



# De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780 • 8771-DLSZ (3579) • [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)

August 22, 2024

Dear **DLSZ 2022 and DLSZ 2023 Alumni**,

Greetings in St. La Salle!

We would like to remind all DLSZ 2022 and 2023 alumni batches (day and night school) to **backup any important files and data from your DLSZ Student Google and DLSZ Student Microsoft Accounts** to your personal accounts or storage before Monday, October 14, 2024.

Effective **Tuesday, October 15, 2024**, 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.

- 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](#)

Thus, only officially enrolled students for Academic Year 2024-2025 will have an active DLSZ Google and Microsoft Account by October 15, 2024. Please take these necessary steps to ensure your personal data is secure.

Thank you for your understanding and cooperation.

In St. La Salle,  
**ISTS Department**