

Getting Started with Google at the University of Florida

Step 1. Invitation is sent

You will receive an email at your @ufl.edu inbox with the subject:
University of Florida is requesting that you transfer your Google account

Google account transfer request

Hello,

Your IT admin is requesting that you transfer your Google account, **aaa.test3@ufl.edu**, to the G Suite for Education account for University of Florida. Transferring your account gives you access to education versions of Google apps like Gmail and Google Drive.

How does transferring affect you?

- While your email address, **aaa.test3@ufl.edu**, and data won't be affected, your University of Florida IT admin will now manage your account. This means they can access and even delete your data, as well as decide which Google and third-party services you use at school. You may not have access to some Google services after you transfer your account. If you're a student, keep in mind that your school may close your account once you're no longer enrolled with them.
- As you may lose access to some Google services after the transfer, we recommend using [Google Takeout](#) to export any important data before accepting the transfer request.

Is this a personal account?

If this account is for personal use, you can [decline this request](#); we also recommend that you decline if you are student, since your school account may be temporary and terminate at the conclusion of your enrollment. If you do so, you'll be able to rename this account later when your admin creates a new G Suite for Education account for you.

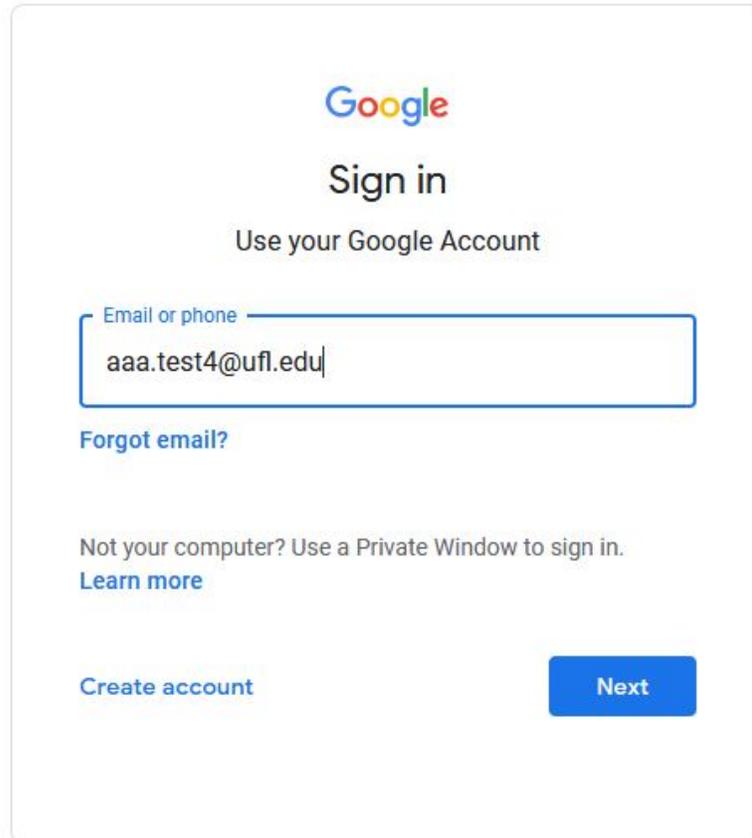
[Transfer account](#)

[Decline transfer](#)

Visit our help center to learn more about [transferring your account](#).

Step 2. Transferring Account

When you select [Transfer Account](#), you will be given a prompt to sign into your google account with your @ufl.edu address and your chosen password.



Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

Note: This password is not the same as your Gatorlink account password. This will be a password chosen at the time of the Google account creation.

Once signed-in, you will be navigated to the following screen to complete the account transfer:

Complete your account transfer

You're about to transfer the account **aa.test3@ufl.edu** to your organization's G Suite for Education account. You'll be able to access the education versions of Google apps, like Gmail and Google Drive, and your G Suite admin will manage your account.

Here are some things to be aware of before transferring your account

Google apps and services

- You'll have access to the education versions of Google apps, and might have access to other services like Google Cloud Platform – depending on what your organization allows and what Google Cloud products they've purchased.
- Some Google services you're using might not be available after you transfer your account.

Account access

Your G Suite admin will be able to access your account information and any data you store in this account. You can have a separate Google Account for personal use and switch between accounts.

Data export

Before you join, you can use [Google Takeout](#) to save any data in your Google Account that you don't want to be managed and any data you want to keep from unavailable services.

Terms and policies

You'll need to follow your organization's privacy policy, if one exists, when using your account; your organization's G Suite for Education agreement when using [core services](#); and the Google Terms of Service, the Google Privacy Policy, and service-specific terms when using [additional services](#). The [G Suite for Education Privacy Notice](#) describes how Google services collect and use information with your [G Suite for Education](#) account.

By clicking **Next**, you agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

NEXT

DECLINE TRANSFER

[Do this later](#)



After you select [Next](#), your account will be successfully transferred.

Your Google Account has been transferred

You're all set! You're ready to start collaborating with the education versions of Google apps, like Gmail and Google Drive.

Declining to Transfer Google Account when using Existing @ufl.edu Address
