



# De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 8771-DLSZ Website: [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)

September 23, 2022

Dear DLSZ 2022 and BRafeNHS Alumni,

Greetings in St. La Salle!

We would like to remind all DLSZ 2022 and BRafeNHS alumni to **backup any important files and data from your DLSZ Student Google and DLSZ Student Microsoft Accounts** to your personal accounts or storage before October 14, 2022.

Effective **October 15, 2022**, all **DLSZ Google and DLSZ Microsoft Accounts will be deactivated and deleted**. Please note, all Google Shared Drives tied exclusively to your student accounts will also be deleted. This is partially due to Google's change in policy, removing unlimited online storage from education accounts.

- To download your data, you may use [Google Takeout](#).  
For more information and instructions: [How to download your Google data - Google Account Help](#)
- You may also transfer email and Drive files to your personal Google Account through this link: [Transfer your content](#). Your personal Google Account must have enough storage available to accommodate all your email messages and/or your Google Drive files.  
For more information: [Copy content from your school account to another account](#)
- For Microsoft 365 / OneDrive Files: [Download files and folders from OneDrive or SharePoint](#)

To reiterate, only officially enrolled students for AY 2022-2023 will have an active DLSZ Google and Microsoft Account by October 15, 2022. Please take these necessary steps to ensure your personal data is secure.

Thank you for your understanding and cooperation.

ISTS Department  
De La Salle Santiago Zobel School