

Transfer Content (email, drive, contacts) in Google

How do I transfer emails and drive files?

1. Go to <https://myaccount.google.com/>
2. Click "Personal info & privacy"
3. Scroll down to the **Control your content** section and click on "START TRANSFER"
4. Enter the account you want to transfer your files to and click the "SEND CODE" link
5. Then just verify the account with the code that was sent and select your content to transfer.

How do I transfer my contacts?

Step 1: Export existing Gmail contacts into a CSV file

1. Go to Google Contacts.
2. In the top left, click More and then Export.
3. Select which contacts to export.
 - a. "My Contacts" are contacts you created.
 - b. "All contacts" are contacts you created and Other Contacts you've emailed.
4. Select Google CSV format.
5. Click Export.
6. In the top right, click your photo, then click Sign out.

Step 2: Import the file

1. Sign into your new account.
2. Go to Google Contacts.
3. In the top left, click More and then Import.
4. Click Choose File.
5. Select your CSV file.
6. Click Import.



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