

Laptop Instructions for Graduating Seniors

Congratulations to the MMHS Class of 2020! You will be moving on to other things next year, but your laptop and associated data will not. Here are the instructions you need to follow.

Collecting Laptops

All members of your class are required to turn in your laptop to the school on **Wednesday, June 3rd** when you come to school for graduation practice. At this time we will collect your laptop and associated accessories (bag, cord, charger) and examine them for damage. Please verify that the following are returned in working order:

- Laptop
- Power Adapter
- Power Cord
- Duckhead Adapter for Charger
- Laptop case and accessory pouch
- All data backed up (Google Takeout)
- Signed out of Apple ID accounts (Facetime, Messages, Back to my Mac)

Backing up your data (Google Takeout)

Back up your accounts *before* you turn in your laptop. If you wish to keep copies of your Google Drive data, please go to <https://takeout.google.com/> while signed into your school account and use Google Takeout to choose the data you want to keep. You can either download the data to a portable drive, or you can save it to a personal Google account. I would suggest the second option. Google Takeout will send an email link to your personal account that will last for 7 days for you to download the material you want to keep.

Sign Out of AppleID Account

Those of you who signed in to your AppleID to do Messages, Facetime, or Find my Mac will need to make sure they sign out of these accounts prior to handing them in. This is located at the top of the System Preferences pane.

