Transfer work/school Google Drive files to your personal account

This will transfer files from your work/school Google Drive My Drive folder and files in which you are the owner. If you want to also include files that were shared with you you will have to move those files into your My Drive folder. This will not remove the original files.

***Your work/school Google Drive may have more storage than your personal Google account, in which case your personal account will max out and may require you to purchase more storage from Google.

1. Go to myaccount.google.com and login with your work/school Google account, if not already logged in, and click on Transfer your content > Start transfer and follow the rest of the steps.

Alternatively, you can download your work/school My Drive files to your local computer.
https://support.google.com/drive/answer/2423534?hl=en&co=GENIE.Platform%3DDesktop