How to Transfer Data from your Personal Drive
# to your LAFS Google Drive

It's possible that employees in your department are storing critical organization data via a personal or non LAFS (lafilm.edu) Gmail accounts. We cannot have this be the case as there is an extremely high chance of data loss, credential loss and even identify theft. Please follow the steps below to make sure you are in compliance with our Campus Data Security Policy, by moving all data to your LAFS Google account.

1. First, create folders to be shared with your LAFS account. Its recommend that you create a folder specifically for older data that you're no longer working on (archive projects) and a folder with data that you are currently working on (current projects) this scheme will allow you to better decide what needs to be archived and what needs to be re-shared among your team members after this entire process has completed.

To create a new folder, from your Gmail account drive, do the following
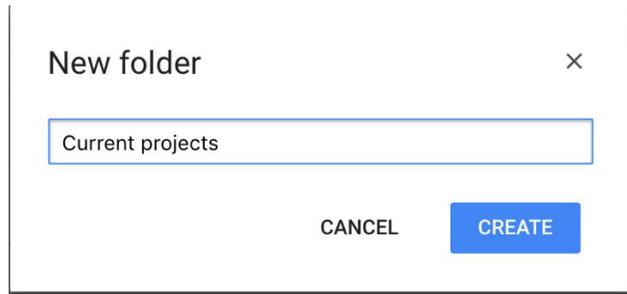
- Click on the plus button in the top left corner
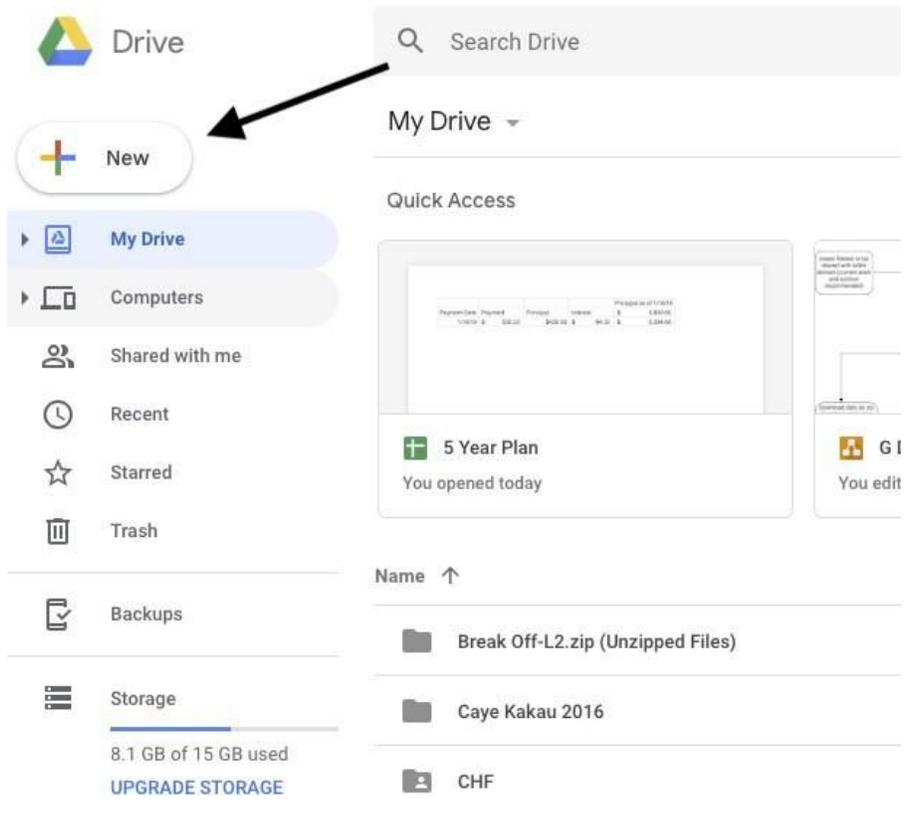
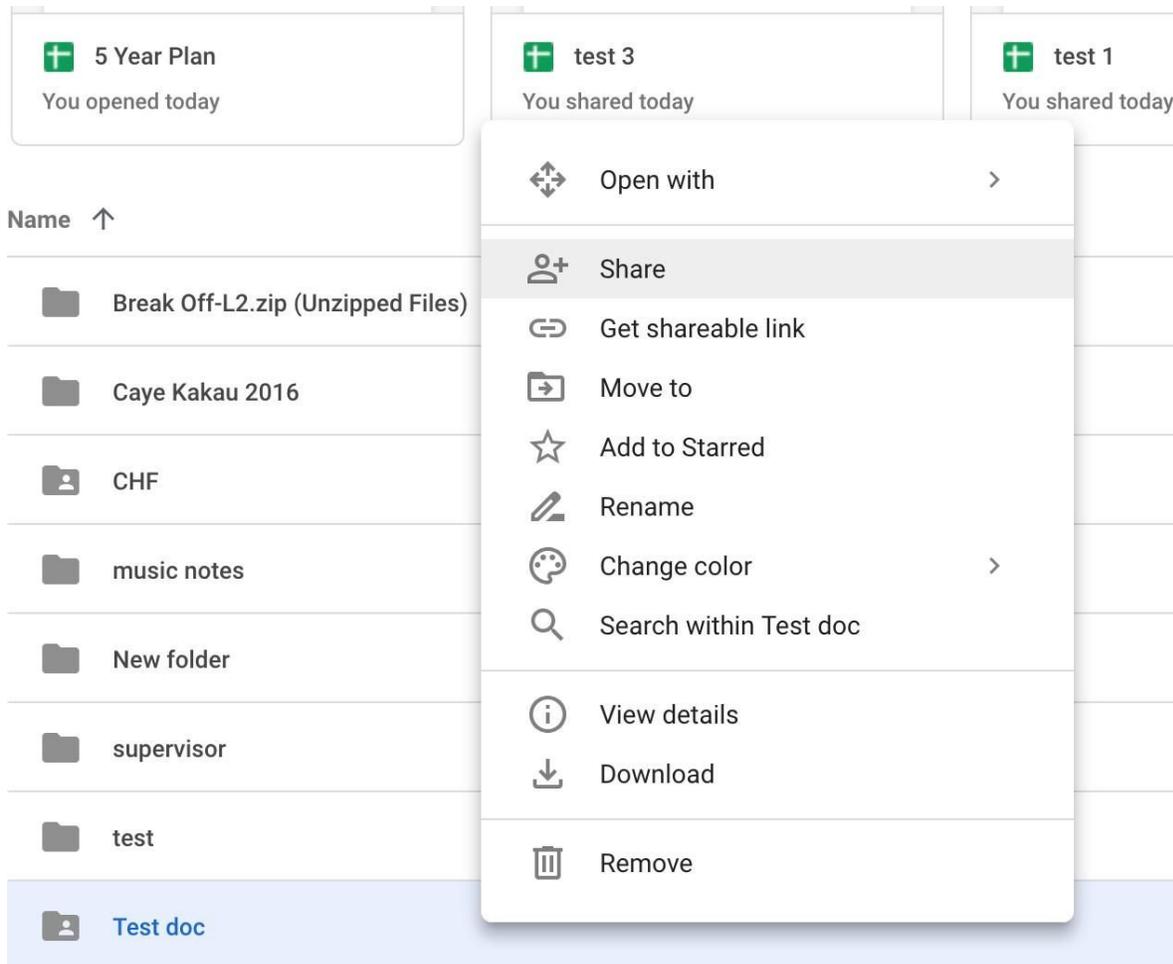- Click folder
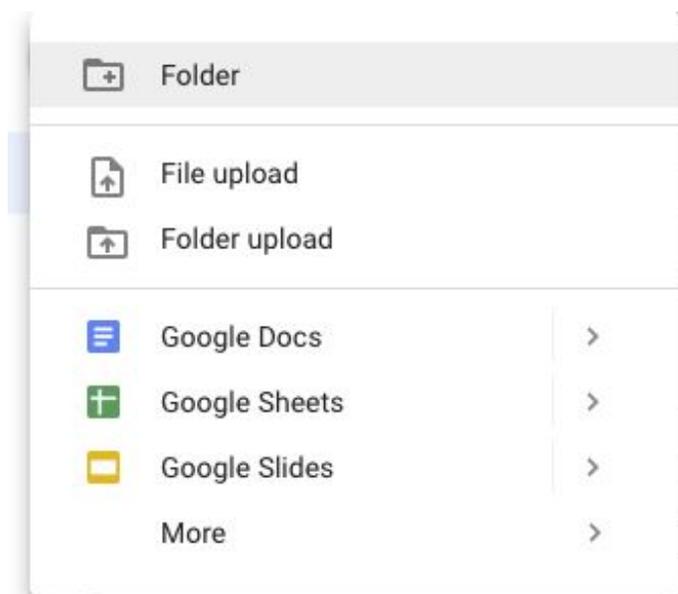
● Name folder and click create

2. After creating all needed folders, add any data that needs to be transferred from your Gmail account. Please make sure you are adding the correct data to the correct folder. You also have the option to select and move data in bulk by using the mouse to click and drag to select multiple files. After selecting all needed files, right click and select move. At this point you'll see the drives you just created. Move the data to the correct drive.
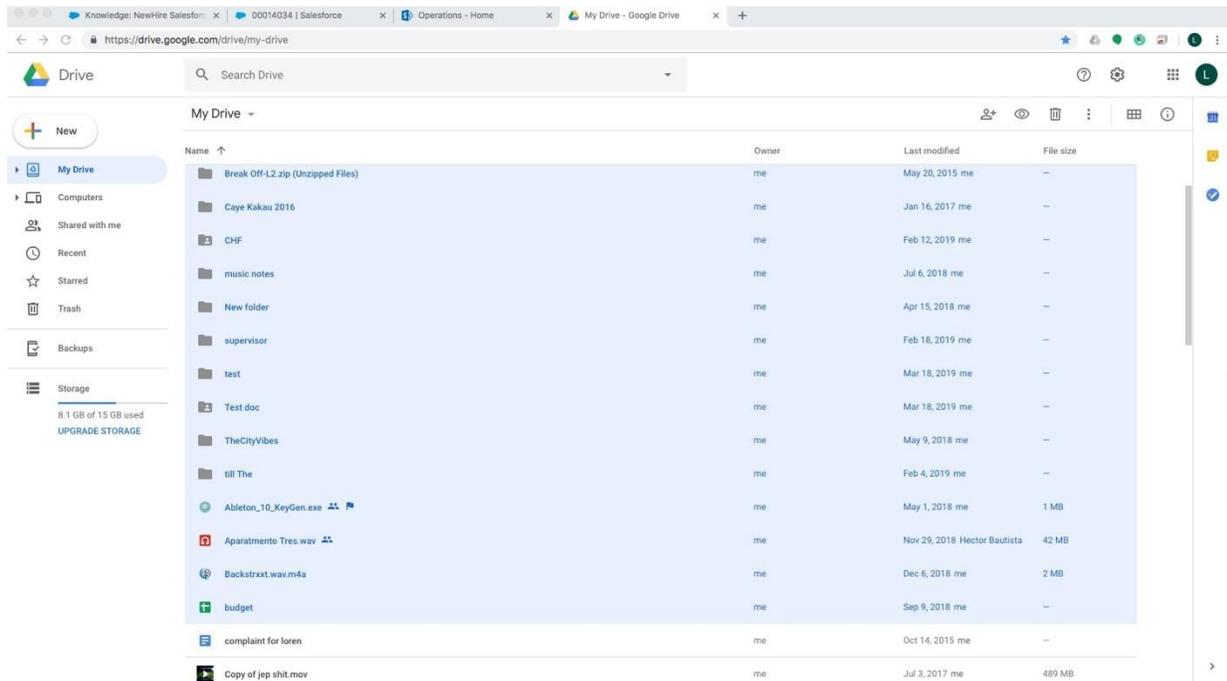
*You can click and drag to select multiple files at once

3. Once all of the correct data has been moved to the appropriate folder, **share the folder(s) with your lafilm.edu email address** (Right click on the folder and click share, and then Enter your lafilm.edu address).


4. You'll be sent an email that you must click open to accept the shared folder. Make sure after clicking open you are brought to your lafilm account (verify by clicking on your initials in the top right corner). After this step, the folder will be available in your lafilm.edu drive via the **shared with me tab**.

Shared with me tab
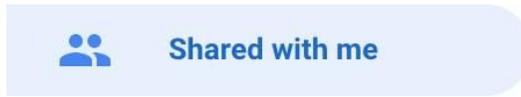
5. Right click on the folder and click download. This will download the folder to your computer as a zip file. (if archive folder, store zipfile in a safe location and make an additional backup. You should store this and any additional backup in a different lafilm account from your own, or on an external drive or thumb drive.)
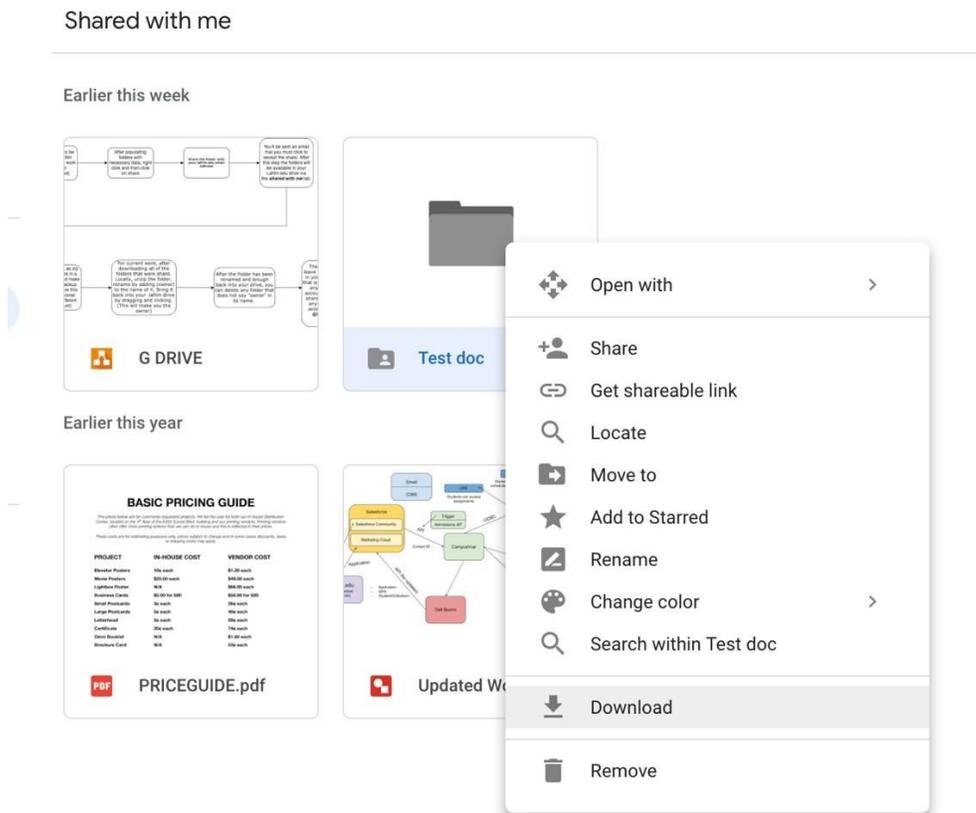
*Right click folder and click download

6. For current projects, after downloading all of the folders that were shard. Locally, unzip (usually done by just double clicking the file) the folder, rename by adding (owner) to the name of it. Bring it back into your lafilm drive by dragging and clicking. (This will make you the owner).
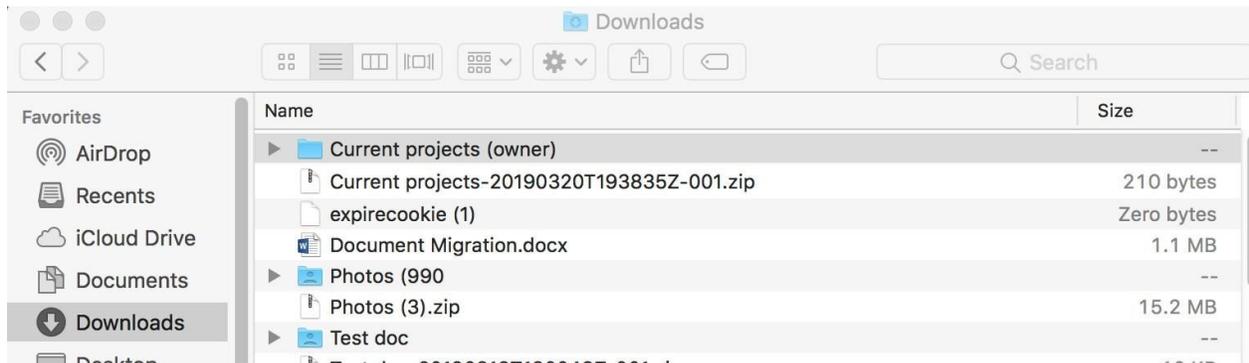
*After clicking on the .zip file here, I renamed "Current projects" to "Current projects (owner)"

*At this point, you should see the original version (still attached to the Gmail account and the new version that lives in a lafilm drive)