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 Google to be my provider. I created the email address made a password, linked to my existing emails for security notifications. |
| Include a captured screen image below, as evidence of completion. (1pt) | Graphical user interface, application  Description automatically generated |

(Details, screenshot)

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| If someday you need to stop using this account, how would you close it? (2pt) | Go to manage account, go to data and privacy, scroll down to delete account read the terms of deletion, check the box that says you acknowledge and take responsibility of any charges that are caused/missed from deleting this account. And confirm that you want to delete it. |

# 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 have it set up to send a G code to my phone and notify my second email when attempts to log in are made so I can monitor the activity on the account. |
| What steps did you take to set it up? (4pts) | When creating the account it gave me the opportunity to input all the security info and back up information up front. Back up number and email. |

(Details)

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| --- | --- |
| What other security settings are available for your new email account, and how did you configure them? (4pts) | I set it up so my history, location data and sharing, profile visibility were all set to private and off, so no one else will be able to locate my account except me. |

(Details)

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

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| What steps did you take? (4pts) | I went and linked my account to my Walmart account, went to account settings and checked the box to notify me if anyone has made any purchases on my account. |

(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 backed up my Resume on my personal SSD and on my new google drive account. |
| How did you verify that you can successfully restore that backed up file? (1pt) | I turned off my computer, and put my SSD in another computer and was able to still access the document. I also copied it back to my computer to make sure I could also still access the file there too. |

(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 for my service. It was included with a free 15gb of storage in the cloud. |

(Details)

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| What steps did you take to back up your file online? (2pts) | I uploaded the file to my google drive account. |

(Details)

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| How did you verify that you can successfully restore your file from the online backup? (2pts) | I opened my resume on my phone, and downloaded onto my phone. |

(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) | There is a way to synchronize files to folders on your computer so they will live update to changes you make inside them. |

(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. |
| What contingency plans have you made in case there’s a problem that affects your new secret email address? (3pt) | I have it linked to my alternative emails to help me control those who can login to the email as well as having the files backed up in 2 different locations so that if it ever goes down I’ll be able to keep the files and information that I have on that email in a safe location. |

(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 have already implemented most of these skills and techniques into my daily technology use. But it was a really good reminder of the importance of keeping on top of it, and making sure your data is secure safe. |