

## Important Information About Your FCPS G Suite Account & Data

Your FCPS G Suite for Education account allows you to collaborate online with your teachers and fellow students on documents, spreadsheets and presentations within a secure digital environment controlled by FCPS. Your FCPS G Suite account gives you access to Google Drive, Docs, Forms, Sheets, Slides and Classroom, as well as Calendar, Contacts, Draw, Gmail, Keep and Sites. More information about your FCPS G Suite account is available on the FCPS public website at:

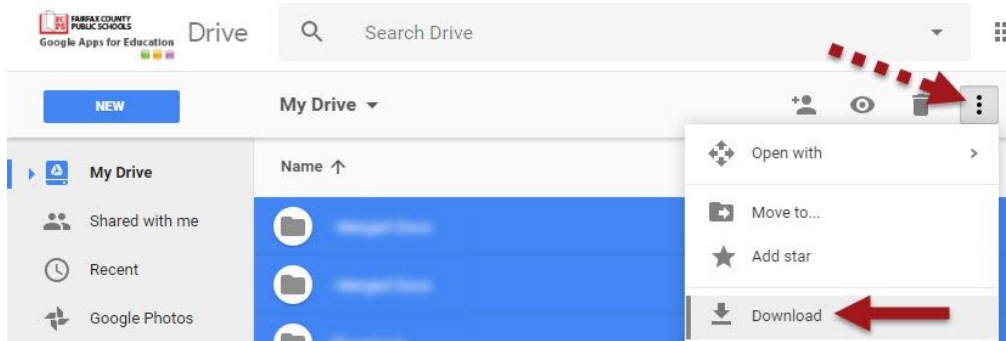
<https://www.fcps.edu/resources/technology/g-suite/g-suite-information-students-and-parents>

**IMPORTANT:** Your FCPS G Suite account is automatically disabled after your last full day of school, and your G Suite account and all data associated with it will be **deleted on August 31st**. Therefore, it is important that you download all of your data from Drive BEFORE you leave FCPS.

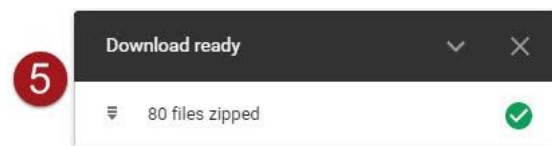
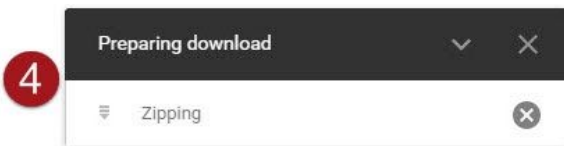
### Downloading your data from Google Drive

If you are graduating or leaving FCPS, you should download your all of your files and folders from your FCPS G Suite account to your own personal computer BEFORE leaving FCPS. To do so, please follow these steps:

1. Log in to your FCPS G Suite account at [www.fcpschools.net](http://www.fcpschools.net)
2. Select all of your files and folder by pressing **Ctrl-A** (**Command-A** on a Mac).
3. From the *More Actions* (3 dots) menu, select **Download**.



4. Google will then create a ZIP (compressed) file of all of your files and folders, which may take a while if you have a lot of files. You will see a *Preparing download* pop-up in the lower-right of your screen.



5. Once your files have been successfully zipped, the pop-up will show *Download ready* and your browser should automatically begin downloading the ZIP file to your computer.

NOTE: Your Google documents, presentations and spreadsheets will be downloaded in the corresponding Microsoft Office format (Word, PowerPoint and Excel).