

G Suite - Downloading Files

When students transition away from the school system their access to HCPSS systems and services is discontinued. If students wish to retain their personal files and folders stored in G Suite, they will need to download their information to a personal device. This resource will provide guidance on how to most efficiently download G Suite files and folders for future use. [Video you can watch for more help.](#)

1. On your personal computer, visit www.hcpss.me and select **G Suite**.
2. Login using your **Active Directory** credentials.

Note: Student usernames are comprised of the account holder's first name initial, the first 5 letters of their last name and the last four digits of their student ID. For example; student Robert Smithson, with student ID 123456789, would have the username of rsmith6789.

3. Create a folder to organize the files and folders you wish to retain. Within Google Drive, select **New** and then **Folder**. Name the folder **Archive**.
4. Begin moving the items you wish to retain into the **Archive** folder.

Note: You can drag and drop individual items into folders within Google Drive. To select multiple files, click on a file in Google Drive and then hold down the Shift key while you select another file, all of the files in between those two files will also be selected.

5. Once all items have been moved into the **Archive** folder, right-click the **Archive** folder and select **Download**.
6. Google Drive will begin to Zip the contents of the folder into a downloadable format and then will download the file according to your browser's settings.