



AFTER GRADUATION OR EXIT FROM LYNWOOD USD INFORMATION FOR STUDENT & PARENTS

After Graduation or Exit from Lynwood USD

This page contains information about what will happen to your Google Apps account at MyLUSD.org after graduation or exiting from the Lynwood Unified School District. It also provides information about what you need to do in order to save messages, files and other data currently stored in your MyLUSD.org account.

The cutoff date for when the account will be turned off/inactivated is December 31 the following school year after graduation OR immediately after transferring/exiting from Lynwood USD schools. You must act before this time to avoid losing emails and documents attached to your account.

Google Mail at MyLUSD.org

Your district-provided email account and all your messages will be deleted following completion/graduation. Anything in your email at that time will be permanently lost and unrecoverable and messages sent to your student address will bounce back to the sender. If you want to save the email in your student account, you will need to either print it out, save it to a disk, or forward it to another account. It is not possible to redirect email messages sent to your student account after that time as usernames will be purged and deleted.

Google Apps at MyLUSD.org

When your account expires, you will also lose access to your files stored at Google Apps at MyLUSD.org and those files (such as documents, presentations, images, spreadsheets, calendar entries, etc.) will be permanently deleted shortly thereafter. If you have any content stored at Google Drive at MyLUSD.org, you will need to transfer ownership of your Google files, or, save copies of your documents to disk in order to preserve them.

Preserving your Messages and Files

To maintain access to the Google Apps files you created as a MyLUSD.org student, you must transfer ownership of those files to yourself using a non-MyLUSD.org Gmail account. Google Apps will not allow you to share ownership of the site with a non-Google email account.

If you do not already have a free Gmail (Google) email account, go to the Gmail home page: www.gmail.com click on "Create an account," and follow the instructions to create a new email account. Once you have a valid Gmail account, you may use this address to change ownership of your current Google Apps at MyLUSD.org files. Once you have confirmed this email account, log out of your new private Gmail account.



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Change Ownership of Your Google Files

1. Log in to your Google Apps at MyLUSD.org as usual <http://mail.mylusd.org>. Click on the “More Actions” button, then click on “Site Permissions.”
2. In the Sharing Settings dialog box, add your new Gmail address in the “Add people” box. Choose “Is owner” from the drop-down menu to the right. Be sure to check the option to send email notifications. Click the Share button and close.
3. Your new personal Gmail account will soon receive an email with the URL of your Google file. Do this for every file that you have created using your MyLUSD Google Apps account.
4. After you leave Lynwood USD you will be able to access your Google Sites using your new Google account. Just go to Google and log in with your new username and password.

Save Your Google Docs Files (Documents, Presentations, Spreadsheets, Forms). All of the Google Docs that you created as a student can be downloaded to your home computer or a flash drive with one easy operation.

1. All Google items can be downloaded from any computer with Internet access. Log in to your Google Apps at MyLUSD account (mail.mylusd.org) or from the District home page. Go to the Documents home page. Move your cursor over a document, presentation, or spreadsheet to highlight it, and click on the “Actions” link that appears to the right. Choose “Download...”
2. When the download dialog box appears, choose the All Items tab, then select the file formats you would like to use to download your documents. In most cases, nothing has to be changed here. Click “Download” to begin zipping your files.
3. Wait for your files to be downloaded; do not choose any other option. You will have the option to unzip (unarchive) or save your file; choose Save File. Locate your saved file in the downloads directory and move it to your chosen location.

Here’s a quick checklist of things you need to do in order to not get caught off guard or lose any valuable files.

- If you do not already have one, get a non-MyLUSD.org email account.
- Start migrating to a non-MyLUSD.org email account now and give that address to people who need to reach you after graduation or exit.
- Print, save, or redirect the email you want to keep.
- Transfer ownership of your files to your new Google account.