

## Copy & transfer your files

Each time you copy files from your school account, a new set of copies is created in your Google Account.

### Create an account

If you haven't already, [create a Google Account](#). Your new email address will be your username@gmail.com.

### Prepare your files

To copy content that other people have shared with you, [add those files to My Drive](#).

### Start the copy process

1. On your school account, go to [Transfer your content](#).
2. Enter the email address of the Google Account where you want to copy your content.
3. Select Get code.
4. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
6. Choose the content you'd like to copy, then select Start transfer.

### Details about the copy process

- 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'll get an email at your Gmail address.

## Download files that aren't copied

To save your content from other Google products, you can [download your data](#).

For example, you can download your Gmail contacts, your YouTube videos, and your photo albums in Google Photos.

## Change a file's owner

If you're the owner of a file in Google Drive, you can [transfer ownership](#).

For example, if you'll graduate soon and you own documents for a student club, you might want to transfer ownership to another student.