



Google Photos Discontinuation

On July 1st, Google Photos service is being removed from Lewis & Clark College accounts. As a result, users will lose the ability to backup and view photos. In addition, users need to delete existing photos in order to reduce the utilization of the college's Google Cloud storage.

Am I impacted?

Yes. All students, staff, faculty, and alumni will lose access to this service on July 1st. Follow this document to learn about your next steps and review your options. Any photos that you do not delete from Google Photos will count against your account's storage. Individual storage limits will be introduced in the Fall of 2022. Email itservice@lclark.edu to request Google Photos reactivation to archive and delete photos.

I need to keep my photos

You have a number of choices for migrating your photos. Refer to the appropriate page for instructions on how to move your photos, as well as any pricing for the alternative storage service.

[Page 2](#) – Moving from L&C Google to a personal Google account

[Page 5](#) – Moving from L&C Google to local storage

[Page 8](#) – Moving from L&C Google to iCloud Photos

I don't need to keep my photos

To free up space in L&C's Google Cloud, you will need to delete all the photos in your account.

- 1) Navigate to [Photos.Google.com](https://photos.google.com)
- 2) Select all of your images. You may need to do this in batches.
- 3) Click the trash icon on the upper right.
- 4) Click on the trash icon on the left hand side.
- 5) Click "Empty Trash" on the upper right.

Thank you for clearing your Google Photos! To view how to bulk delete photos, click on the icon below or scan the QR Code.



If you require further assistance or need to discuss your unique situation, please contact the IT Service Desk

Faculty

Staff

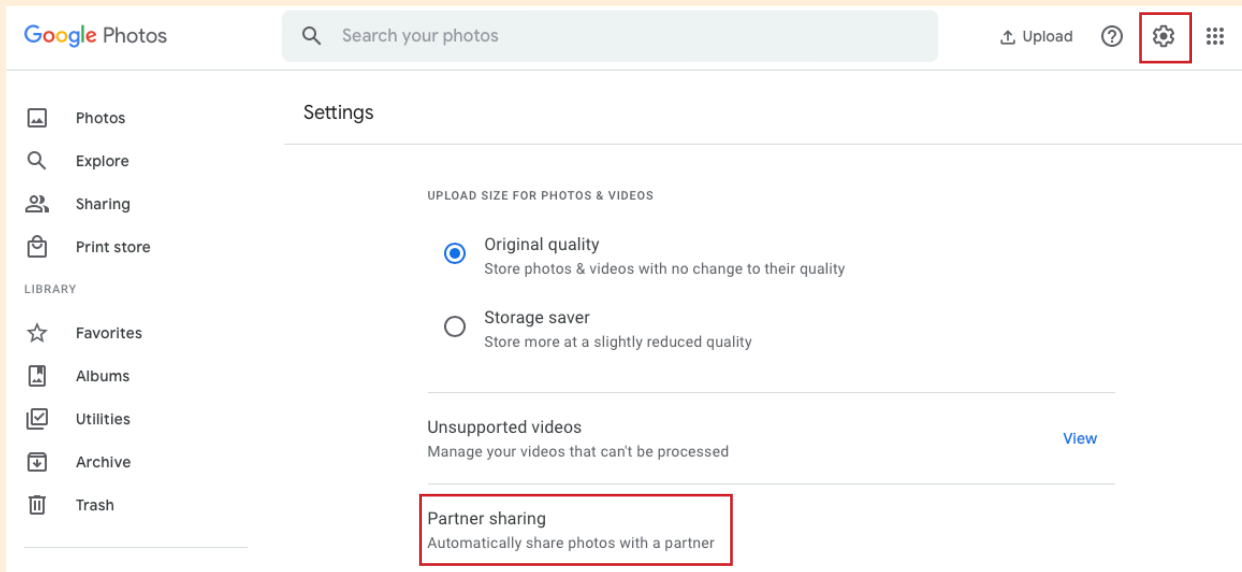
Students

Migrating Photos to a Personal Account

The steps below outline the process for moving your photos from a Lewis & Clark managed Google account to a personal account. Information can also be found here on Google storage plans. Please review Google for up to date information and pricing.

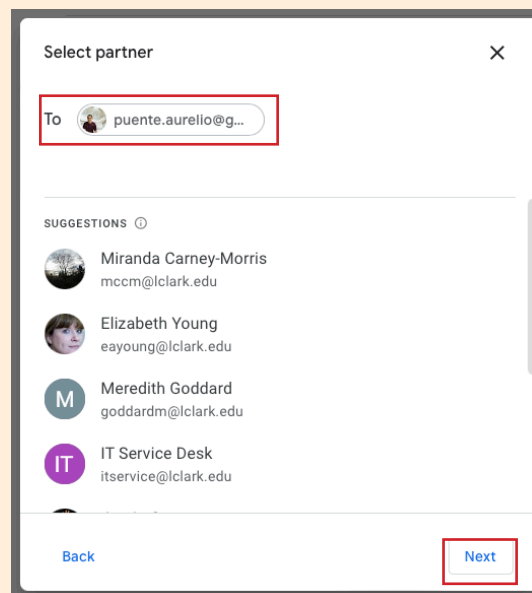
1 Enable Partner Sharing

Navigate to the settings by clicking on the cog wheel on the upper right hand side. Click on “Partner Sharing”



2 Share with your personal account

Enter your personal email address in the “To” field and click “next”. This is the email that will receive access to your Google Photos, based on the next step.



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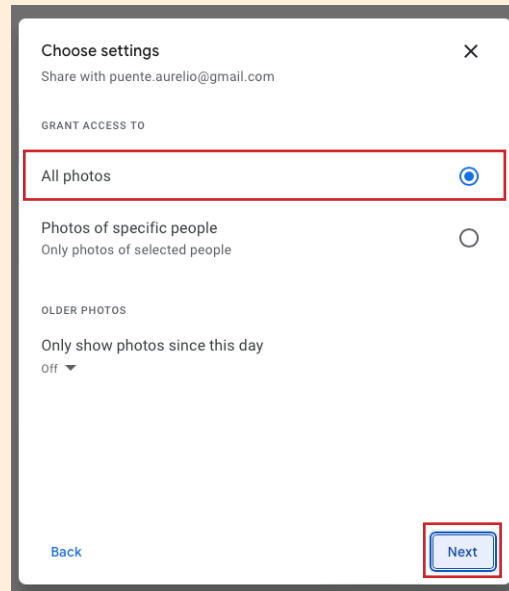
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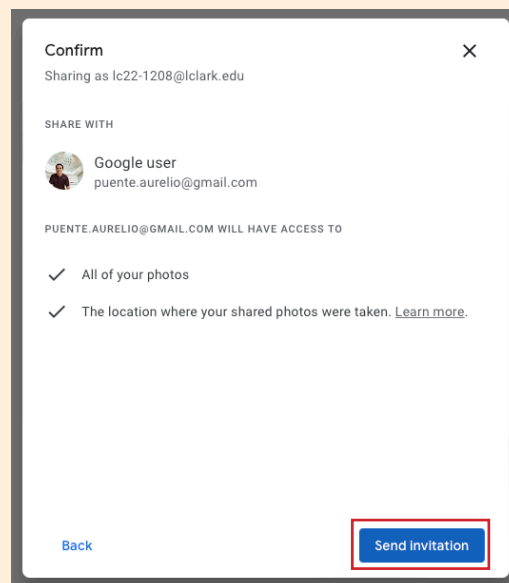
3 Select your share settings

In order to receive access to all your photos, select “All Photos” and click next. If you set other restrictions, your personal account may not have access to all Google photos.



4 Send the invitation

Confirm the details are correct and click “Send invitation”. Your personal Google account should have received an email confirming access.



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5 Review personal storage

In order to retain your migrated Google Photos and continue to backup photos on your personal account, ensure you have enough storage. Check [Google One](#) for storage pricing.

Plan	Storage	Price	Annual Price (16% off)	Annual Price (17% off)
15 GB	15 GB			
Recommended Basic	100 GB	\$1.99 / month	\$19.99 / year	
Standard	200 GB	\$2.99 / month	\$29.99 / year	Get 3% back in Store credit on Google Store purchases
Premium	2 TB	\$9.99 / month	\$99.99 / year	Get 10% back in Store credit on Google Store purchases

Includes:

- 15 GB storage

Google One includes:

- 100 GB of storage
- Access to Google experts
- Share with up to 5 others
- Extra member benefits

Google One includes:

- 200 GB of storage
- Access to Google experts
- Share with up to 5 others
- Extra member benefits
- 3% back in the Google Store

Google One includes:

- 2 TB of storage
- Access to Google experts
- Share with up to 5 others
- Extra member benefits
- 10% back in the Google Store
- VPN for Android and iOS

6 Delete all photos on your L&C account

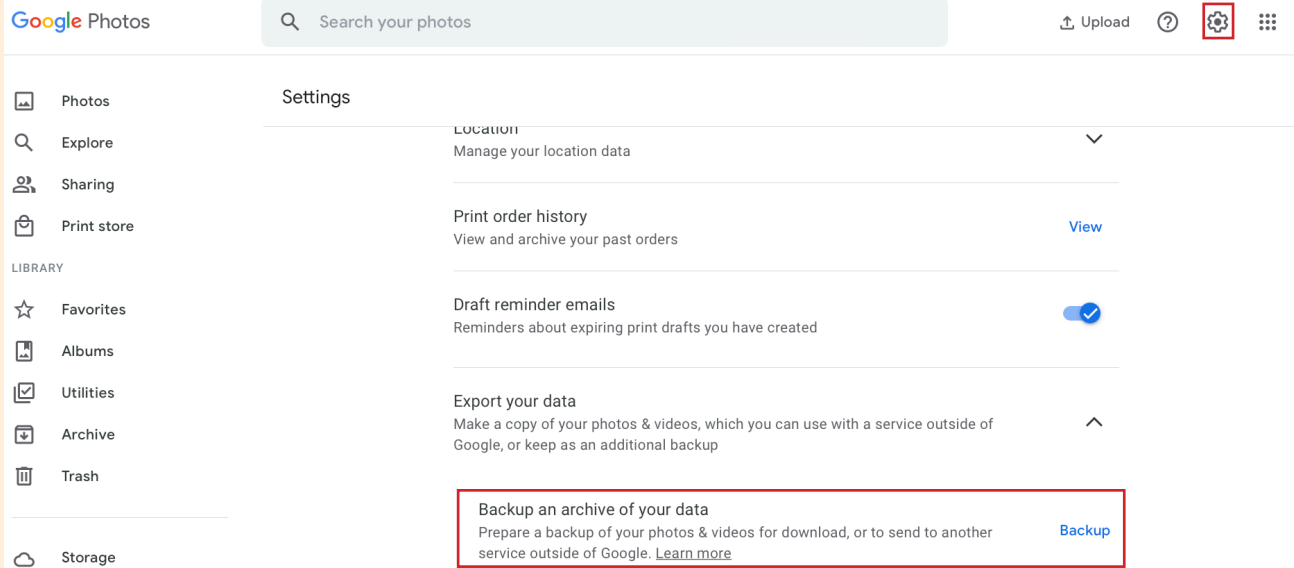
In order to successfully clear up space on Lewis & Clark's Google account, you will need to revisit [Page 1](#) and follow the instructions for deleting your photos. Thank you for your cooperation!

Migrating Photos to Local Storage

The steps below outline the process for moving your photos from a Lewis & Clark managed Google account to local storage. This local storage can be your workstation or an external storage device.

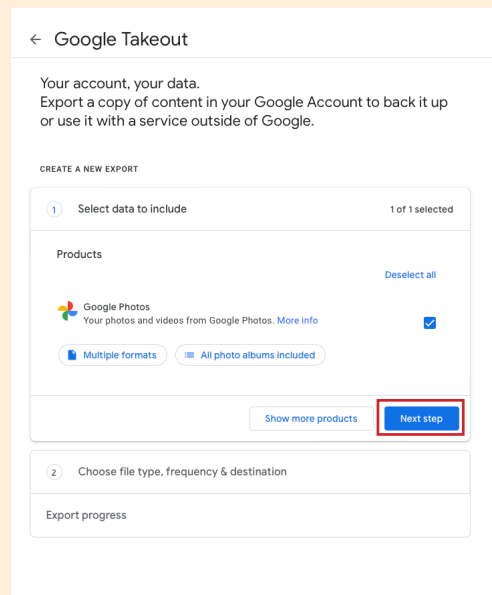
1 Export your data

Navigate to the settings by clicking on the cog wheel on the upper right hand side. Expand “Export your data” and click on “Backup”



2 Export using Google Takeout

Google Takeout will pop up with pre-selected settings to download all of your photos. Click on the “Next step” to expand the “Choose file type, frequency & destination” option.



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3 Choose your export settings

You will be given various export options here. We recommend you keep the default settings. Click on “Create export” to proceed with the export process.

2 Choose file type, frequency & destination

Delivery method

Send download link via email ▾

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

Export once
1 export

Export every 2 months for 1 year
6 exports

File type & size

.zip ▾

Zip files can be opened on almost any computer.

2 GB ▾

Exports larger than this size will be split into multiple files.

Create export

4 Export using Google Takeout

When the export is complete, you will receive an email with a link to download your photos. Here you will see the details of your export and you can begin the download.

← Manage your exports

Before you copy your data to another service, check that company's data export policies. Make sure you can take your important stuff, like your photos or contacts, with you if you ever want to leave that service.

Avoid downloading your exports onto public computers or saving them where others can see them.

Visit your [Google Account](#) to explore other ways to manage your data, including deleting your Account.

Export	Created on	Available until	Details
Google Photos 1 MB	June 29, 2022	July 6, 2022	Download ▾

Create new export

Faculty

Staff

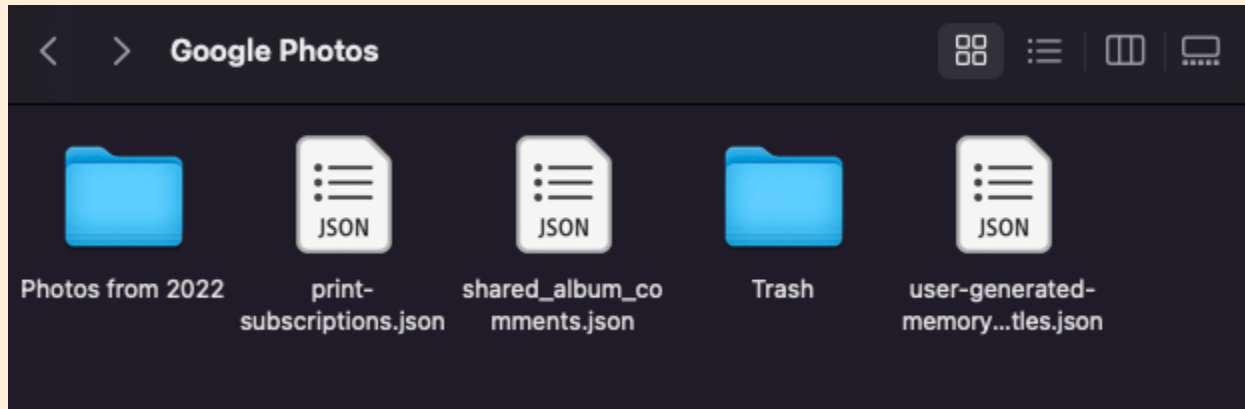
Students

Migrating Photos to Local Storage

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5 View your download

Once your files are downloaded, you can expand your zip file(s) and view the contents. Here you will find your photos, a trash folder, and .json files with Google Photos data. You can move these files to a local directory or offline storage for archiving.



6 Delete all photos on your L&C account

In order to successfully clear up space on Lewis & Clark's Google account, you will need to revisit [Page 1](#) and follow the instructions for deleting your photos. Thank you for your cooperation!

Migrating Photos to iCloud Photos

The steps below outline the process for moving your photos from a Lewis & Clark managed Google account to iCloud Photos. This migration can be done on the browser or a device with iCloud access.

1 Refer to the local storage guide

In order to move the photos to iCloud storage, you must first download them locally and then move them to iCloud Photos. Refer to [“Migrating Photos to Local Storage”](#) on Page 5 for moving Google Photos to local storage and return here after Step 6.

2 Move to iCloud

Moving images to iCloud can be performed in a number of ways, depending on your type of workstation, available storage, size of the local download, and more. Click or scan the following icon for instructions on how to migrate to iCloud Photos using a Mac.

Migrating
using a Mac



3 Review iCloud storage

In order to transfer all of your photos to iCloud, ensure you have enough storage available. Check Apple for [iCloud storage pricing](#).

New iCloud Storage Plans				
Upgrade your storage right from your iOS device.				
5GB	20GB	200GB	500GB	1TB
Free	\$0.99/month	\$3.99/month	\$9.99/month	\$19.99/month

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