

# Accepting a Google Account Transfer

Do you have a Google Account already linked to your FSU email?

You may not realize it, but you might already have a personal Google account using your @fsu.edu email. If so, you'll receive an invitation to merge that account into one officially managed by FSU.

This guide shows you how to accept that invitation and complete the transfer.

## Step 1: Invitation is sent

You will receive an email to your @fsu.edu inbox with the subject: **Florida State University is requesting that you transfer your Google Account.**

Note: This email might be in your spam folder.

### Google account transfer request

Hello,

Your IT admin is requesting that you transfer your Google account, **jspecht@fsu.edu**, to the G Suite for Education account for Florida State University. 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, **jspecht@fsu.edu**, and data won't be affected, your Florida State University 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 ignore this request; we also recommend that you ignore the request if you are a 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](#)

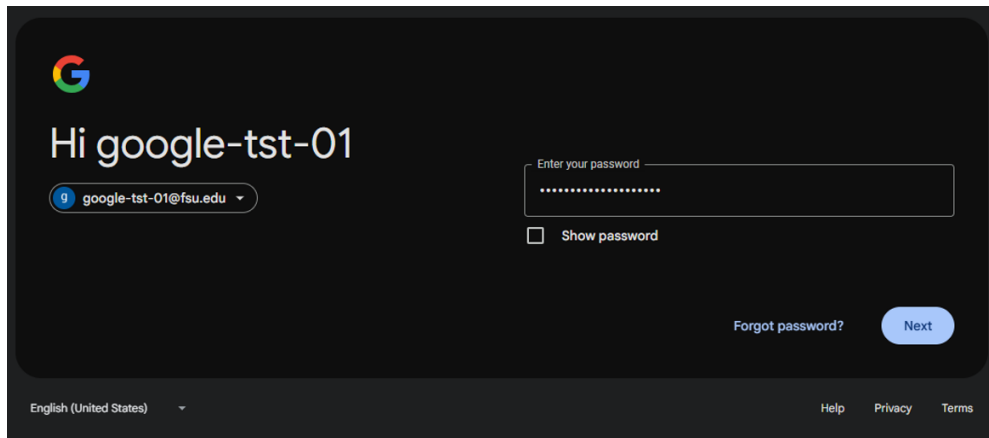
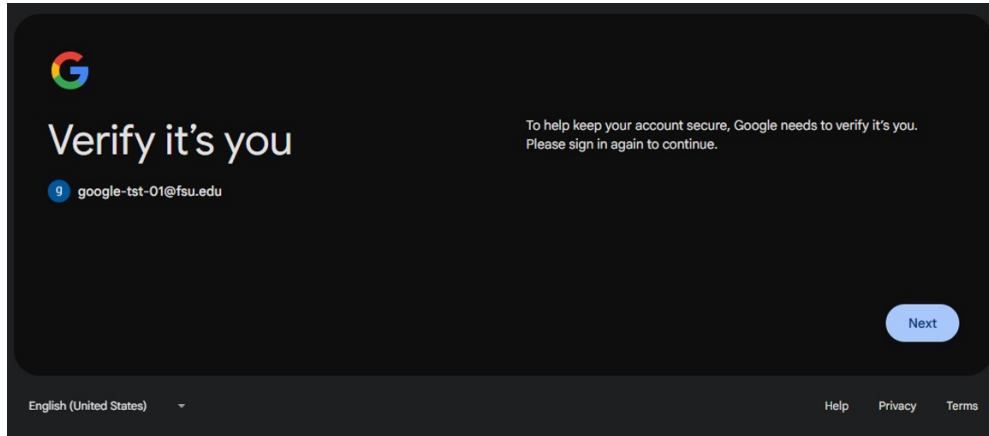
Visit our help center to learn more about [transferring your account](#).

 Google Cloud

## Step 2: Login into your account

After clicking **“Transfer Account”**, you’ll be prompted to sign in using your @fsu.edu email and the password you originally set when creating your Google account.

Note: This may not be the same as your current FSU password.



## Step 3: Upgrading your account

After signing in, you’ll be prompted to upgrade your account to one that is officially managed by Florida State University.

### Benefits of upgrading to a work account



Share seamlessly with your coworkers



Enhanced security of your work files



Access to the latest features

### What you should know

#### Your account may be managed

If the owner of the fsu.edu domain verifies domain ownership, they may choose to manage your Google account. You'll be notified if this happens. [Learn more](#)

#### You can export your data

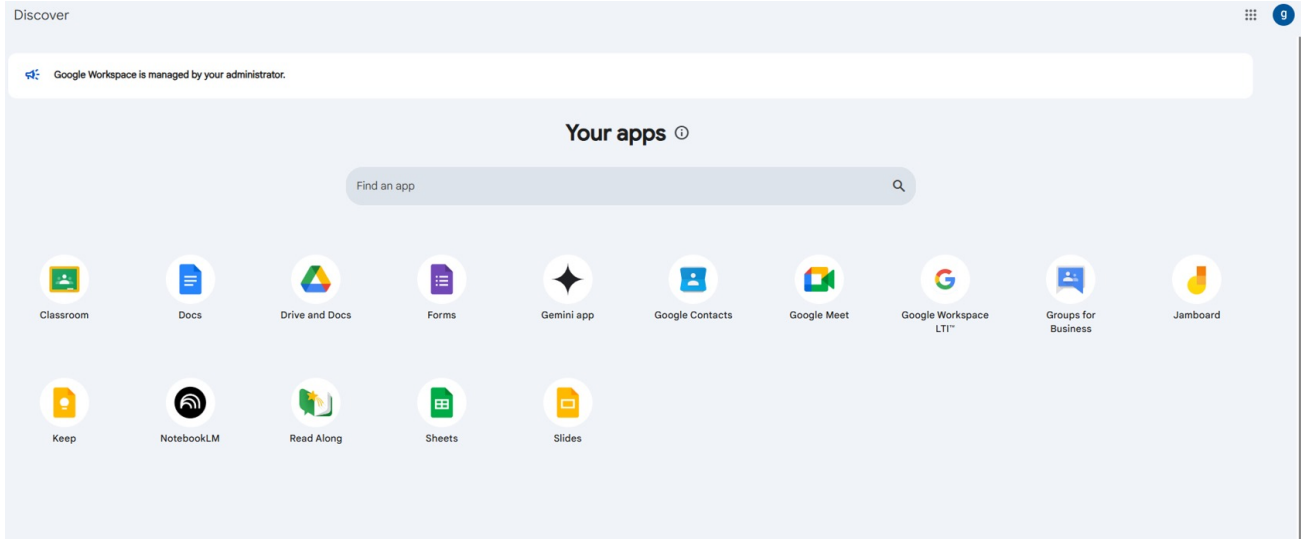
If you have any data on Google Workspace that you don't want managed by an admin, you can export your current Google Workspace data with [Google Takeout](#) and delete any data you don't want managed.

Once you join, your new admin can set sharing policies and access, delete, or transfer ownership of your Google Workspace data. [Learn more](#)

[Upgrade my account](#)

## Step 4: Wait for transfer to complete

After clicking **“Upgrade my account”**, you’ll see a loading screen. Once the process is complete, you’ll be taken to the **“Your Apps”** dashboard, where you can view all the apps available to you.



## Step 5: Next time you login

The next time you sign in to your Google account, you’ll be securely redirected to log in through Azure.

