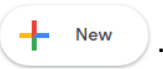


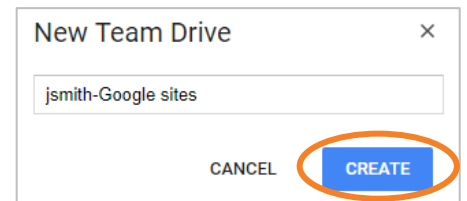
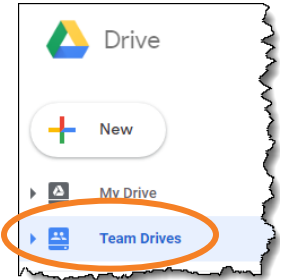


## Google Apps: Migrate New Google Sites

Follow instructions below to migrate New Google Sites created with your WCPSS Google account to your personal Google account.

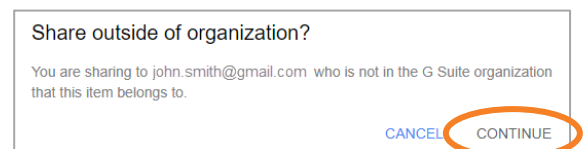
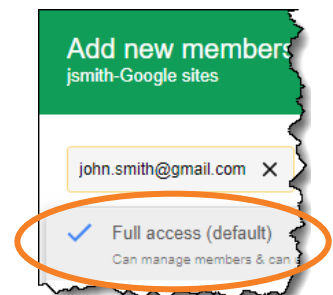
### Create a Google Team Drive in Your WCPSS Google Account

1. Open your **WCPSS Google Drive**.
2. Click **Team Drives**.
3. Click  **New** .
4. Name your Team Drive using the format: **WakeID-Google sites**. (e.g. jsmith-Google sites)
5. Click **Create**.



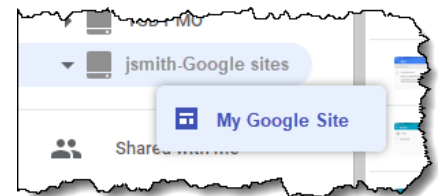
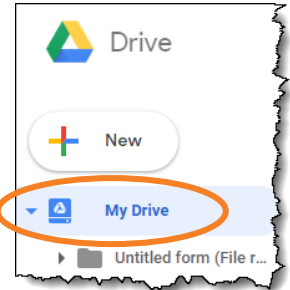
### Add Personal Google Account as a Full Access Member of the Team Drive

1. Click **+Add members**.
2. Enter your **personal Google email address** and select **Full access (default)**.
3. Click **Send**.
4. Click **Continue** to confirm that you are sharing with someone who is not a part of WCPSS Google.



## Move New Google Sites to the Team Drive

1. Click **My Drive**.
2. Drag and drop the sites you would like to migrate from your Drive to the new **Team Drive** you created.
  - **NOTE:** Press and hold **Ctrl** to select multiple sites.



## Move New Google Sites from the Team Drive to your Personal Google Account

1. Sign into your **personal Google account**.
2. Click **Team Drives**.
3. Open the **Team Drive** you just created.
4. Drag and drop the sites to **My Drive**.
  - **NOTE:** Press and hold **Ctrl** to select multiple sites.
5. Click **OK**.

