Welcome back to the 19/20 school year at Phoenixville Area School District.

In our effort to streamline online resources, with Office365 and the full launch of Canvas on September 30, 2019, PASD will no longer be providing and supporting district Google accounts. What does this mean to you?

- 1. As of September 30, 2019, ALL existing pasdphantoms.net and pasd.k12.pa.us Google accounts will be disabled. There will be no exceptions.
- 2. If there are Google docs or files in your pasdphantoms.net Google account that you wish to keep, you will need to export them by September 30, 2019. You can do this by either:
 - A. From a school computer to your network folder and then to OneDrive. Attached is documentation on how to do this.
 - Or,
 - B. From your home personal computer by following the same attached instructions except everywhere it references Network home folder, change it to your Desktop Folder. (*This may vary depending on operating system*)

YOU MUST DO THIS PRIOR TO SEPTEMBER 30, 2019.

Sincerely,

The Phoenixville Area School District Technology Department

 Open *File Explorer* located in the bottom left task bar and navigate to your Network home Folder listed under *This PC*

Open your Network home folder. Then click the double squares in the upper right corner to shrink the window. -

2. Open an internet browser and go to

http://Takeout.google.com

Log into Google with your PASD pasdphantoms.net account

3. You will be creating an archive to export that you can copy to your network folder.

Google Account

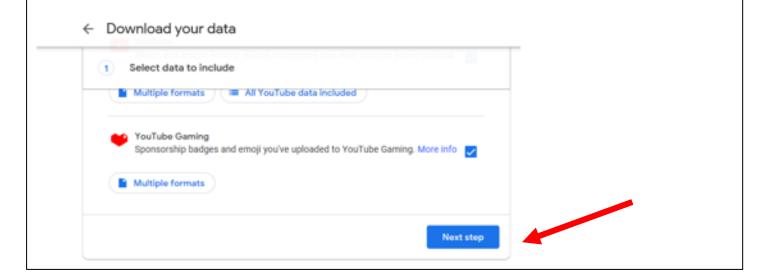
Oownload your data

Your account, your data. Export a copy of content in your Google Account if you want to back it up or use it with a service outside of Google. ŝ

4. Scroll through the selections and select the data to include. You can leave all checked to be sure you do not miss anything.

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. Learn more					
Products					
	Android Device Configuration Service Android device attributes, performance data, software versions, and account identifiers. More info	~			
	Arts & Culture Favorites and galleries you've created on Google Arts & Culture.				
31	Calendar Your calendar data in ICalendar format.	~			
0	Chrome Bookmarks, history, and other settings from Chrome				

5. After you have selected all your data to include for the export, click **Next step** at the bottom of the list.



6. You will be directed to customize the archive format. Under **Delivery method**, leave the default and click **Create archive** at the bottom.

Send download link via email 💌

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

Export type

One-time archive

Scheduled exports every 2 months for a year

6 archives

File type

.zip 🔻

Zip files can be opened on almost any computer.

Archive size

2GB 💌

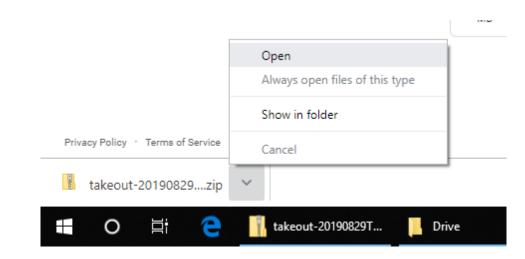
Archives larger than this size will be split into multiple files.

← Ma	nage archiv	es					
your dest		se, if you ever wan		the data export policies of you may have to leave			
Do not do them.	wnload your arc	hives on public co	mputers or upload the	em where others can see			
*		data, if you'd like to n, please visit Goo		s to manage your account,			
	ease note that archiv hail when your archiv		ne (nours or possibly days)	to create. You will receive an			
. Whe *Not	e: Even th	ough there		ownload 'Available until a ter 9/30/2019.	ate" show	n past the da	te (
. Whe *Not	e: Even th	ough there	e may be an '	"Available until a	ate" show	n past the da	te d
. Whe *Not	e: Even th	ough there	e may be an '	"Available until a	ate" show	n past the da	te (

9. You will be prompted for your password for confirmation purposes. Enter your PASD password and click *Next*

G	oogle
Hi、	STUDENT
👩 absherj10p	esdphantoms.net v
To continue, first verify it's	han
Contract your password	

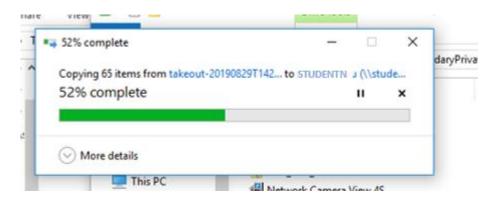
10. You will see it downloading in the bottom left hand corner. Your archive will begin with the name *Takeout*. Once it is finished downloading, click the down arrow and select *Open*.



11. The *Takeout* folder will open. Keep this window open. Now, click the tab at the bottom that has the name of your Network home folder to open it. You will now have both windows open. Simply click and drag the *Takeout* folder into your Network home folder.

* Quick access	Name	Type Con		^		earch STUDENTN = (\\stud	
100 100 100 100 100 100 100 100 100 100	Takeout	File folder	> 🖈 Quick access	Name	Date modified	Туре	Size
This PC			🗸 🛄 This PC	6th grade	4/15/2014 11:12 AM		
3D Objects				8th Grade	11/28/2018 9:05 AM	File folder	
Desktop			> 🧊 3D Objects	9th Grade	11/28/2018 9:11 AM		
Documents			> Desktop	grad 1 and 2	12/15/2017 7:58 AM 9/6/2016 9:51 AM	File folder File folder	
🕹 Downloads			> 🔂 Documents	grade 3	4/4/2016 1:30 PM	File folder	
👌 Music			> 🕹 Downloads	grade 4	4/15/2014 11:14 AM		
E Pictures			> 🁌 Music	grade5	4/15/2014 11:14 AM		
Videos			> E Pictures	My Music	4/15/2014 11:14 AM		
SecondaryPublic (\\			> 🔄 Videos	My Pictures	5/17/2017 12:15 PM		
ElemPublic (\\stude			> 👳 SecondaryPublic (\\	Takeout	8/28/2019 12:23 PM	File folder	
STUDENTN (\\studer			> 👳 ElemPublic (\\stude	STUDENTN	2/28/2014 10:31 AM	JPG File	4,01
			> - STUDENTN (\\studer	Absherj.psd	2/27/2014 10:48 AM	PSD File	29,98
Network			-	Book1	8/30/2017 7:56 AM	Microsoft Excel W	1
			> 💣 Network	Class of 2019	10/3/2018 1:37 PM	Microsoft Word D	10
				STUDENTN	2/27/2014 10:42 AM		2,39
				Education IRR	1/28/2019 9:20 AM	PDF File	12
				The Winter Snow	10/29/2018 9:02 AM		1
				IWA Social Media + Classroom (1)	4/15/2019 9:21 AM	PDF File	13
	<		>	LWO.	11/8/2018 9:39 AM	PNG File	4
tem 1 item selected		811	1	Physics Projectile Lab	12/6/2018 9:21 AM	Microsoft Excel W	-
em				Unperfected Perfection	4/12/2017 7:49 AM	Microsoft Word D	
				+ Copy to STUDENTN : (\\stud	antfila) Sacan dan (Brivata)	2010)	
			<		entitie(SecondaryPrivate)	2013)	
			22 items				Baa

12. You should see the below popup indicating your files are being copied to your Network home folder.



13. If you wish to have these files on your PASD OneDrive, log into Office365, select OneDrive and simply click and drag those files from the Takeout folder in your Network home folder into your PASD OneDrive folder