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

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| What email provider did you choose? What steps did you take to sign up? (4pts) | I chose to create a Gmail email address. While we do use Outlook on campus, I have been using Gmail since I was in elementary school. Though that is a long time to be using Gmail, I don’t have multifactor authentication, and I don’t know what it would take to close my Gmail if I needed to. I thought this would be a great opportunity to learn about the service I use and implement this lab into my personal email. |
| 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? (2pt) | If I need to close this account, I would first login to my Gmail account. After logging in, I would click on the top right account image. Then I would click “manage account,” from the drop-down selections. Then I would click on “data and piracy,” on the left-hand side. Then I would scroll down until I saw “delete your google account," in the more options section. After entering your password, you then have the opportunity to delete your account. |

# 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) | I used device authentication. With that I had two options, I could receive a code via SMS or Cellular. For convivence I opted for SMS. Sometimes you get timed out from your account, it can be considered unprofessional to have to pick up a call to get a verification code when you are timed out. |
| What steps did you take to set it up? (4pts) | To set up multifactor authentication, I clicked on the account profile on the top right. I again clicked on manage profile from the drop down. From the main settings I scrolled down until I saw “signing into Google.” After you enter your password, you then enter your phone number. Once the phone number is entered, you may opt for SMS or Cellular messages. Once you choose one, you then get a verification code. If it is entered successfully, you will have completed the process. |

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| What other security settings are available for your new email account, and how did you configure them? (4pts) | I entered a recovery email, by adding it in the settings, and then confirming via verification code. That way if I lose access to my cell phone I have an alternative way to log into my Gmail account. |

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

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| What steps did you take? (4pts) | I exited the profile settings and moved back to Gmail. Once in Gmail, I clicked on the gear in the top right of the page. I then scrolled down the general settings until I saw notifications, I then enabled them. |

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# 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 backed up my W-2 tax forms from 2015-2021. I backed these up in two separate ways. Again, I wanted to learn more about the technology I have already been invested in, so I started by uploading my forms to be stored in iCloud. I pay for a lot of storage in iCloud. I have never had any errors, but after this week’s discussion board a classmates response made me consider moving my files, I figured this could be good practice.  I then did a physical backup via a backup external SSD I own. I mainly used this for storing old videogames that I had legally owned in case they removed the game from online stores. This one had the files saved just as fast. |
| How did you verify that you can successfully restore that backed up file? (1pt) | For iCloud I downloaded and inspected the file, for the external hard drive I moved a copy to my pc and it also worked great. |

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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) | To make an iCloud account you need to have an apple account. I use an iPhone and have naturally been in the iCloud ecosystem for over a decade. If you want to create a new iCloud, you would need a new apple account. Also, iCloud has very limited storage. I believe you can have a couple gigabytes for free. In 2022 that is not a lot. While my tax documents for 6 years were only a couple hundred megabytes, photographs and videos can take up gigabytes with todays new technology. Thus, most people that use iPhones most likely have to pay the additional couple of dollars for uinlimited iCloud storage. I wouldn’t consider the service free. |

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| What steps did you take to back up your file online? (2pts) | Through the settings for the Documents app on IOS, my files were set to go to the cloud rather than be stored on the device. You can do this with a lot of storage on IOS if you choose to. Once I enter a file into Documents it goes to the cloud. |

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| How did you verify that you can successfully restore your file from the online backup? (2pts) | I went into documents, I then clicked on 2016 forms. Then I held down and downloaded the document. I then inspected and concluded that the document was how it was before it was uploaded to the cloud. |

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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) | If I use IOS supported apps like documents, notes, or photo’s the documents can all be set to auto sync and update to the cloud if there are changes made.  Likewise for my Gmail account I would need to use Google apps.  For Microsoft apps like excel and word, I would need to use Office 365.  This realization and compatibility errors when trying to restore backups from outside a family of services has made me intrigued to look into a better solution. If Microsoft as a company collapse, and I try to restore my Excel sheets in Google sheets the whole file gets messed up.  I would like to find a better solution to this issue as I have some stored in those three places. |

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# Task 5: Keep your secrets!

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| 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) | I have alerts set, and I also have taken the time to know how to close my account. I also have multifactor with my phone, as well as a recovery email address if all else fails. |

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| While you worked on this lab, what new idea or skill do you think personally benefitted you the most? (5pts) | The most important thing I learned was how to set up my email with multifactor authentication. I didn’t have that with my personal email, and now I do.  I also realized I need an organized place for my backed-up storage. I use 365, Google, and iCloud. They are not interchangeable and when you try to use the others with previously made files it ruins them. I am currently looking into a better way to manage my cloud backups. |