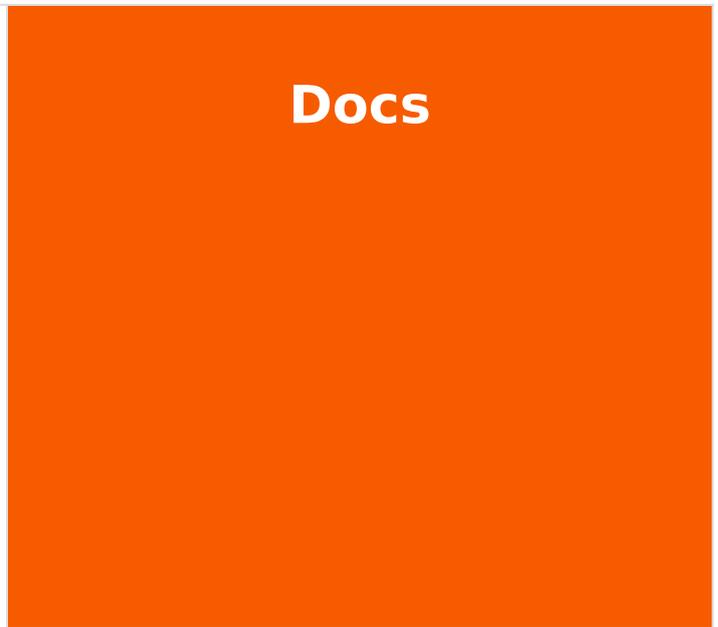
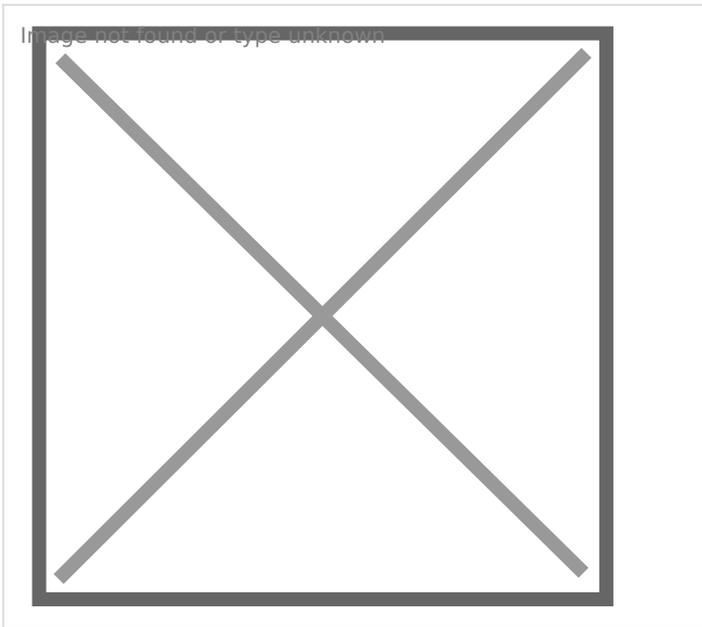


65.019 Transferring files from one Google Drive to another in a different organisation



Document Control

Document Name	65.019 Transferring files from one Google Drive to another in a different organisation		
Version	v1.0 Current		
Author	Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com		
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Change Control

Date	Author	Version	Change
02-DEC-2024	Neil Tancock	0.0	First version
01-JAN-2025	Neil Tancock	1.0	Approved

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The easiest way to do this is to use Google Transfer, which is designed just for this purpose. Google Transfer copies files from your Drive to another Google account. There are a few caveats::

- Google Photos, Forms, Sites or My Maps are not transferred
- Only copies of files you own or you have added to your My Drive will be copied; files in your Shared with me will not be copied
- Your destination Google account must have enough storage space. (If you are transferring to a C2k Account you have unlimited space but may need to buy additional storage if transferring to a personal Google account.)
- Team Drives are not supported
- Content will be copied to a folder labelled with the original account name and the date the process was initiated.

To use Google Transfer, click on this link while logged in to your Google Workspace account:

<https://takeout.google.com/u/1/transfer?pli=1>

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Need help? Get in touch!

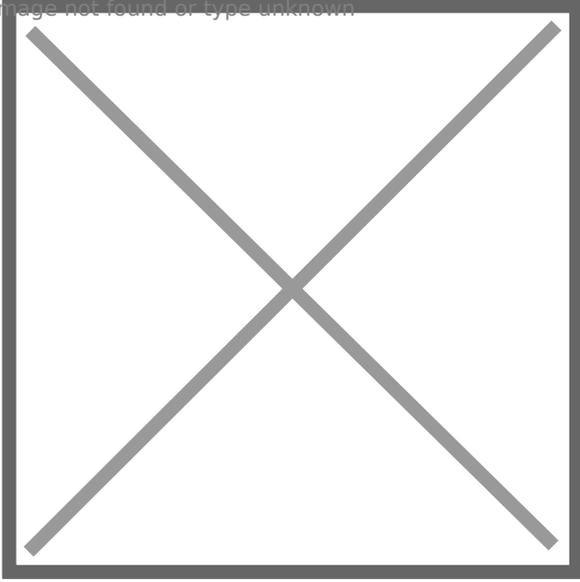
You can call us on [01752 373000](tel:01752373000), option 2 or, if you are on Number Club, just call extension 3001

You can email us at hub@safeharboursupport.com

You can chat & Collaborate with us at <https://kite.wildix.com/nc-a12/3001>

You can Whatsapp us right here: <https://wa.me/441752373000>

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