

Dear Nelson University (formerly known as SAGU) Students,

As you may have heard, SAGU is changing its name to Nelson University. With this exciting change comes a cascade of other changes, one of which affects your access to your SAGU Lionmail Google Drive storage.

This [website](#) provides instructions to our Google Drive Data download [videos](#) and this document. Scroll down and select Information Technology to show the tutorial dropdown options. We'd suggest using this document while following along with the video tutorials.

With the coming name change, your student Lionmail addresses will also be changed. Any data saved to your SAGU Lionmail Google Drive must be moved elsewhere. **If you do not download/back up the files in your SAGU Lionmail Google Drive to another location before your account is changed, you will lose access to all files and photos, permanently, even if you've shared them with another account.** You must download the files or "share then copy" them to another location.

We will cover a few ways you can do that in this document. Instructions for each option are found below.

Option 1: Use another Cloud Storage solution. You can create a free Google Account, or use one you already have, to store your data. Space is limited to 15GB.

Option 2: If your Google Drive data is around 128GB or less, backup to a flash drive. They can be purchased from sites and locations like Walmart, Amazon, BestBuy, etc. and are relatively inexpensive. Just make sure you buy one where its capacity is large enough to hold all the data from your Google Drive.

Option 3: If your Google Drive data is greater than 128 GB, you should probably purchase an external hard drive OR a Synology unit.

*External hard drives can go from at least 128 GB to easily 5 TB on Amazon. They are easy to use and are relatively inexpensive.

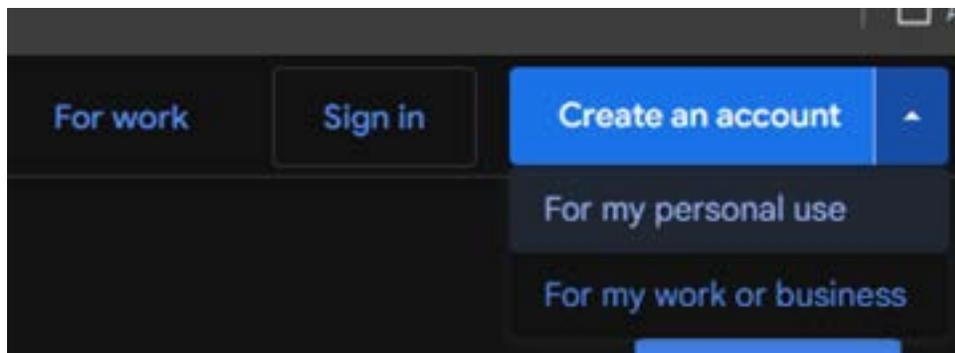
*A Synology Unit is a storage option that holds multiple external hard drives and pretends they are one big hard drive for your computer. Their capacity is technically unlimited as long as you keep getting bigger drives. This process is much more complicated, much more expensive and should only be attempted if you know exactly how to do this. We will NOT be providing instructions on how to set up a Synology Unit. You would really only go this route if you have an *extreme* amount of data and no single external hard drive can hold the data.

***IMPORTANT - If you download an entire folder at once or more than 1 file together at a time (Example: You highlight multiple files and select download), then the download will show up as a .ZIP file. You will need to “extract” the files before you can do anything else with them. Steps found below.**

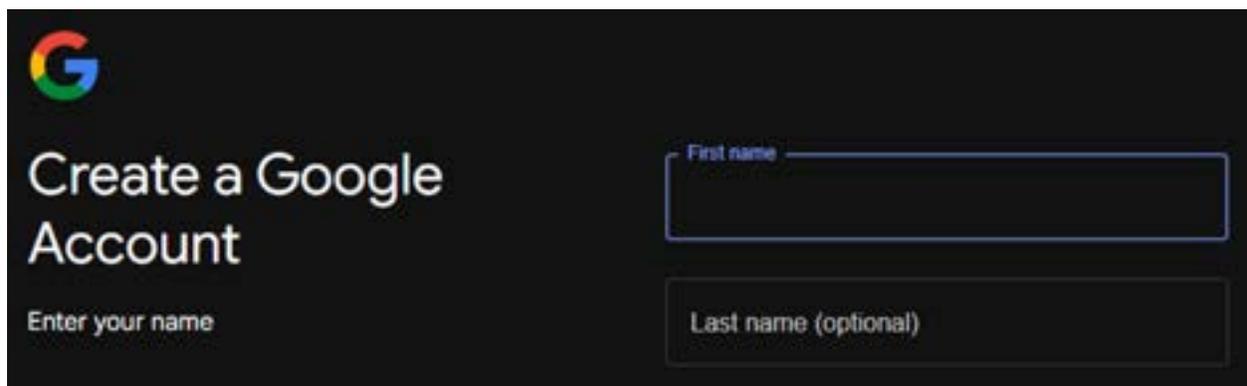
Steps for creating your own personal Google Email/Drive account

Go to <https://www.google.com/gmail/about/>

Select Create An Account > “For my personal use” > provide the information it asks for.



Enter your name

A screenshot of the "Create a Google Account" form. The Google logo is in the top left. The text "Create a Google Account" is prominently displayed. Below it, the instruction "Enter your name" is shown. There are two input fields: "First name" and "Last name (optional)".

Enter your birthday and gender (options available)



Basic information

Enter your birthday and gender

Month Day Year

Gender

[Why we ask for birthday and gender](#)

It will suggest a Gmail name for you or let you create your own. Do whichever you prefer.



Choose your Gmail address

Pick a Gmail address or create your own

tom694686@gmail.com

t02324823@gmail.com

Create your own Gmail address

Create a password > and Congratulations, you have a new email account!



Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password

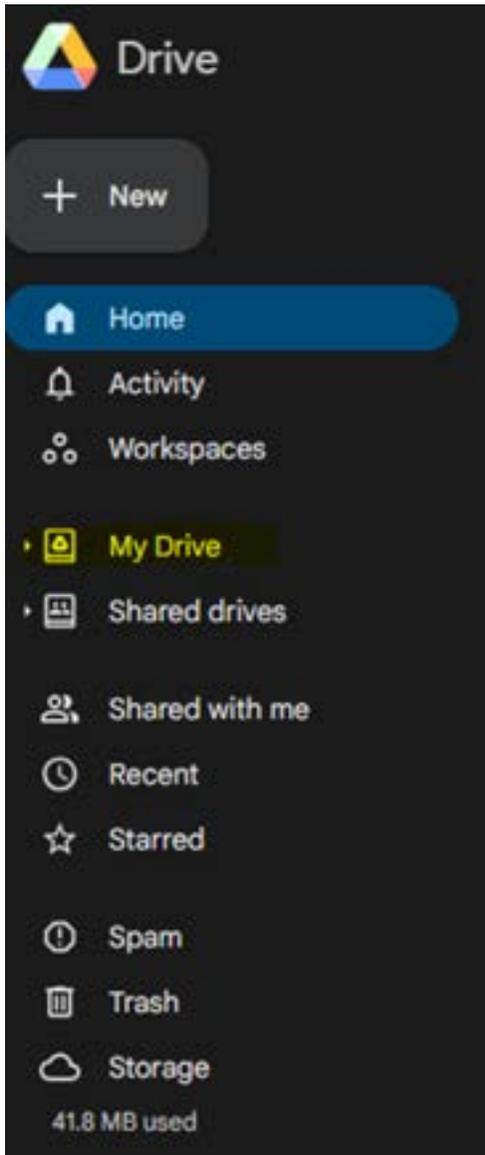
Confirm

Show password

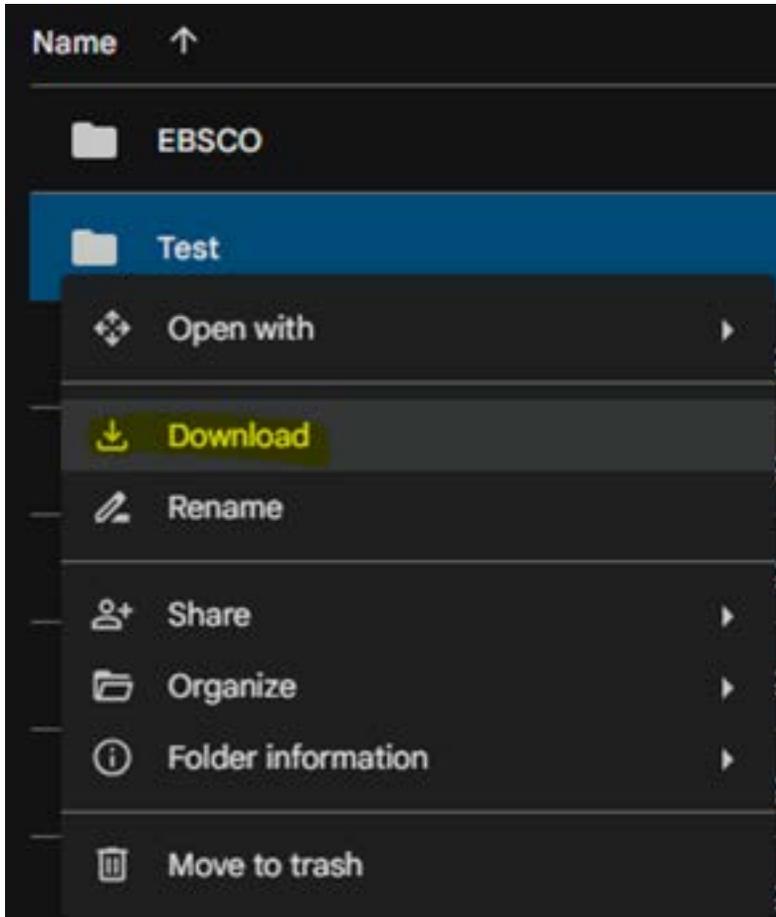
Steps for Downloading your data from Google Drive

Sign into your SAGU Lionmail Google Drive. You can do this by going to <https://drive.google.com/drive/home>

Select the My Drive option on the right-hand side

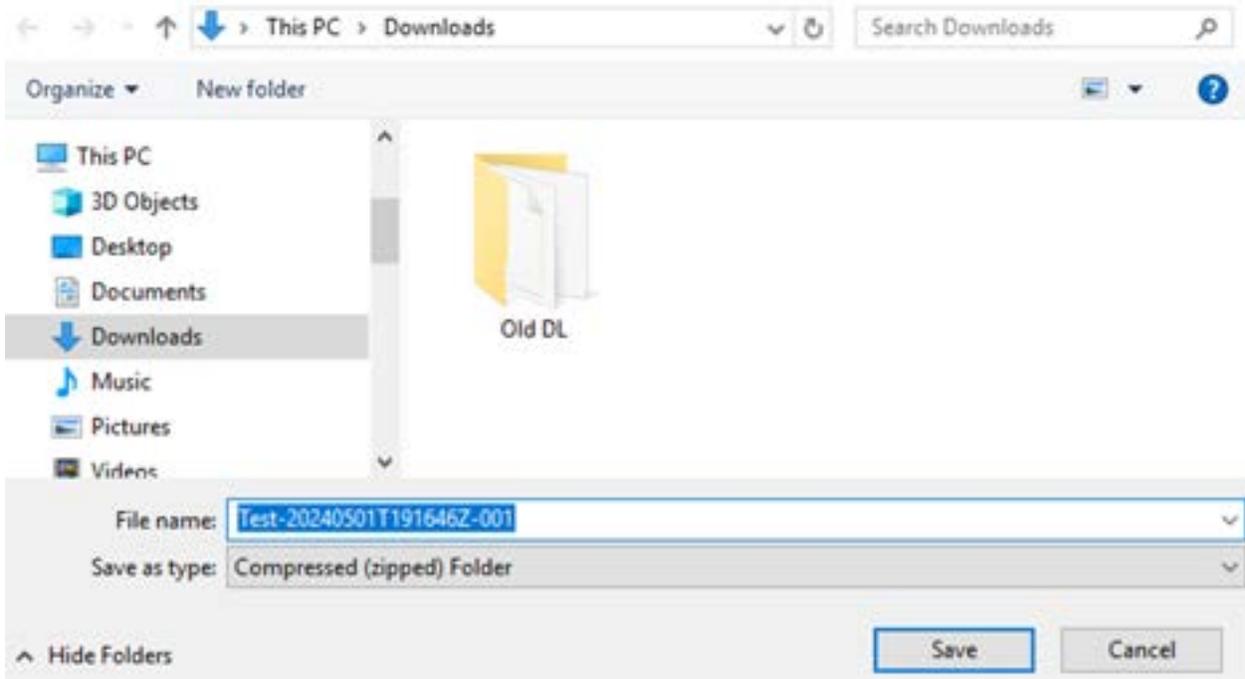


Right click a folder you want to keep and select *Download*

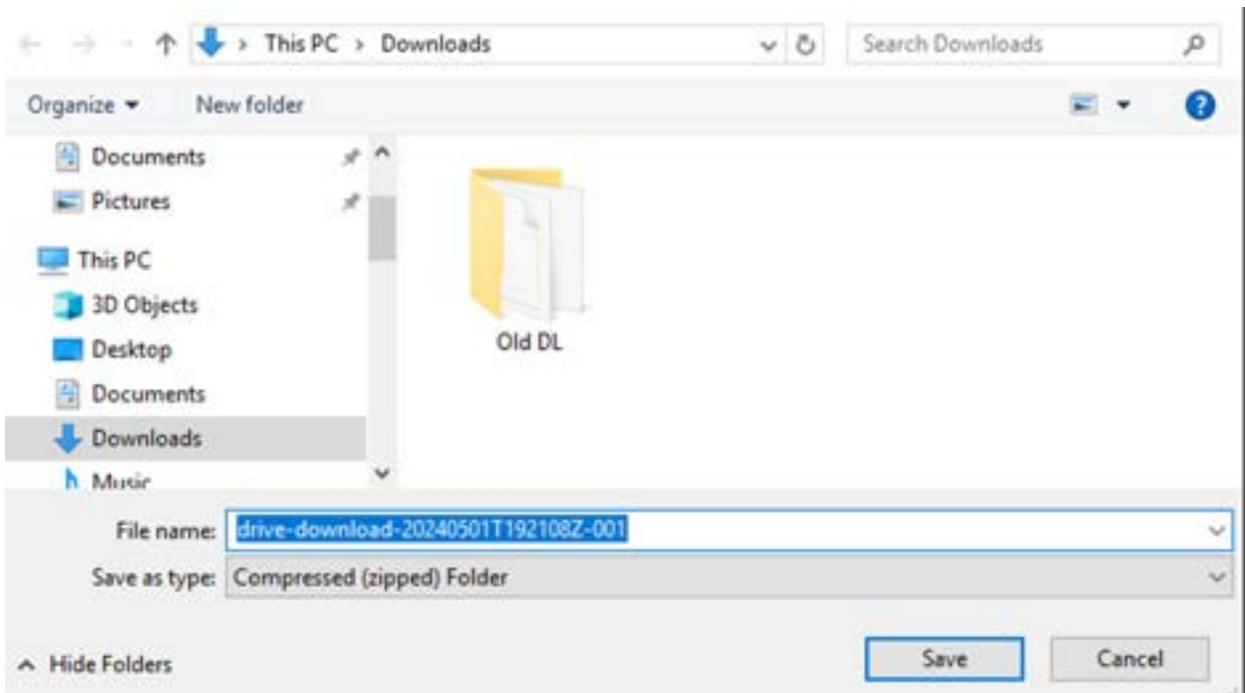


***IMPORTANT - If you download an entire folder at once or more than 1 file together at a time (Example: You highlight multiple files and select download), then the download will show up as a .ZIP file. You will need to “extract” the files before you can do anything else with them. Steps found below.**

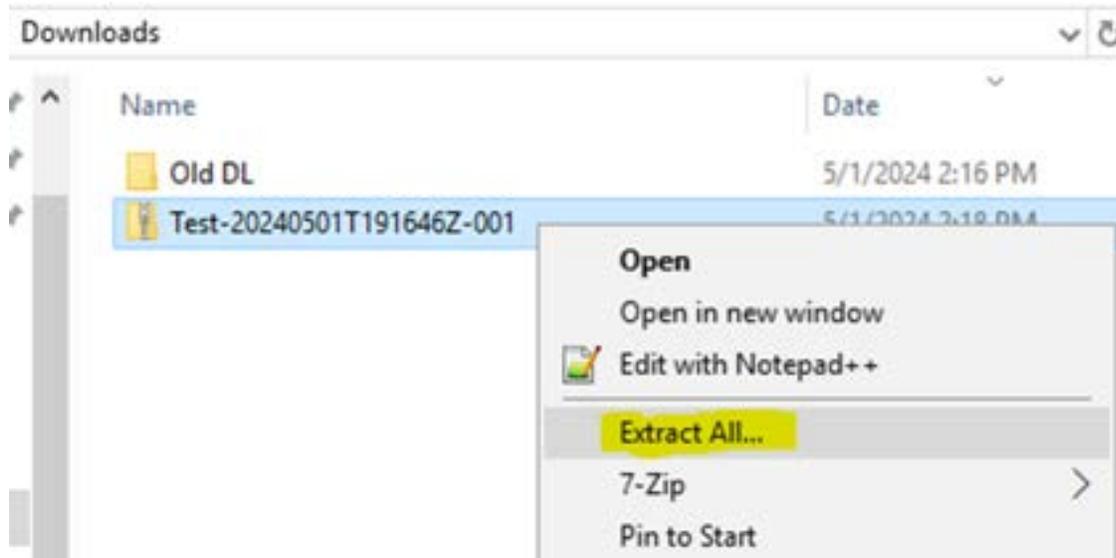
Example below of the Download Compressed Folder, and hit Save for the download to save to your local machine.



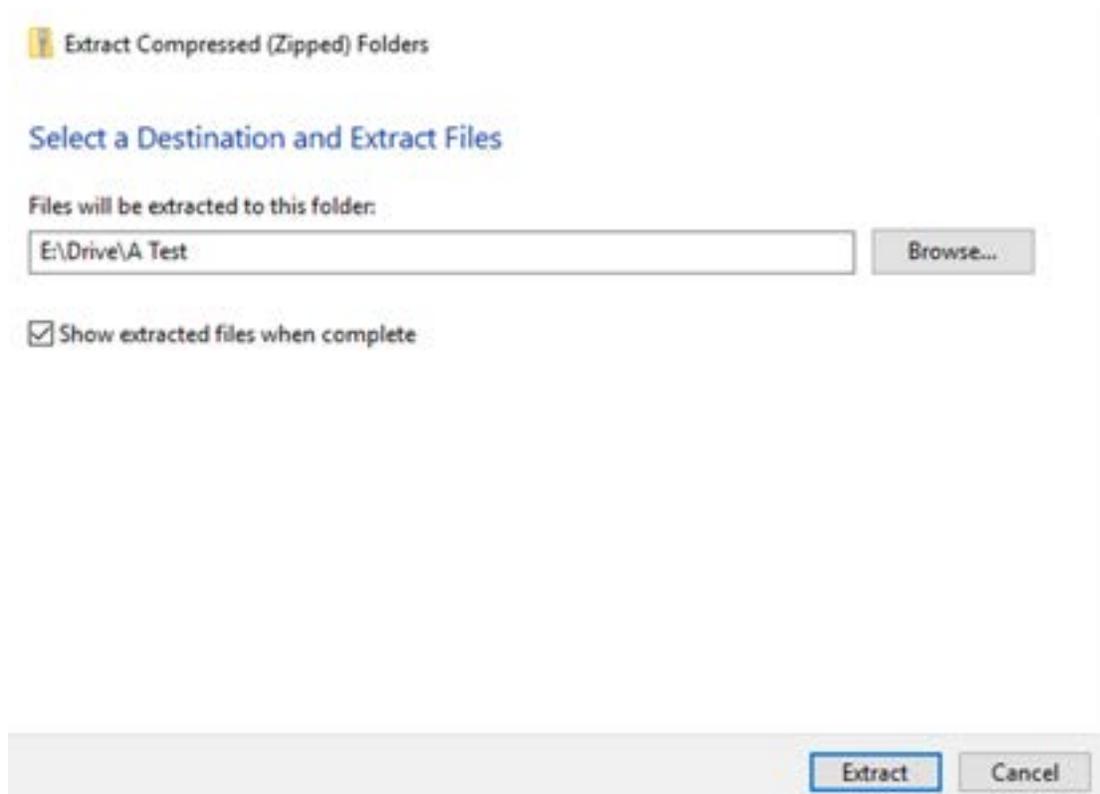
Example below of the Download of multiple files into a Compressed Folder, and hit Save for the download to save to your local machine.



If you downloaded a .ZIP file, then once the download is complete, go to the downloaded .zip file and right-click and select "extract."

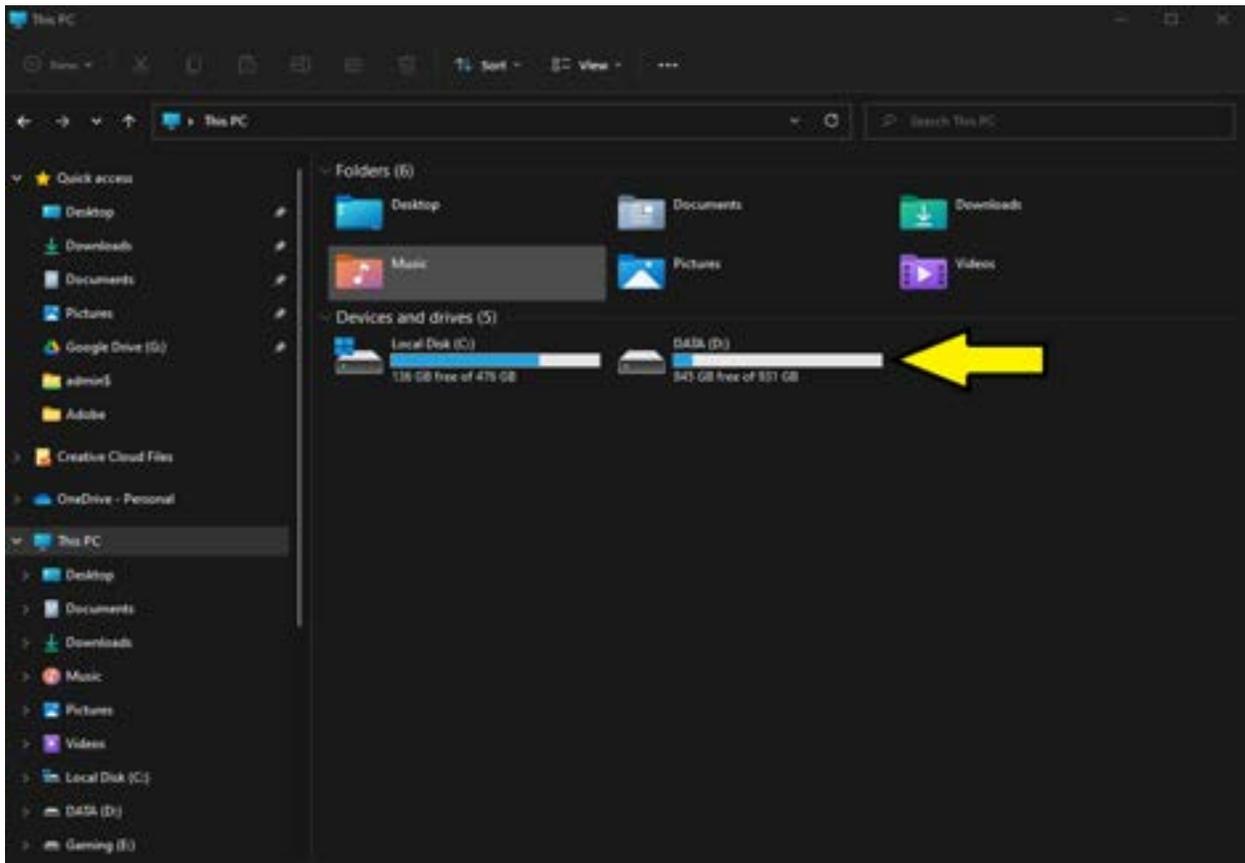


Next, choose a location to save. This can be your computer, a USB drive or your external hard drive or Synology unit. Steps for each of those are found below.



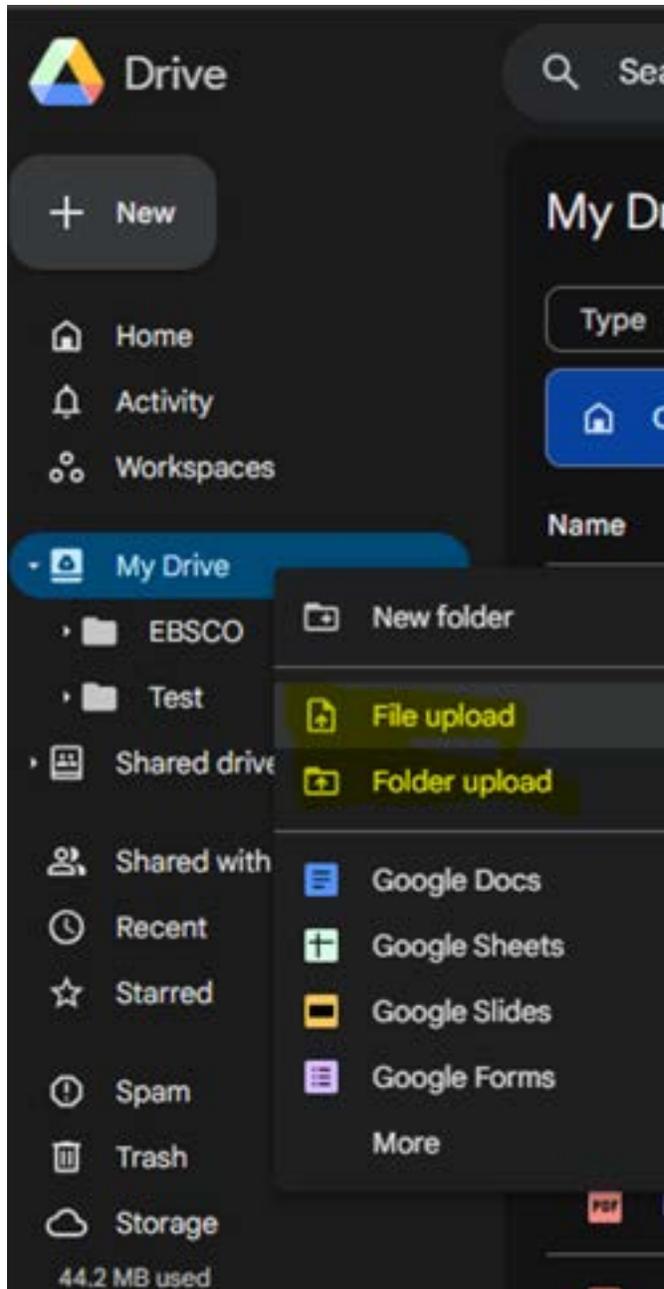
Steps to save to a USB drive, external Hard Drive or Synology Unit

Plug your USB drive, external Hard Drive or Synology Unit into your computer (generally through USB and USB-C). Once it shows up it can be selected within File Explorer, you can start saving files to these drives. (the drive name and drive letter could be different than shown in the below illustration)



Steps for backing up your data to a different Google Drive

After you have downloaded your files to your local machine (done by following the steps found above), then sign out of the SAGU Lionmail Google Drive and sign into your personal Google Drive account. Now you can reupload the file to your personal Google Drive by right clicking "My Drive" and select "File Upload" or "Folder Upload." You would select *Folder Upload* if you are doing entire folders at a time, otherwise you select *File Upload* to do each file individually.



Once the process is complete for the file or folder, you repeat the process until all folders and files are uploaded. Remember, Google Drive's free space is limited to 15 GB.

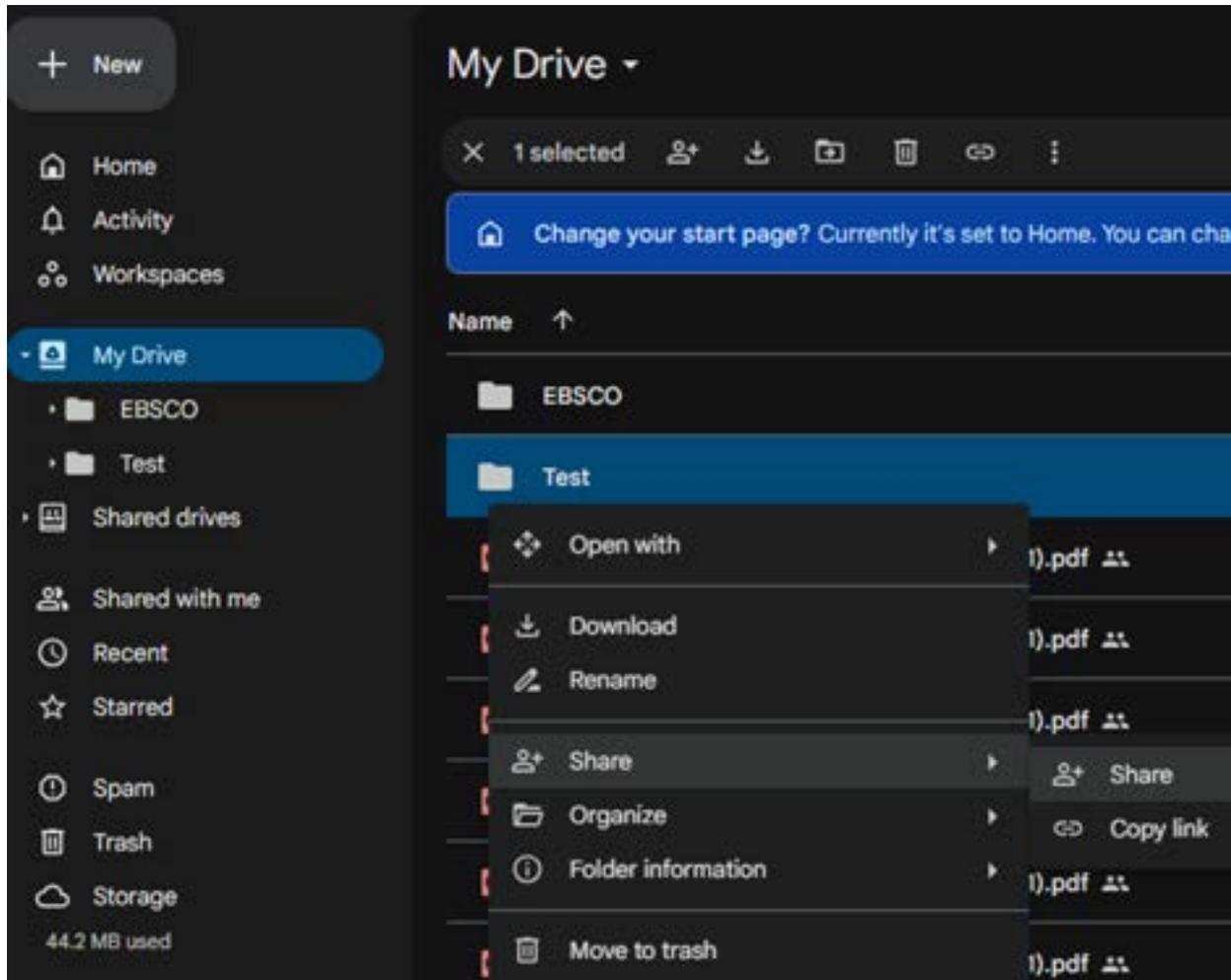
Congratulations! Your files are successfully downloaded from your SAGU's Lionmail Google Drive onto your computer, external storage or a different cloud storage location.

Steps for Transferring Ownership from SAGU Google Drive to Nelson Google Drive

Sign into your SAGU Lionmail Google Drive. You can do this by going to

<https://drive.google.com/drive/home>.

Select the My Drive option > Right click a folder you want to keep and select *share* and then *share*



Enter your personal Gmail account (or a personal one you already have or the one you just created) > the permissions should say "Editor" > select done. (Example below of how addresses will populate)

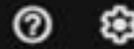
Share "Test"



sagu Missions

-  SAGU Missions
sagu.missions@sagu.edu
-  SAGU Ambassador 2
saguambassador2@sagu.edu
-  SAGU Ambassador 3
saguambassador3@sagu.edu

← Share "Test"



 SAGU Missions 

Editor ▼

Notify people

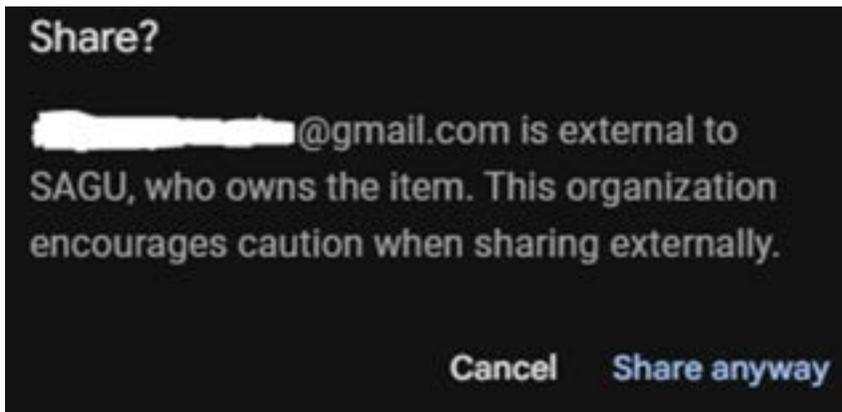
Message



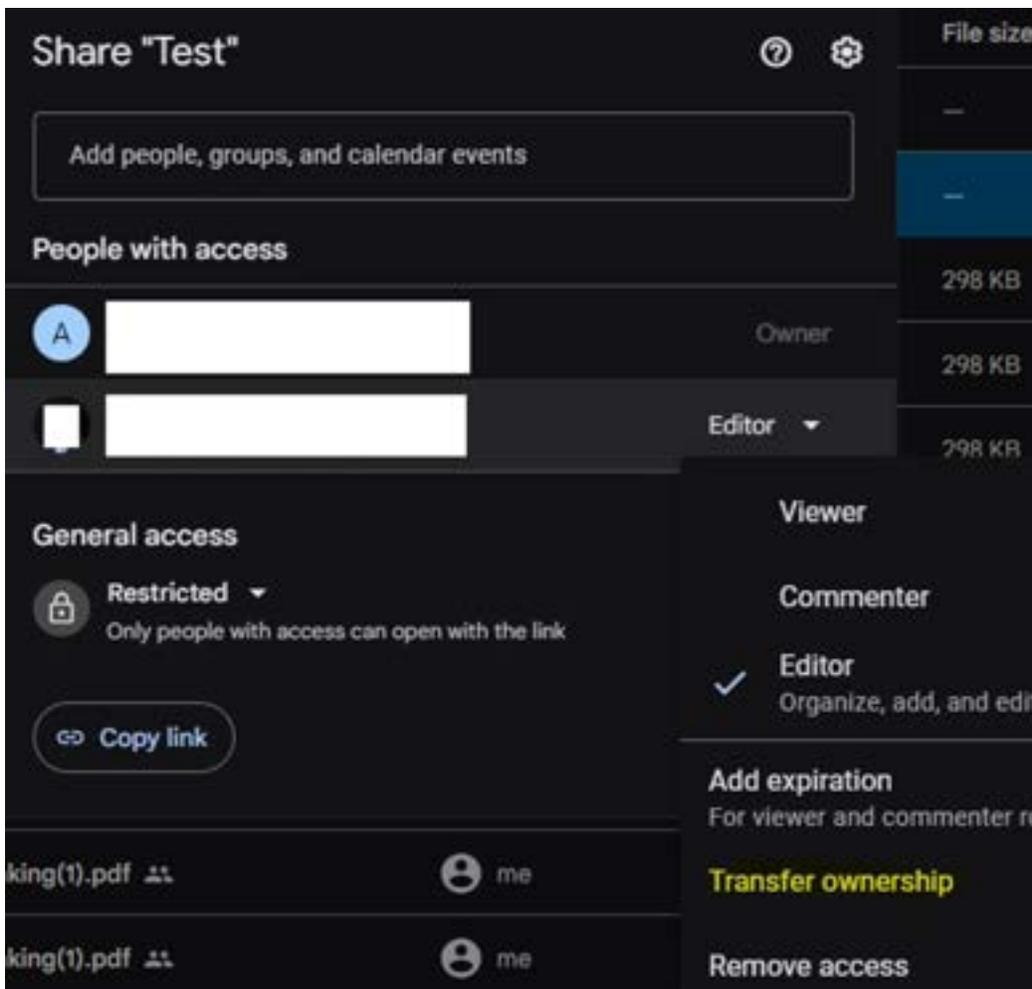
Cancel

Send

If you receive this prompt, select Share anyway



Right click the folder you just shared, select *share* then *share* again, click the dropdown next to the Google Drive account you just shared to, and select Transfer Ownership. Select yes to any pop-ups.



Sign in to your Nelson Google Gmail, go to your inbox, select the email from SAGU Google Drive saying ownership is being passed to you, and select accept. This will “move” the drive from SAGU’s to Nelson’s Google Drive.

Repeat this process for every single Drive, folder or file you wish to save. This process will take some time if you have a lot to back up.
