

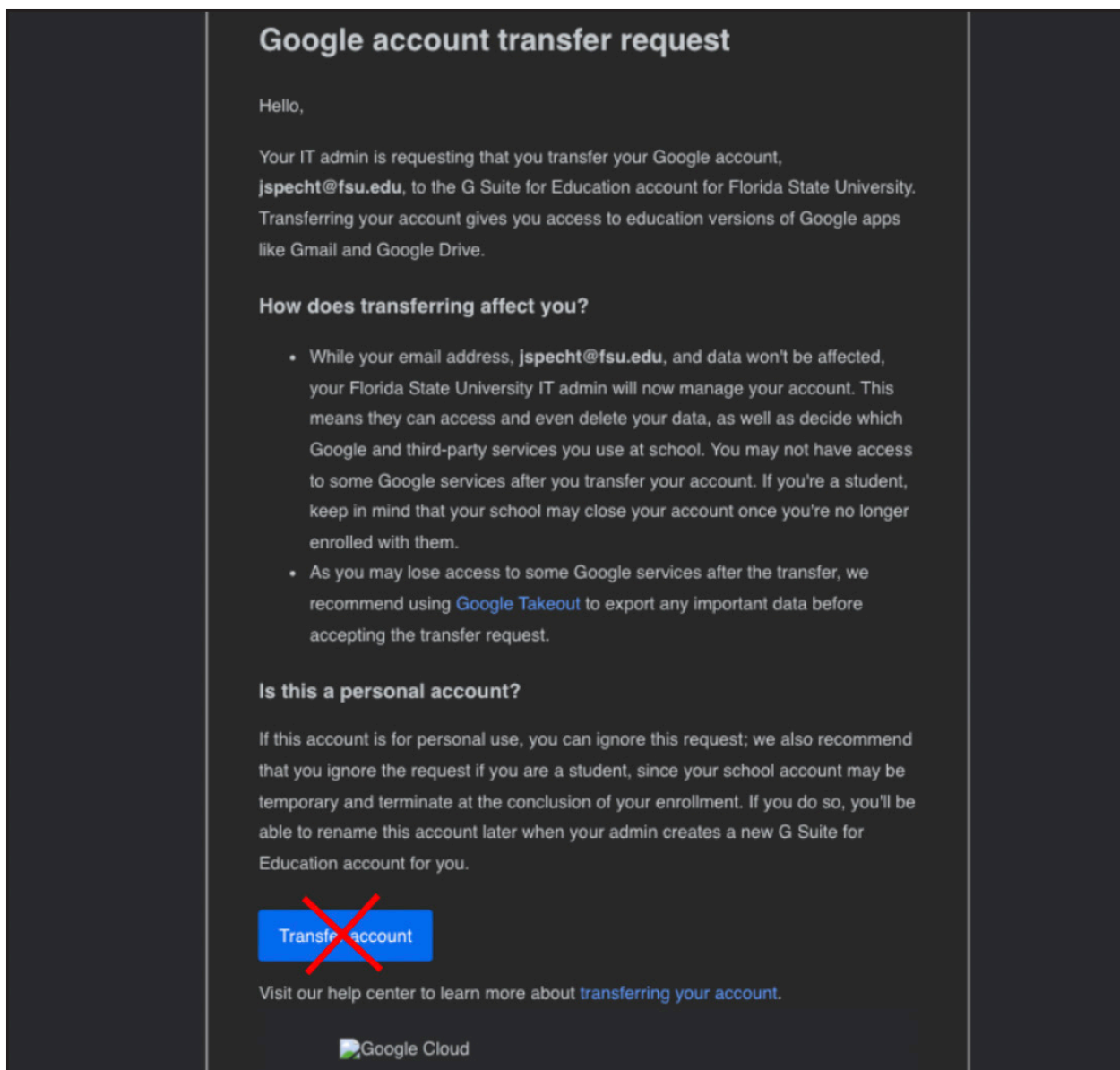
# Decline a Google Account Transfer

## 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 you choose not to merge it into FSU's official Google Workspace, this guide explains how to decline the transfer and convert your account into a personal Google account to retain access to your data.

## Step 1: Invitation is sent

You may receive an email in your @fsu.edu inbox with the subject line "**Florida State University is requesting that you transfer your Google Account**". If you do not wish to merge your account, simply ignore this message—no action is required.



The screenshot shows an email titled "Google account transfer request". The content includes a greeting, a request from the IT admin to transfer the account to a G Suite for Education account, and a list of questions and answers regarding the transfer process. A blue button labeled "Transfer account" is crossed out with a red 'X'.

**Google account transfer request**

Hello,

Your IT admin is requesting that you transfer your Google account, [jspecht@fsu.edu](mailto: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?**

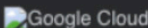
- While your email address, [jspecht@fsu.edu](mailto:jspecht@fsu.edu), and data won't be affected, your Florida State University IT admin will now manage your account. This means they can access and even delete your data, as well as decide which Google and third-party services you use at school. You 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.

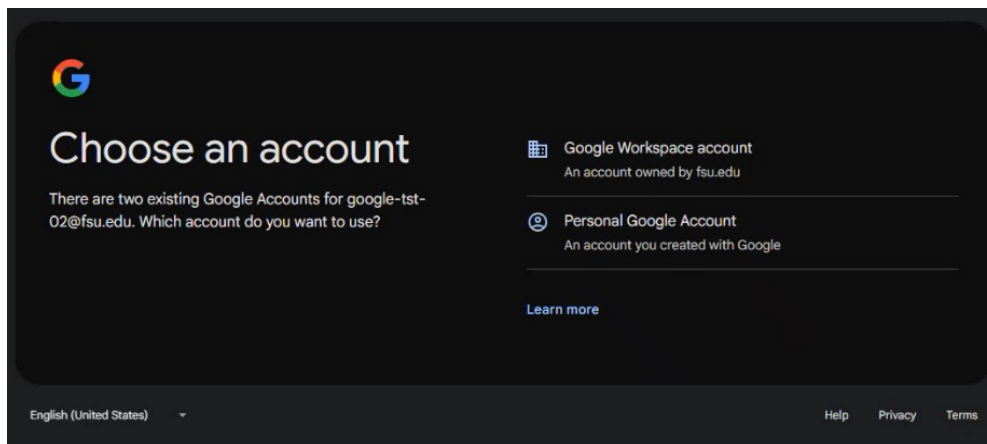
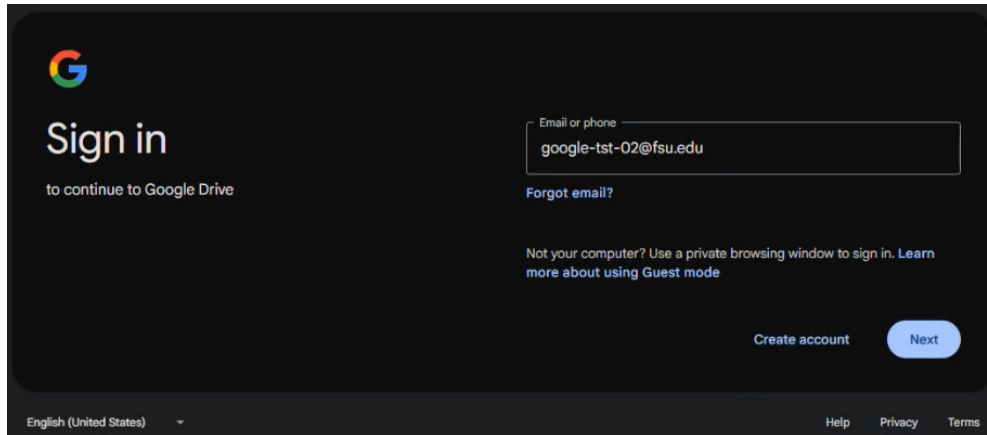
~~Transfer account~~

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

 Google Cloud

## Step 2: Login into your account

After signing in to your Google account with your @fsu.edu email, you'll be prompted to choose whether to merge your account into FSU's official Google Workspace or keep it as a personal account.



## Step 3: Change your account

After signing in and selecting "Personal Google Account," you'll be prompted to either create a new Gmail or non-Google email address, or choose "Do this later," which will assign your account a temporary name and keep your existing data.

### Google Accounts

#### Your account has changed

The google-tst-02@fsu.edu address is no longer available because an organization has reserved this fsu.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?](#)

## Step 4: Do it later option

If you select "Do this later," your account will be temporarily renamed to something like google-tst-02%fsu.edu@tempaccount.com. You'll still have access to your files, and each time you sign in, you'll continue to see the option to merge your account into FSU's official Google Workspace.

