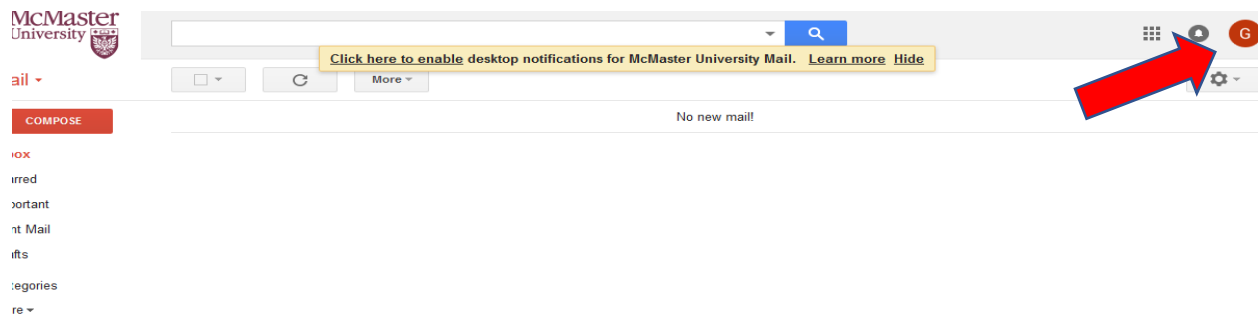


Student-mail To Gmail Transfer

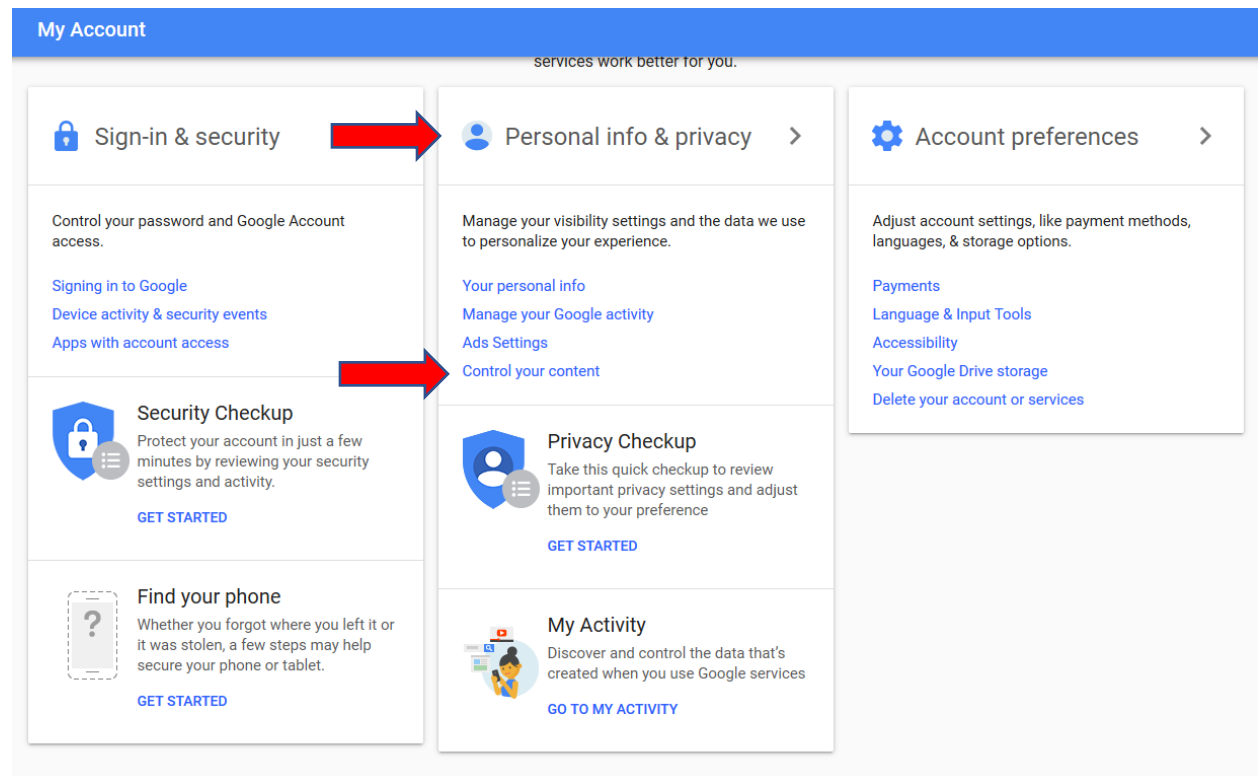
Login to Your Studentmail Account on the Web

<https://studentmail.mcmaster.ca>

1. Select the account Image Icon in the top right corner. Then Select “My Account”



2. Click on Personal Info and privacy. Then on “Control Your Content”



3. Scroll down to the bottom of the page until you see a heading “Transfer your content”. Click “Start Transfer”.

The screenshot shows the Google Account interface. On the left is a navigation menu with sections: 'My Account', 'Welcome', 'Sign-in & security', 'Personal info & privacy' (highlighted), 'Account preferences', 'About Google', 'Privacy Policy', and 'Help and Feedback'. The main content area is titled 'Personal info & privacy' and includes the word 'altogether'. Below this is the heading 'Download or transfer your content' with a sub-heading 'Copy the content in your account at any time, for use in another service or account'. There are two main sections: 'Download your data' with a 'CREATE ARCHIVE' button, and 'Transfer your content' with a 'START TRANSFER' button. A red arrow points to the 'START TRANSFER' button.

4. Enter the gmail address to which you would like to transfer the ownership of your Google Drive and email content. A verification code will be sent to the account you have entered.

Go to your personal account entered above

- 1.) Login to your personal gmail Account
- 2.) Locate the email sent from Google
- 3.) Click on “get verification code.”
- 4.) Enter the verification code on the page on your google account.
- 5.) The email and contents of your google drive will automatically transfer to our personal account.