

Chromebook and Volunteer Account End of Season Backup

Backing Up Documents

All documents stored locally (in My Files) on the Chromebook as well as documents stored in the cloud (on My Drive or Shared Drive) in your AARP Volunteer account will be deleted with the end of season purge process. Therefore, any documents you want to preserve after the tax season ends will have to be transferred to another account such as an off-season AARP account, a state premium account (which is not purged at the end of the season) or to a personal computer.

There are two simple techniques to transfer documents to another account.

- A. Send the document via email
- B. Save the document to a Shared Drive

Sending documents via email is the most straightforward, but if you have many documents to transfer, it can be somewhat tedious.

Note: Saving documents to a memory stick is no longer possible. Any USB memory devices connected to the Chromebook are READ ONLY.

The steps for saving documents to a Shared Drive is briefly described below:

1. Open a new tab in Chrome
 2. Open the Drive app
 3. Click on Shared Drives on the left side then click on + NEW button above
 4. In the pop-up window, enter a name for your backup drive, for instance "Backup Drive" and click the Create button.
 5. Copy and move all the documents that you want to transfer to this Backup Drive
- Note:** You can copy and paste multiple documents at a time. However, you can't copy and paste folders into a shared drive. So if you want to organize your documents in the Shared Drive, you will have to create folders into this Shared Drive manually first.
6. Right click on the "Backup Drive" and select **Manage Members** .
 7. Enter the full address of the account to which you want to transfer your documents to.

The shared email address should be a valid Google compatible address such as xxx@aarpfoundation.org or xxx@gmail.com or any email address which has a Google account already associated with it.

You can limit permission to the shared drive if you want. If you give it "Content Manager" permission, the new account becomes an owner of your "Backup Drive" Shared Drive.

You can select to send an automatically generated email to the new member or unselect that option.

8. Click **Send** (if the sending email option is ON) or **Share** button.
9. If sharing the drive with someone outside the AARP Foundation domain, a warning message will pop-up. Click **Share Anyway** .

That's all. You can now login to the other account, open **Chrome**, Open **Drive** App, Select Shared **Drive** and your "Backup Drive" should be visible there. You can copy and paste the documents on the other account Drive.

Backing Up Bookmarks

All the bookmarks that you have created in Chrome during the season will disappear when the accounts are purged at the end of the tax season. You can back up your bookmarks for future use. The following procedure describes how to save your bookmarks into an HTML file and transfer them to another account or computer.

1. On your Chromebook, open **Chrome** browser.
2. At the top right, click More.
3. Select **Bookmarks** then **Bookmark Manager**.
4. At the top right, click **More** then **Export Bookmarks**.

Backing Up Contact List

Any contacts you added to your contact list in the Contact App in the Chromebook will be lost at the end of the season. You can save these links to a file and transfer this file to another account or to another computer. To do this, follow this procedure:

1. Open the Contact app
2. On the left side, select Contacts list. This is the list of contacts that will be exported.
Note: You can select a specific Label list if you want to only save the contacts with a label instead.
3. On the left side, click on Export,
4. In the pop-up window, select Contacts from the list (or, if you only want to export the contacts in a specific label, select that label from the dropdown list)
5. Select Google CSV as the export format if you are planning on importing the list into another Google account.
6. Click Export

You can now import your saved contacts in your other Google account or in your other computer.

1. Log in your other Google account
2. Open the **Google Contacts** app
3. Click on **Contacts** at the top left
4. On the left side towards the bottom, click on **Import**
5. You can add or more labels to attached to each of the imported contacts, for example add a label called "AARP Backup" (Option)
6. Click on Select file and navigate to the **contacts.CSV** file you want to import
7. Click **Import**

For further information see document [C15 - Chromebook and Volunteer Account End of Season Backup](#)