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) | [\*\*\*\*@yahoo.com](mailto:****@yahoo.com).  I went to yahoo.com  I signed up.  I completed all the necessary steps needed to create the account.  My account was approved.  I have created a new yahoo account. |
| Include a captured screen image below, as evidence of completion. (1pt) | A screenshot of a computer screen  Description automatically generated |

(Details, screenshot)

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| If someday you need to stop using this account, how would you close it? (2pt) | I have the option to deactivate my account. I can use this as a temporal way of closing my account. If I feel the need to open my account or use it again, I can re-activate it.  Secondly, I can permanently delete my account. This deletes all my files, messages and yahoo financial portfolios. |

# 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 set up a code (code (which is sent to my device. It is sent to the number I provided. |
| What steps did you take to set it up? (4pts) | I went to settings on my new secret email account.  Secondly, I went to “Account security”  Thirdly, I scrolled below, and it showed me “Two-step verification”.  I had a variety of options to choose such as “Security key, and Phone number” I chose the Phone number option.  I clicked on the button and it asked me for the phone number to send the code to.  I provided the phone details and my Two-step verification. |

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| What other security settings are available for your new email account, and how did you configure them? (4pts) | Another security alternative is the Yahoo Account Key.  So, for this one all I need to do is sign in with my secret account.  I selected my device and app to be notified on.  I clicked **Send me a notification**  On my phone I taped **Approve icon.**  I confirmed my mobile phone number, which is used if I ever lose access to my phone. |

(Details)

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

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| What steps did you take? (4pts) | I logged into my bank account  I went to settings and went to contact information.  I changed my previous email address to my new secret address. |

(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 school transcript, I-20 and my Resume.  I backed it up in my flash drive and smartphone |
| How did you verify that you can successfully restore that backed up file? (1pt) | I copied my files and created a temporal folder where I could store it in also.  I applied all that to all devices. |

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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 decided to sign up for google drive. To use google drive one must have a google account.  I went to [www.google.com](http://www.google.com) and selected sign in button in the right corner of the page.  Since I already have a google account, I signed in with my email address and password.  After that I went to <http://drive.google.com>  I selected the grid icon near the top-right corner, then clicking Drive.  My drive is ready to save documents and files. |

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| What steps did you take to back up your file online? (2pts) | I stored them in my google drive  On my computer I went to drive.google.com  At the top left, I clicked New, then I clicked File Upload or folder upload.  I chose the file that I want to save. |

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| How did you verify that you can successfully restore your file from the online backup? (2pts) | I went to drive.google.com  On the bottom left under “storage” and I clicked the number.  On the top right, I clicked Backups.  I saw all my backup files.  I also tried to restore my files from Trash.  I went to bin and I right clicked the file I wanted to recover  I clicked restore and my file was restored back. |

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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) | So, I learnt that Backup and Sync not only syncs folders on your computer to google drive, but it also can sync folders you have in drive to your computer, so you can access them when I am offline.  To enable this  I clicked on the google drive icon on my computer’s taskbar and selected preferences.  I checked the box next to “only sync some folders to this computer”  I selected the folders I wanted to sync to my google drive folder, then I clicked apply changes. |

(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) | The first contingency plan is that if I ever lose my phone, I set up a 2fac where a code will be sent to my other email address. Whereby In case I ever lose my phone.  My second contingency plan is putting a password on all my folders and documents whereby protecting some of my confidential information.  Also, I have a yahoo account key.  In case I lose my mobile phone, I can gain access through my phone number. |

(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) | This lab was great! I learnt how to set up a 2FA authentication. On top of that I learnt how to add extra security measures on my folders and documents.  I learned how to use other forms of online storage mediums to back up my files. I also learnt how to redact confidential information. |