1. If you decline to transfer your documents during your invitation you will have the opportunity to create a new email address for your old account the next time you login to google drive.

Request declined

Your Google Account **aaa.test4@ufl.edu** won't be transferred to your organization's G Suite for Education account. To be sent another transfer request, contact the account's admin.

2. Once you've declined to transfer your data you will need to navigate to google.com and press the sign in button in the top right corner.
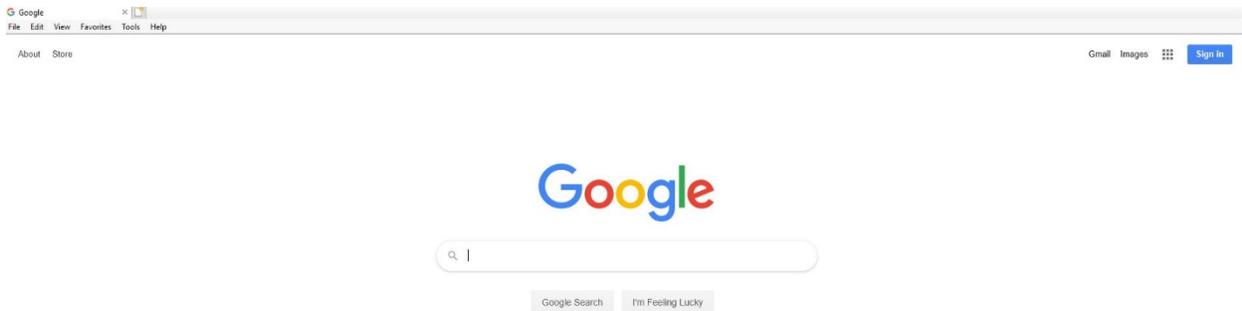
3. Enter your email address in the format GatorLink@ufl.edu
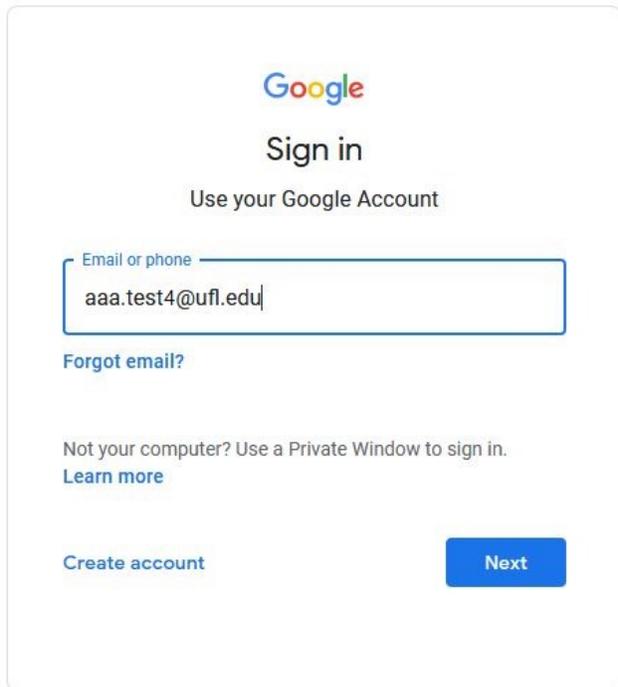
4. You will be taken to a screen that asks which account you would like to sign into. Organizational G-Suite or Personal google account. Select "Personal Google Account."

Google

There are two existing Google Accounts for aaa.test3@ufl.edu. Which account do you want to use?

Organizational G Suite Account >
Business account owned by ufl.edu

Individual Google Account >
An account that you created through the normal sign-up process

Learn more

5. You will need to enter your password for your personal account. This was the password you created when you made the google account. The username will be your email address GatorLink@ufl.edu

6. Once you login you will be prompted to either create a new gmail account to replace your GatorLink email address, or you can attach another non-UF email address that you may already have. If you choose the option to "Do this Later" you will be signed in with a temporary account and you will be prompted with the following screen every time you login into the personal account, until you chose one of the other two options.

Google Accounts

Your account has changed

The gatoraccount@ufl.edu address is no longer available because an organization has reserved this ufl.edu address. Why does this matter now?

Don't worry. **Your data is safe.** To use it, you need to create a new account with a different email address. Your password and security settings will remain the same.

⊞ Account details

What kind of account would you like?

○ An account with Gmail and a new Gmail address
   Select this option if you want to add Gmail to this account. Unfortunately, we cannot move your data into an account with an existing Gmail address.

○ An account that uses a non-Google email address you already own. ex: myname@yahoo.com
   Select this option if you want Google products but not Gmail.

[Continue] [Do this later]   Not sure what to do?

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7. If you choose to add a new Gmail address to your personal account you will be prompted to create the new address and verify your information.

Add Gmail to your Google Account

By completing this form, you're upgrading to Gmail, email from Google. Gmail works on any device, blocks spam, and much more.

You'll be able to sign in using your new Gmail address, which will become the primary email address associated with this account. We'll send account updates, invitations, and other notifications to your Gmail address.

When you upgrade to Gmail, you will no longer be able to sign in to this account with patrick.white%ufl.edu@gtempaccount.com.

If you prefer, you can create a new Google Account with email, and leave this one as-is.

Name

First	Last

You can't leave this empty.

Choose your Gmail address

	@gmail.com

You can't leave this empty.

Mobile phone

🇺🇸 ▾

Your current email address

| does not have to be @ufl.edu | ✕ |

> We will use this address for things like keeping your account secure. For example, we can send you an email alert if we see unusual activity in your account.

[Submit]

8. After you enter the information you will need to verify your account by having a text message or call sent to the phone number you entered.

Verify your account

You're almost done! We just need to **verify your account** before you can start using it.
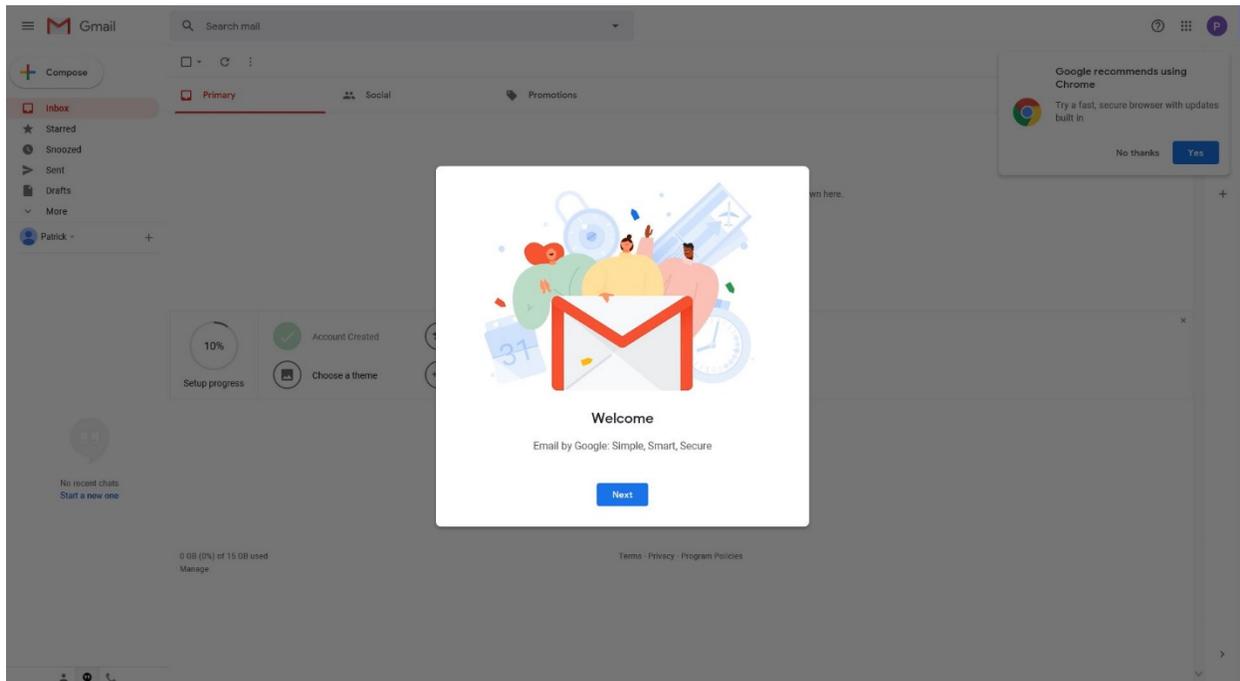
Phone number   ex:

🇺🇸 ▾ [   ]

How should we send you codes?

◉ Text message (SMS)

◯ Voice Call

[Continue]

9. Once you have verified your account you will be taken to your new Gmail account. All of your data will still be in your Google Drive separate from your UF G-Suite drive.

10. After creating your new Gmail, or using an existing email address you have, then next time you login you will see the following screen. Selecting the GatorLink@ufl.edu address will take you to the UF G-Suite. The other option will take you to your personal account.

Google

Choose an account

P	**Albert Gator** gatoraccount@ufl.edu	Signed out
P	**Albert Gator** albertgatoraccount@gmail.com	Signed out
(icon)	Use another account	
(icon)	Remove an account	

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