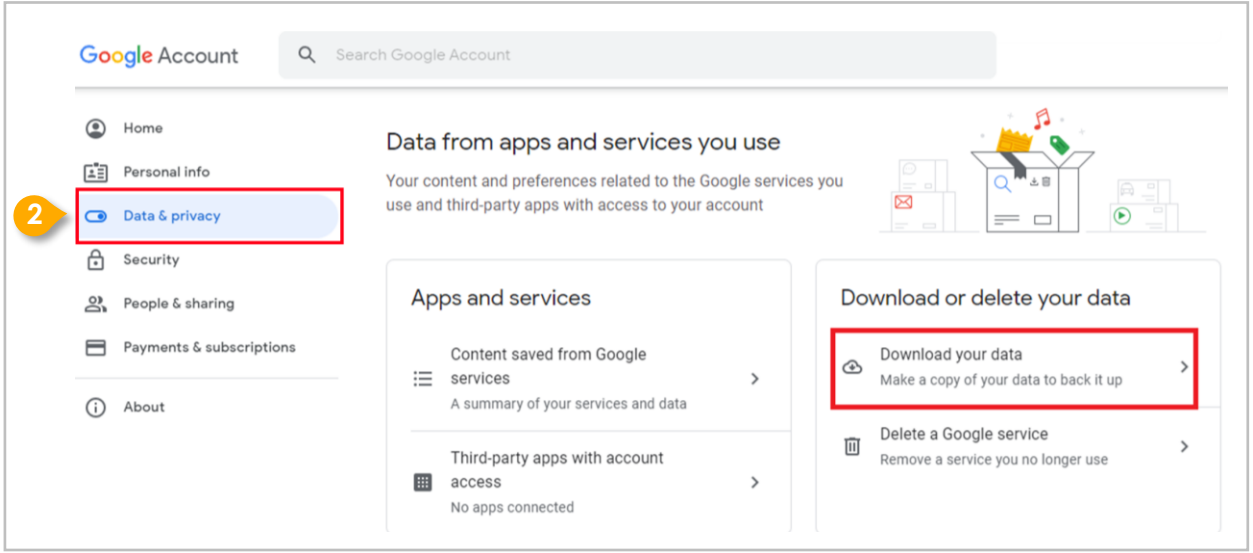
You'll receive an email once the export is complete.



Part 1 - Backup Student iCON data to your personal Gmail Account
Option B: Download your data (applicable to all Google apps)

1. Login to Student iCON: http://myaccount.google.com/
2. Click "**Data & Privacy**" and scroll down.

   → Click "**Download your data**"



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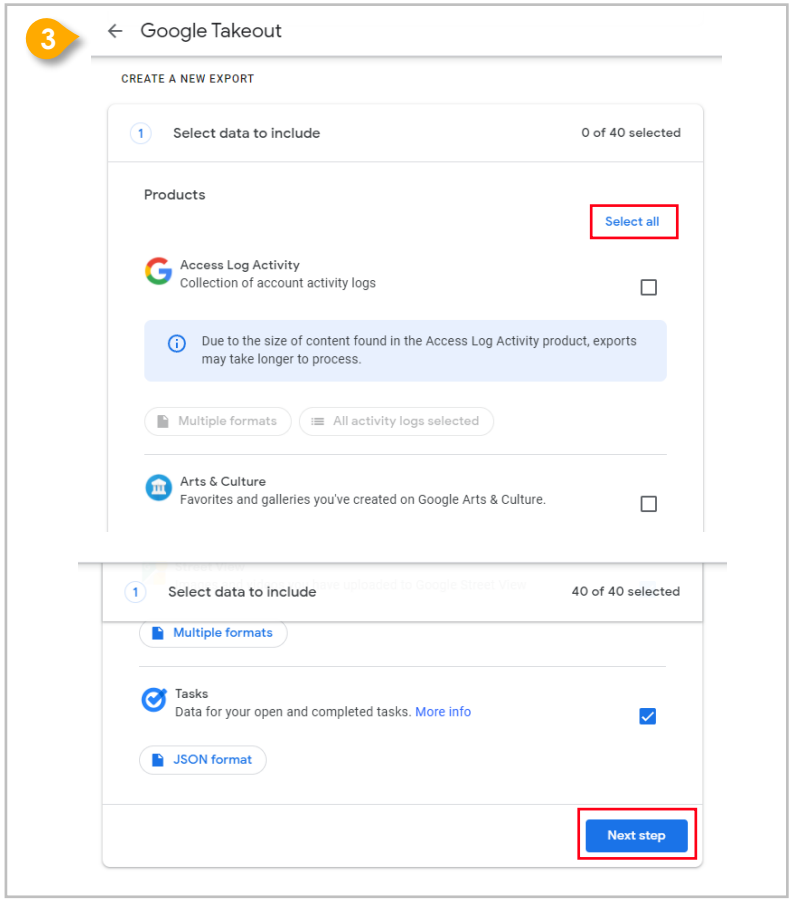
3 Under "Select data to include"

→ Click "**Select all**"

→ Scroll down & Click "**Next step**"



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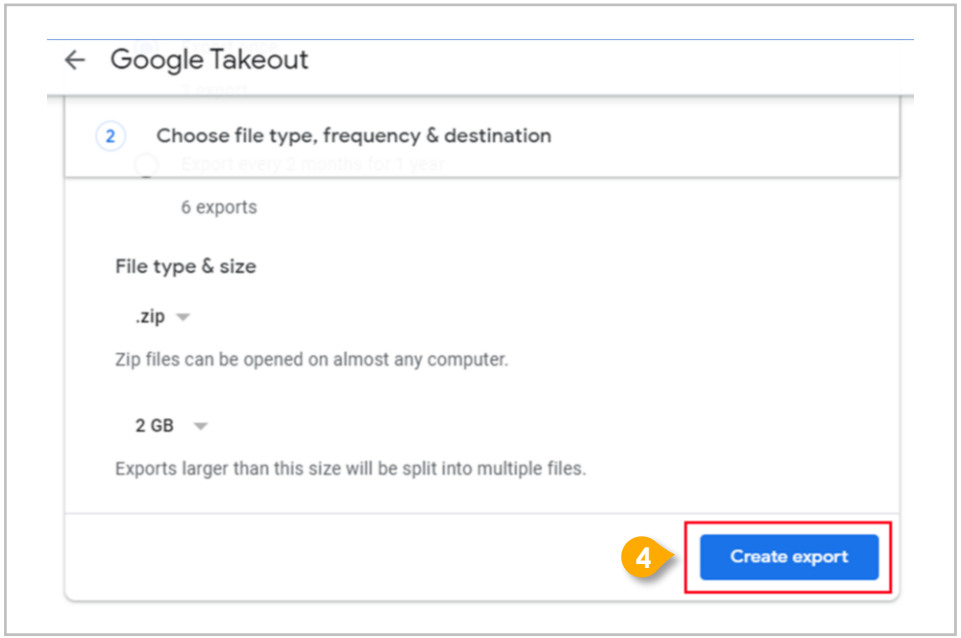
4 Under "Choose file type, frequency & destination"

→ Click "**Create export**"



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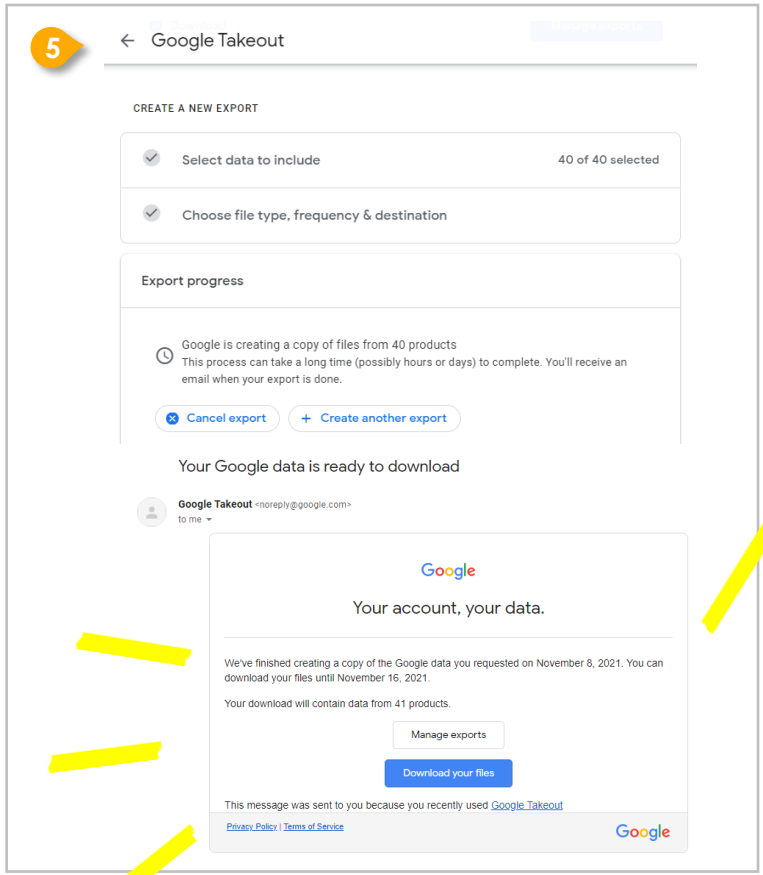


Note to Students:

For more info on transferring your Student iCON data to personal Google account:
https://support.google.com/accounts/answer/6386856

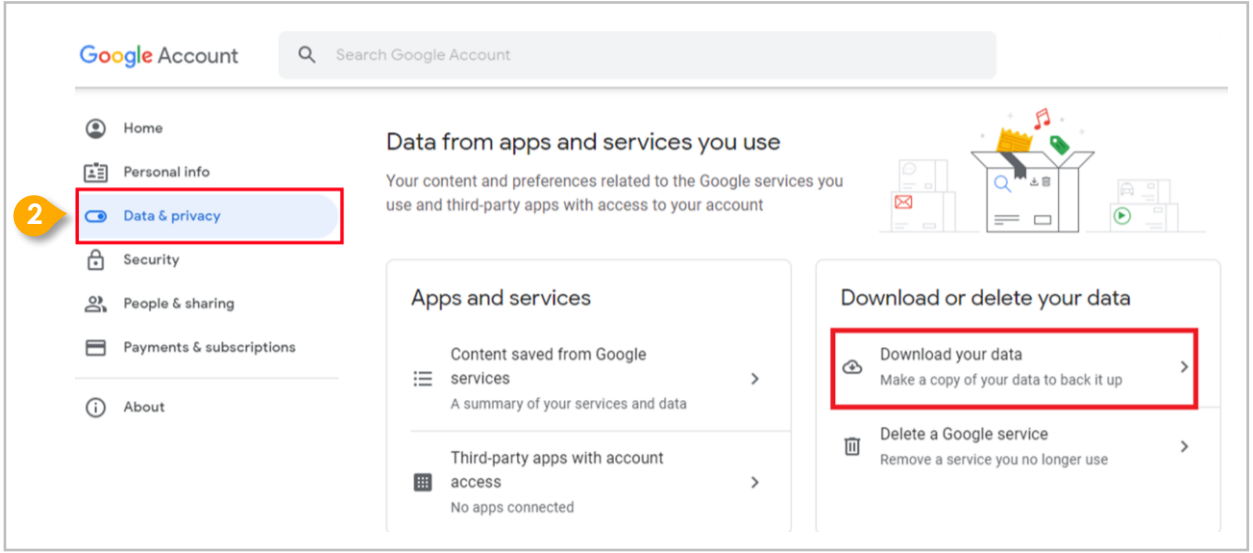
For more info on how to download your Student iCON data:
https://support.google.com/accounts/answer/3024190?hl=en

If you encounter any issues, kindly approach your Class Mentors for help.

Part 2 - Backup Student iCON data without personal Gmail Account
Option A: Download your data (applicable to all Google apps)

1. Login to Student iCON: http://myaccount.google.com/
2. Click "Data & Privacy" and scroll down.

   → Click "**Download your data**"



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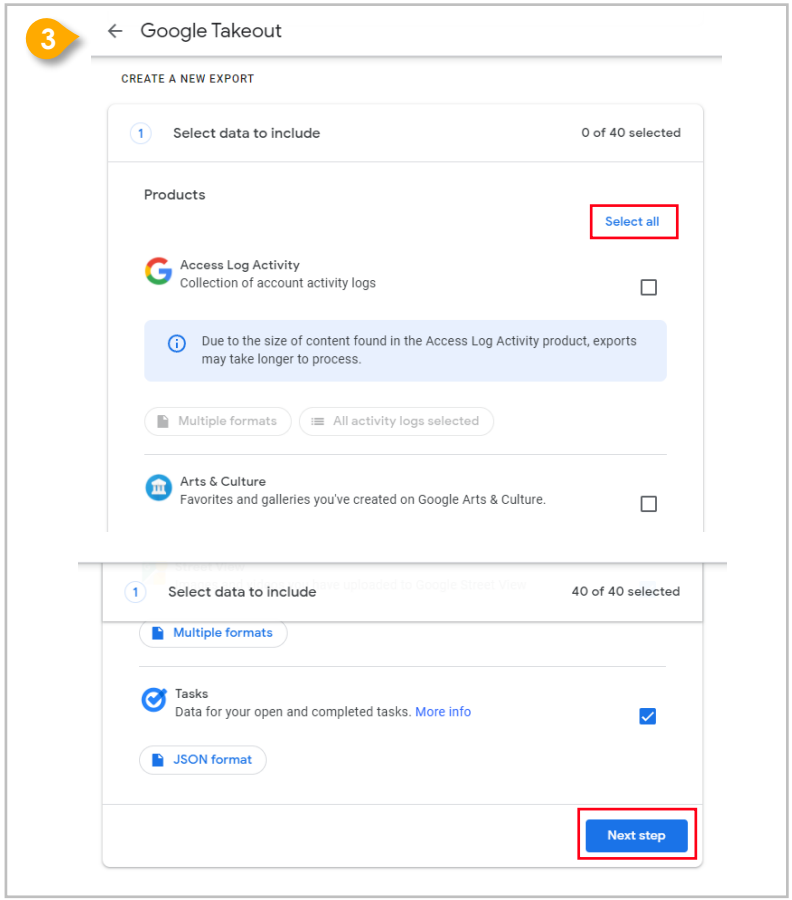

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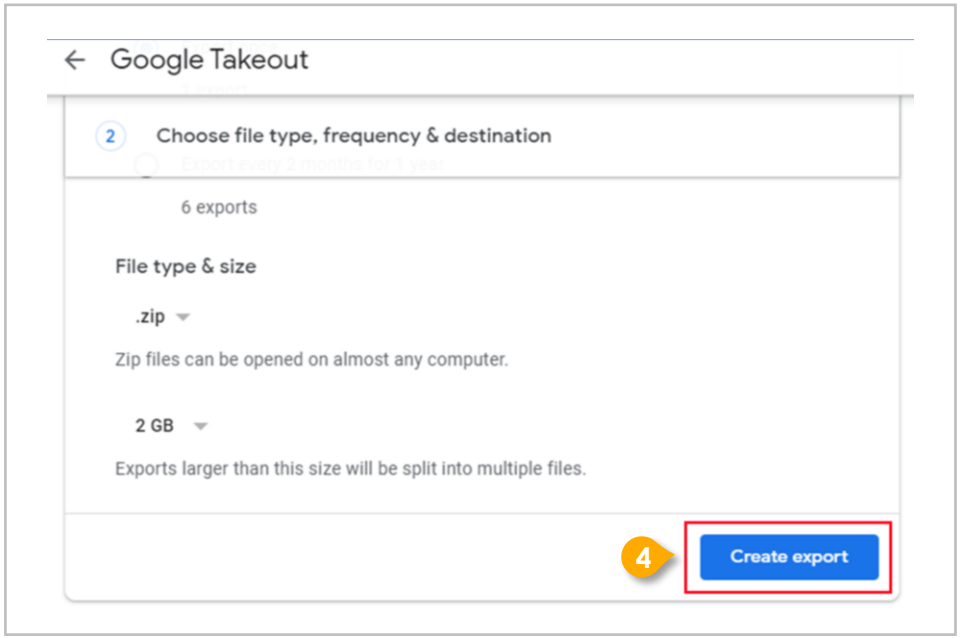

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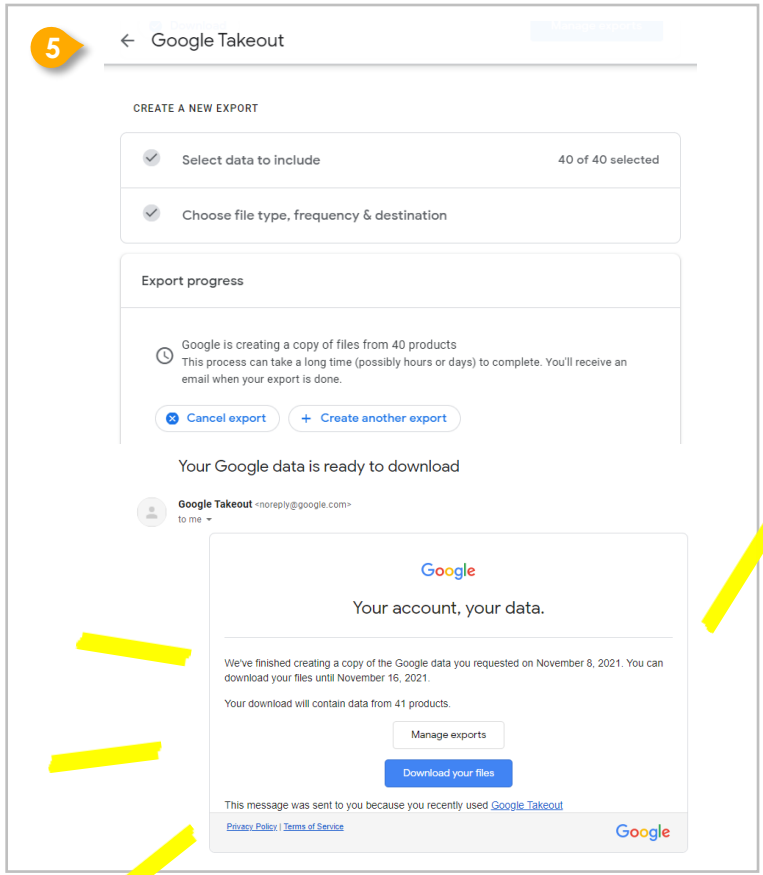

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