

Controlling the Lifecycle of Accounts: Google, Google Data, & Google Services/Products Like YouTube

By Julia Hengstler, VIU Faculty of Education, February 3, 2016 (v.2)

Information Source: Google. (2016). Accounts Help: Delete your Google account.

<https://support.google.com/accounts/answer/32046?hl=en>

About Controlling Online, Cloud & Social Media Accounts

There may come a time, at the end of a course or for other reasons, you decide to close an account. When you do, please remember that closing or deleting accounts cannot remove content you may have shared with other users, content other users may have already accessed, captured, and redistributed. It cannot remove content that the service provider or site may have archived for itself or otherwise distributed. It does, however, give you an opportunity to restrict future access to any information you provided.

You are receiving this document because Google Accounts and services like YouTube were suggested for use during your VIU Education course. If you did sign-up for such an account or one of its associated services, it is an instructional “best practice” to give you the information you need to delete your data, associated services, or the entire Google Account, when you want to do so.

Note: *This information is accurate as of 2/3/16. Should you have difficulties with the process, or should the process have changed since this date, please speak with your course professor or the VIU Faculty of Education’s Educational Technologist, Julia Hengstler for additional support.*

About Deleting Your Google Account & Services Like YouTube

Note: This processes in this document are primarily designed for use on a computer. If you are using mobile devices, you may have to do some searching on menus to find the comparable choices/links as listed.

Effect on Authorized Services

If you choose to delete your Google Account, you may have issues with other services or sites where you have used your Google Account or gmail credentials for signing in or authentication. Some of these will be Google-based (like Gmail, Drive, Contacts, G+, Play, Calendar; paid & free Chrome apps & extensions; YouTube) while others may be non-“Google” like bank accounts or other social media. Some of these may be sites or services where you have purchased subscriptions. **If you have authorized other services, check the websites and services to be sure you have another way to access your accounts or data (should you want to maintain them) before deleting your Google Account. For example, you may have used this Google Account’s gmail address as a primary or ‘recovery’ email address for your online banking or contact information elsewhere.**

The Google Dashboard is one place you can use to help you identify key “Google” services associated with the Google Account you wish to delete. (Note: You will need to remember or review non-Google services as you recall them.)

To access your Google Account Dashboard:

- 1) Login to your Google Account
- 2) Click on the “person icon” or your icon in the upper right of the screen.
- 3) Click on “My Account”
- 4) Click on “Personal info & privacy”
- 5) Scroll to “Account Overview” and click on “View Dashboard”

Effect on Data

When you delete your Google Account, you will lose access to all data associated with that account (e.g. email, photos, G+ threads or posts). This would include information you saved in the Google Chrome browser. If you wish to save data from your Google Account, or specific services, you will have an opportunity to do so during the deletion process.

Effect on Future Google Account Names

Once you delete an account, you will be unable to re-use the associated username or gmail account.

How to Delete Your Account, Linked Google Services like YouTube, and/or Account Related Data

- 1) Login to your Google Account. You will need the password.
 - a. If you do not remember your password or username, use <https://www.google.com/accounts/recovery/> to recover your information
- 2) Click on “My Account”
- 3) Click on “Account Preferences”
- 4) **Click on “Delete your account or services” if you wish to delete data from select services or products but not the entire account.**
 - a. If you want to archive any of your data **before deleting a specific service/product**, look for the “Download Data” link:
 - i. Click on “Download Data” **before** deleting the service(s) or account and follow the steps to download and export a copy of the data you wish to archive.
 - b. **If you wish to delete specific services like YouTube**, click on “Delete Products”
 - i. Select the products/services you wish to delete.
- 5) **Click on “Delete your Google account” if you wish to delete the entire account and all associated data from Google services/products**
 - a. If you want to archive any of your Google Account data **before deleting the entire account**, look for the “Download Your Data” link
 - i. Click on “Download Your Data” **before** deleting the Google Account and follow the steps to download and export a copy of the data you wish to archive.

Questions?

If you should have any questions or concerns related to deleting your Google Account or associated services/products, please speak with your professor or the VIU Faculty of Education’s Educational Technologist, Julia Hengstler (Contact information provided here).