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 to use gmail.com for my provider. I had to give them my personal name, I had to come up with a username, and I decided not to give them my phone number yet because it was optional. |
| Include a captured screen image below, as evidence of completion. (1pt) |  |

(Details, screenshot)

|  |  |
| --- | --- |
| If someday you need to stop using this account, how would you close it? (2pt) | When I click on my profile in the top right, there’s an option to view my account. I then go to data and privacy, and there’s an option there to delete my account. In order to do it, I need to first verify that it’s really me and then I’m prompted to read some information about what deleting my account entails. |

# 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) | I had a 6-digit code sent to my phone to add it to my account. |
| What steps did you take to set it up? (4pts) | I went to my security tab under my profile and clicked on the security tab. There, I was immediately prompted to set up a phone number tied to my account. From there, I was guided to add a phone number and verify it with a code sent to my phone. |

(Details)

|  |  |
| --- | --- |
| What other security settings are available for your new email account, and how did you configure them? (4pts) | Another security setting available for my email account is to set up a secondary (or in this case, a primary) recovery email account. I chose this to be one of my personal accounts and I configured it in a very similar way to how I tied my phone number to this account. |

(Details)

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

|  |  |
| --- | --- |
| What steps did you take? (4pts) | I had to go to my Amazon account settings, go to the security tab, and edit the email address. In order to send emails to my new email address, I had to verify my identity and put in my password to change my email alerts on Amazon. |

(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 my resume to a USB stick I bought last semester. |
| How did you verify that you can successfully restore that backed up file? (1pt) | I plugged the USB into my friend’s computer and verified that I could still access it. |

(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) | Because I attend BYUI as a student, I have free access to the Microsoft OneDrive, so I chose to use that service. I signed in and had access. |

(Details)

|  |  |
| --- | --- |
| What steps did you take to back up your file online? (2pts) | I copied my resume from my laptop and put it into the cloud and saved it there as well as locally. |

(Details)

|  |  |
| --- | --- |
| How did you verify that you can successfully restore your file from the online backup? (2pts) | I signed in to my One Drive on my friend’s computer and I had access to my resume there too. |

(Details)

|  |  |
| --- | --- |
| What did you learn about your online storage provider’s ability to automatically synchronize changes to your backed-up files? (2pts) | It's not as immediate as I would have originally thought, there’s a little bit of delay between saving on my machine and seeing those changes take place in the cloud. |

(Details)

# Task 5: Keep your secrets!

|  |  |
| --- | --- |
| Did you redact your secret email address everywhere it appeared in this document? (1pt) | I sure did. I cropped it to not include my bookmarks bar and used the pencil tool in MS Paint to blur out my name and initials. |
| What contingency plans have you made in case there’s a problem that affects your new secret email address? (3pt) | I told my mother and closest friend about how to access my accounts if I were to ever have a tragic accident. That’s really all the details I want to put here, but I have talked to them about it. |

(Details)

|  |  |
| --- | --- |
| While you worked on this lab, what new idea or skill do you think personally benefitted you the most? (5pts) | Two factor authentication is such an underrated security measure. I’m a big believer in using your phone to help you log in to your account and can say from personal experience how much it’s helped myself and my family keep our accounts secure. |