Week 1 Lab: Hands-on Separate Accounts and Reliable Backups

Find your instructions in the file:

W01 Hands-on Separate Backup Instructions.docx

Fill out this worksheet template as you work. When you are finished, save it, and upload it to I-Learn Canvas to be scored. You may earn up to 40 points for this lab.

# Task 1: Set up a new secret email account

|  |  |
| --- | --- |
| What email provider did you choose? What steps did you take to sign up? (4pts) | I chose Hotmail. I had to come up with a username, password (that had character requirements), provide my full name and birthdate, and prove that I wasn’t a robot by solving a capatcha puzzle. |
| Include a captured screen image below, as evidence of completion. (1pt) | Graphical user interface, text  Description automatically generated |

(Details, screenshot)

|  |  |
| --- | --- |
| If someday you need to stop using this account, how would you close it? (2pt) | <https://account.live.com/closeaccount.aspx>  I would go to this link signed in and then verify I want to close it. It will be put on a ~30 – 60 day probation period then be wiped from Microsoft. |

# Task 2: Set up two-factor authentication and other security settings

|  |  |
| --- | --- |
| What kind of 2FA did you set up? (Examples: code sent to your phone? Device authentication? Something else? explain.) (1pt) | Email code sent to a separate email address. |
| What steps did you take to set it up? (4pts) | Homepage > Security Settings > 2 Factor > Verify a code with my other email linking the two. |

(Details)

|  |  |
| --- | --- |
| What other security settings are available for your new email account, and how did you configure them? (4pts) | The other big option besides making a stronger password was to make a “passwordless account” which would get rid of my Microsoft password entirely and link any verification from the account with an App on my phone. |

(Details)

# Task 3: Set up email alerts to your new secret account

|  |  |
| --- | --- |
| What steps did you take? (4pts) | Went to bank website, signed in, went to email and alert preferences, added a secondary email that would get the same alerts that my primary did. |

(Details)

# Task 4: Back up an important document twice

|  |  |
| --- | --- |
| What file did you back up, and on what kind of device did you back it up? (2pts) | I backed up a folder full of photos onto a hard drive. (Seagate 2 TB) |
| How did you verify that you can successfully restore that backed up file? (1pt) | After ejecting the drive and then physically re-plugging it in to a different device, the file remains there fine. |

(Details)

|  |  |
| --- | --- |
| What online (cloud) storage service did you choose for your second backup, and what steps did you take to sign up for the storage service? (2pts) | I chose to use Google Drive for the second back-up on the folder. This required linking Google drive to my account. Super easy. Just input the username and approve Google’s terms for connecting your account to a Google account platform. |

(Details)

|  |  |
| --- | --- |
| What steps did you take to back up your file online? (2pts) | After getting connected to Google, I uploaded the folder to Google drive. |

(Details)

|  |  |
| --- | --- |
| How did you verify that you can successfully restore your file from the online backup? (2pts) | I opened Google Drive on a different device at a different time (my phone) and verified the file was there fine. I downloaded the one of the photos back onto my device and it was fine. |

(Details)

|  |  |
| --- | --- |
| What did you learn about your online storage provider’s ability to automatically synchronize changes to your backed-up files? (2pts) | While there’s a way to tweak some of the settings regarding auto syncing any changes made to files, it is by default on and working. |

(Details)

# Task 5: Keep your secrets!

|  |  |
| --- | --- |
| Did you redact your secret email address everywhere it appeared in this document? (1pt) | YES! (: |
| What contingency plans have you made in case there’s a problem that affects your new secret email address? (3pt) | With two-factor authentication on and it being connected to another account for verification I should be alerted if any turbulence occurs with the account. |

(Details)

|  |  |
| --- | --- |
| While you worked on this lab, what new idea or skill do you think personally benefitted you the most? (5pts) | Personally, I found it beneficial to go look through the other settings offered by providers instead of trusting and relying on the default ones given. |