

Transferring Google Drive files between accounts

Kyle Oliveira - 2024-08-27 - Comments (0) - Google Drive

Transferring Ownership of a Single File

1. **Locate the file:** Open Google Drive and find the folder you want to transfer.
2. **Share the file:** Click the three dots next to the folder and select "Share."
3. **Add the new owner:** Make sure the person you want to transfer ownership to is already an editor of the file. If not, add them as an editor.
4. **Transfer ownership:** Click the three dots again, select "Share," and then choose "Transfer ownership." Confirm your decision.

Transferring Ownership of Multiple Folders and Files

If you want to transfer ownership of multiple items within a folder, follow these steps:

1. **Transfer ownership of the main folder:** Follow the steps above to transfer ownership of the main folder.
2. **Select items:** Open the folder, hold "Shift," and select all subfolders and files you want to transfer.
 1. Repeat this above for any additional subfolders and files.
3. **Share and transfer:** Click "Share," and then choose "Transfer ownership."

Note: The new owner will receive an email confirming their ownership of the transferred items.

Moving Files Using Shared Drives

Note: To use this method, a Brown Community Member will need to create a Shared Drive. Alumni do not have the ability to create Shared Drives.

Step-by-Step Guide

For the current owner:

1. **Contact the Brown Community Member:** Reach out to the individual at Brown University who should be the new owner of your files. Request that they create a Shared Drive and add you as a Content Manager.
2. **Access the Shared Drive:** Once the Shared Drive is created and you've been added as a Content Manager, you can access it in your Google Drive.
3. **Move Files:** Drag and drop the files or folders you want to share into the Shared Drive.

For the new owner:

1. **Create a Shared Drive:** Create a new Shared Drive in your Google Drive.
2. **Add the current owner:** Add the current owner as a Content Manager to the Shared Drive.
3. **Access the Shared Drive:** Once the previous owner has added files, you can access them in the Shared Drive.
4. **Move Files:** Drag and drop the desired files or folders from the Shared Drive into your personal Google Drive.

Important:

- By moving files into a Shared Drive, you are granting access to anyone who is a member of the Shared Drive. Ensure that the Shared Drive's sharing settings are appropriate.
- Content Managers have the ability to add and remove members, as well as upload, download, and share files/

Remember: If you encounter issues or require further assistance, please contact Brown University's IT support.