

# Move your Personal Google Documents to Google Apps for Education

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## In this document, you will learn how to:

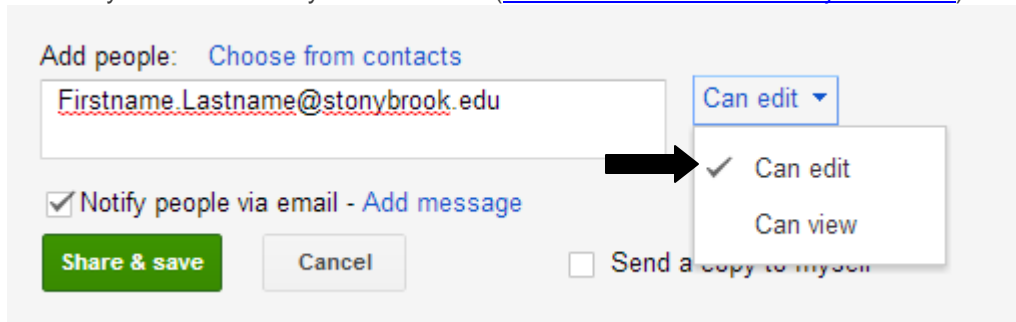
1. Share your personal Google documents with your Google Apps for Education account
2. Batch download your Google documents as a .zip file
3. Upload your downloaded Google documents to your Google Apps for Education account

## About Google Drive...

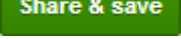
Google Drive, like Microsoft Office, allows you to create documents, spreadsheets and presentations, the catch is, they are created and stored online. Rather than saving (or forgetting to save) copies of your documents in different locations and sending them via email, Google Drive allows you to create documents online (which are saved automatically) and share them right from your Google Drive!

## Sharing your Google Documents with your Google Apps for Education Account

1. Log into your *personal* Google Drive ([www.google.com/drive](http://www.google.com/drive)) and sign in using your *personal* Google username and password
2. In your list of documents, check the box(es) next to the item(s) you wish to share
3. Once you have selected the documents you wish to share, click the **Share**  button at the top of your screen
4. Enter your Stony Brook University EPO address ([Firstname.Lastname@stonybrook.edu](mailto:Firstname.Lastname@stonybrook.edu)) under **Add people**



5. If you click **Can edit**, you will be able to edit the permissions to the following choices
  - **Can edit** allows the account you share your documents with to edit your documents
  - **Can view** allows the account you share your documents with to see your documents
  - **Google Drive does not allow you to share ownership of a document with an account that is outside your domain** (you will not be able to share ownership of documents made in your @gmail.com account with your @stonybrook.edu account)

6. Once you are satisfied, click **Share & save** 
7. Log into your Google Apps for Education account ([www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)) with your NetID and NetID password and look for the confirmation email from your *personal* Google account
8. Click **Drive** from the gray navigation bar at the top of your screen to open Google Drive
9. The document(s) from your *personal* Google account will be listed under **Shared with me**



▶ My Drive

▶ **Shared with me**

Starred


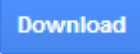
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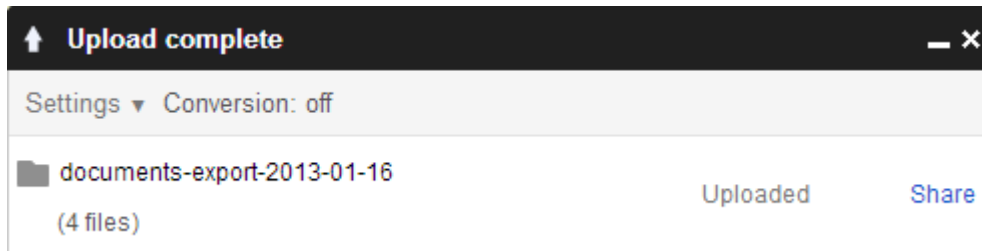
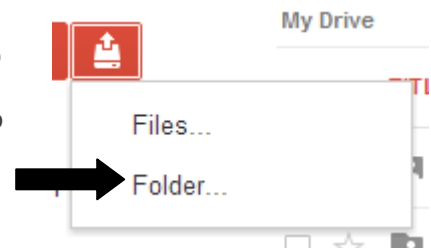
## Downloading your Google Drive to your Computer

1. Google Drive does not allow you to share ownership of a document with an account that is outside your domain, but you can download your documents from your *personal* Google account
2. Once you are logged into your *personal* Google Drive ([www.google.com/drive](http://www.google.com/drive)) with your *personal* Google username and password
3. In your list of documents, check the box(es) next to the document(s) you want to download to your computer

4. Once you have selected all the documents you wish to download, click **More**  at the top of your screen and choose **Download...** from the drop-down menu
5. Google will analyze your documents and can convert them to documents you can open on your computer
  - You can choose “selected” items or “all” items
  - There is a 2GB export limit (if you have more items to download, you will need to repeat this process)
6. Once you are satisfied with your choices, click **Download** 
7. Google will compress your files into a .zip file and your browser will automatically download the .zip folder
8. You can edit the documents that you have downloaded from your Google Drive with Microsoft Office or other text editors

## Uploading Documents into your Stony Brook Google Drive

1. After downloading (and editing) your documents from your *personal* Google Drive, you can upload the same documents into your Google Apps for Education account
  - This is a work-around for granting ownership for your documents to your Google Apps for Education account
2. Log into your Google Apps for Education account ([www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)) and log in using your NetID and NetID password
3. Choose **Drive** from the gray navigation bar at the top of your screen to open Google Drive
4. Click the **Upload**  button
  - Choosing **Files...** will allow you to upload individual files
  - Choosing **Folder...** will allow you to upload a folder with multiple files
5. To upload the folder that was downloaded in the previous section, click **Folder...**
6. Browse your computer for the folder that you downloaded (most likely in your **Downloads** folder)
7. Once you have located the folder you want to upload, click **OK**
8. Your folder will begin uploading automatically and you will see the following window appear



9. Your Google Apps for Education account (@stonybrook.edu) is now listed as the owner for the documents you downloaded and later uploaded from your *personal* Google Drive