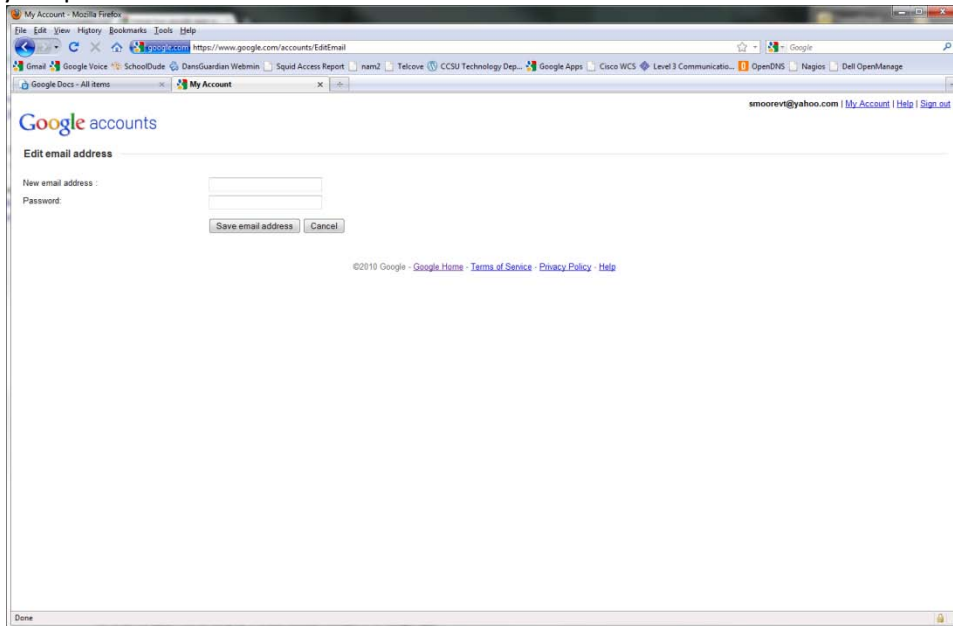


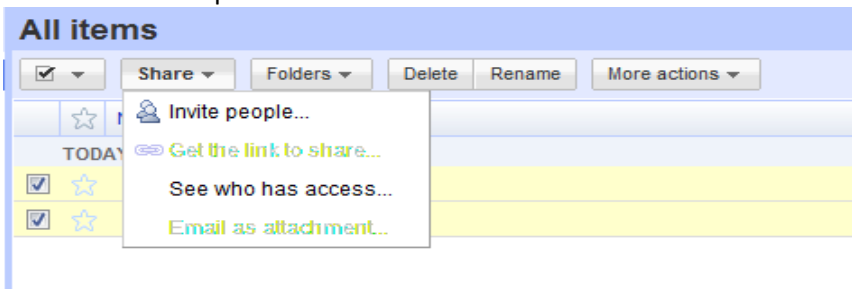
Transferring Existing Google Apps Documents to CCSU Google Apps

If you previously setup a Google Apps account using your @ccsuvt.org account, you will have to change the email address associated with this account. This process does require the use of another email account, such as a personal Gmail account. Please contact the Technology Department if you have any questions before proceeding.

1. Log into your existing Google Apps account, [Google Docs](#).
2. Click Settings in the top right hand corner and choose Google Account Settings.
3. Under the Personal Settings header choose Change Email.
4. At this screen enter in the email account you now want this account associated with, along with your password:



5. You will now have to log into the email account you changed to in order to verify the address change. Click the link included in the email and the account change will be finalized.
6. Once that is all done you should log out of your Google Apps account and log in using you're the email address you just changed to.
7. You should now be at the Google Docs main screen and should see a list of all your documents.
8. Mark the check boxes next to the files you would like to share, click the Share button, and choose Invite People.



9. A window will appear that looks like this:

Share 2 items [X]

Invite people | People with access | Advanced permissions

Invite: (Any email address will work)

[Text Input Field]

To edit To view

[Choose from contacts](#)

Subject:

Untitled document, another test

Message:

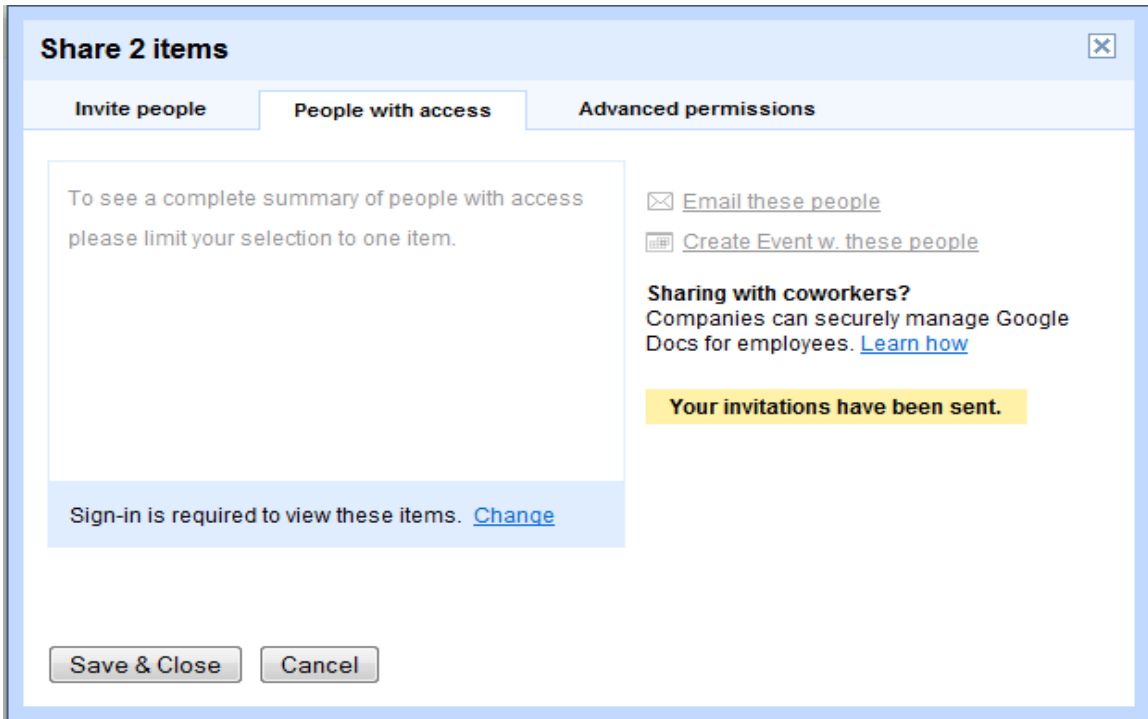
[Text Area]

Send a copy to myself

Send [Add without sending invitation](#)

10. In the Invite window type in your @ccsvt.org and click Send.

11. Click Save & Close and you are all set.



12. Log out of this account and log into your CCSU email account, <http://mail.google.com/a/ccsuvt.org>
13. You will have an email telling you that documents have been shared with you.
14. Click on the Documents link in the top left hand side and you should see all of your documents from your previous account.