Complete the below procedure before July 1st. Your Limestone account will be disabled August 1, 2022.
Tip: anything related to your limestone account needs to be change to a personal account. For example, college or university admission emails, FB, etc.

Google Drive Files

Using your Limestone Google Account, you can copy and transfer your files to a personal Google Account. This process lets you keep important files when you graduate. If you have not already, create a Personal Google Account

You can copy and transfer files that you own in Google Drive (except files in the "Google Photos" section of Drive) and files in Google Drive under My Drive

Note: if files in your Google Drive match either (or both) of these conditions, they will not be copied.

- You are a viewer, not an editor or owner
- The owner has turned off download, print, and copy options

The copy process usually happens within a few hours, but it can take up to a week. Copied files might appear in batches on your Google Account during the copy process. When your files are finished copying, you will get an email at your personal Gmail address.

There are a few important changes that happen on files copied from Google Drive
You automatically become the file owner of all copied files. (The owners of the original files remain the same.)
Copied files are not shared with others. (You can always choose to share them.)
Comments are copied, but revision history isn't.

Start the copy process:

1. If you want to transfer files that have been 'Shared with me' drag them into 'My Drive'. You can also Right-click the selected files in 'Shared with me' and select "Move to" 'My Drive'..
2. On your Limestone account, go to https://takeout.google.com/transfer
3. Enter the email address of the personal Google Account where you want to copy your content.
4. Select Send code.
5. Check your personal Google email for a confirmation code. It may take a few minutes for the email to appear in your personal Google email inbox. Select Get confirmation code and a new tab will open with a code. Copy that code.
6. On your Limestone account, go back to the "Transfer your content" page. Enter the code, then select Verify.
7. Select the content you'd like to copy, then select Start transfer.

To see the files you have copied, sign into your personal Google email or Drive.
Gmail: Copied content will have a label with your school account name and the date you started the copy process.
Drive: Copied content will be in a folder labelled with your school account name and the date you started the copy process.

YouTube Transfer Google Files After High School (4:19)

Microsoft Outlook and OneDrive

OneDrive files

Microsoft now has a tool for those users who only require up to 5 Gb of free storage in a personal OneDrive setting. Follow the link below to learn how.

https://support.microsoft.com/en-us/office/move-your-school-files-when-you-graduate-7dbda93c-71e6-483f-8914-ad445554cd31

If you wish to get your files without having to use a personal OneDrive enabled account, you may select files and folders and download to a USB data stick and then upload to personal storage from there.

Outlook emails

Sign into your Limestone Office 365 email and forward any emails you wish to keep to your personal email account.

Support:

If you have any issues or questions, please call Information Technology Services: 613.417.3559 8:00 a.m. - 4:00 p.m. (Monday to Friday)