Week 01 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 to be scored. You may earn up to 40 points for this lab.

# Task 1: Set up a new secret email account

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| What email provider did you choose? What steps did you take to sign up? (4pts) | I chose Google. I had to enter in my first and last name, my username, and a password. On the next screen I had to input my phone number, a recovery email address, and my gender. |
| Include a captured screen image below, as evidence of completion. (1pt) |  |

(Details, screenshot)

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| If someday you need to stop using this account, how would you close it? (2pts) | I would go to data and personalization and choose the delete account option |

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

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| What kind of 2FA did you set up? (Examples: code sent to your phone? Device authentication? Something else? explain.) (1pt) | Code sent as text to phone |
| What steps did you take to set it up? (4pts) | I clicked on the security tab and clicked enable 2FA then I had to input my account password and enter in a code sent to my phone number. |

(Details)

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| What other security settings are available for your new email account, and how did you configure them? (4pts) | There are recovery email and phone number options in case something happens to the account that I enabled by entering an alternate email and my phone number. There is also an option for 2FA for backup codes that I enabled so if I’m away from my phone I can still get into my account |

(Details)

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

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| What steps did you take? (4pts) | I went to my online bank account and all I had to do was add the email in my user information. Then I checked the option to send account alerts to that email. To do that I had to enter a code sent to that email from my bank |

(Details)

# Task 4: Back up an important document twice

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| --- | --- |
| What file did you back up, and on what kind of device did you back it up? (2pts) | I chose my resume to back up. I copied it to a USB drive and moved it to my wife’s computer |
| How did you verify that you can successfully restore that backed up file? (1pt) | To verify that I could restore it I took the copy from my wife’s computer and moved it back to my own device. |

(Details)

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| 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 google drive to make an online backup of me resume. The steps to sign up for google drive were the same as the google account because drive is included in that account. |

(Details)

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| --- | --- |
| What steps did you take to back up your file online? (2pts) | To backup the file online I clicked the new button and selected my resume from the folder in my computer. |

(Details)

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| How did you verify that you can successfully restore your file from the online backup? (2pts) | I re-downloaded the copy of my resume from google drive and it worked. |

(Details)

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| What did you learn about your online storage provider’s ability to automatically synchronize changes to your backed-up files? (2pts) | I had to download a separate tool from google that automatically syncs changes of my backed up files to google drive. |

(Details)

# Task 5: Keep your secrets!

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| --- | --- |
| Did you redact your secret email address everywhere it appeared in this document? (1pt) | Yes I did |
| What contingency plans have you made in case there’s a problem that affects your new secret email address? (3pt) | My plan if there ever is a problem is to change the password of the email and the method for two factor authentication. |

(Details)

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| --- | --- |
| While you worked on this lab, what new idea or skill do you think personally benefitted you the most? (5pts) | I think learning about the tool google provided to automatically sync backed up files benefitted me the most. I don’t have to worry about manually doing it anymore. |