1. If you decline to transfer your documents during your invitation you will have the opportunity to create a new email address for your old account the next time you login to google drive.

Request declined

Your Google Account **aaa.test4@ufl.edu** won't be transferred to your organization's G Suite for Education account. To be sent another transfer request, contact the account's admin.

2. Once you’ve declined to transfer your data you will need to navigate to google.com and press the sign in button in the top right corner.

3. Enter your email address in the format **GatorLink@ufl.edu**
4. You will be taken to a screen that asks which account you would like to sign into. Organizational G-Suite or Personal google account. Select “Personal Google Account.”
5. You will need to enter your password for your personal account. This was the password you created when you made the google account. The username will be your email address GatorLink@ufl.edu

![Google sign in page](image)

6. Once you login you will be prompted to either create a new gmail account to replace your GatorLink email address, or you can attach another non-UF email address that you may already have. If you choose the option to “Do this Later” you will be signed in with a temporary account and you will be prompted with the following screen every time you login into the personal account, until you chose one of the other two options.
7. If you choose to add a new Gmail address to your personal account you will be prompted to create the new address and verify your information.

8. After you enter the information you will need to verify your account by having a text message or call sent to the phone number you entered.
9. Once you have verified your account you will be taken to your new Gmail account. All of your data will still be in your Google Drive separate from your UF G-Suite drive.

10. After creating your new Gmail, or using an existing email address you have, then next time you login you will see the following screen. Selecting the GatorLink@ufl.edu address will take you to the UF G-Suite. The other option will take you to your personal account.