



Welcome to the HIRC Vault™. Using Microsoft Teams, members are able to share resiliency information simply and securely. Multifactor authentication is enforced for all users. Suppliers are encouraged to share artifacts pertaining to HIRC standards with customers.

1. Invitation

- HIRC sends an invitation to each Member's work email.

2. Accept Invitation

- Member clicks the link to accept the invitation.

3. Verify Identity (Multi Factor Authentication)

- Member verifies their identity through the Microsoft authentication process.

4. Access Granted

- Once the invitation is accepted and identity verified, Member gains access.

5. Member Collaboration

- Member collaborates by sharing content simply and securely.



Step 1: Invitation Email

Click Accept Invitation

HIRC Connect invited you to access applications within their organization



Microsoft Invitations on behalf of HIRC <invites@microsoft.com>

To [redacted]

☺ Reply Reply All Forward [Teams icon] [More options icon]

Thu 6/13/2024 2:07 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

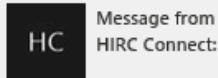
⚠ Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Sender: HIRC Connect (connect@hircstrong.org)

Organization: HIRC

Domain: hircstrong.org

This message was provided by the sender and is not from Microsoft Corporation.



“ Welcome to the HIRC Microsoft tenant. Access to the HIRC Vault coming soon. ”

The HIRC Vault will allow members to share resiliency information securely and easily via Microsoft Teams. Multifactor authentication is enforced for all users. Suppliers are encouraged to share artifacts pertaining to HIRC standards with customers.

If you accept this invitation, you'll be sent to [https://account.activedirectory.windowsazure.com/?tenantid=455c5b20-16db-4a46-88e1-6fc358eccf17&login_hint=\[redacted\]](https://account.activedirectory.windowsazure.com/?tenantid=455c5b20-16db-4a46-88e1-6fc358eccf17&login_hint=[redacted])

[Accept invitation](#)

This invitation email is from HIRC (hircstrong.org) and may include advertising content. HIRC has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

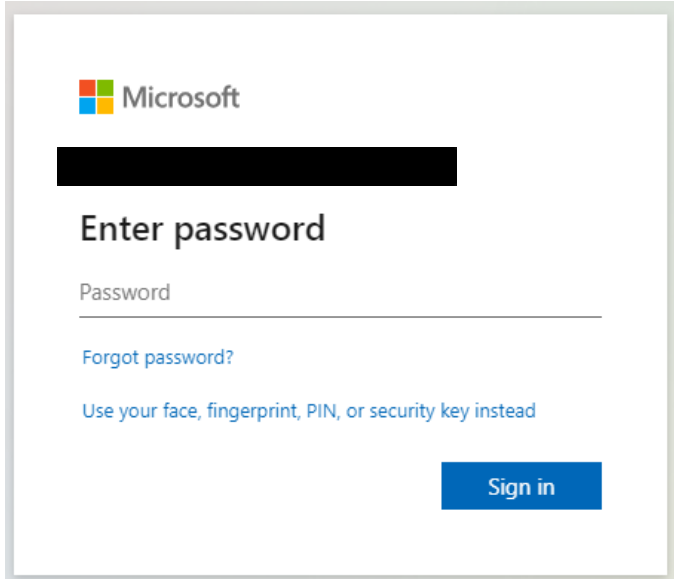
Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052





Step 2:

Enter password. Click Sign In

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is a blacked-out email address. The main heading is "Enter password". Below that is a text input field labeled "Password". Underneath the input field are two links: "Forgot password?" and "Use your face, fingerprint, PIN, or security key instead". At the bottom right is a blue "Sign in" button.

Microsoft

[Redacted]

Enter password

Password

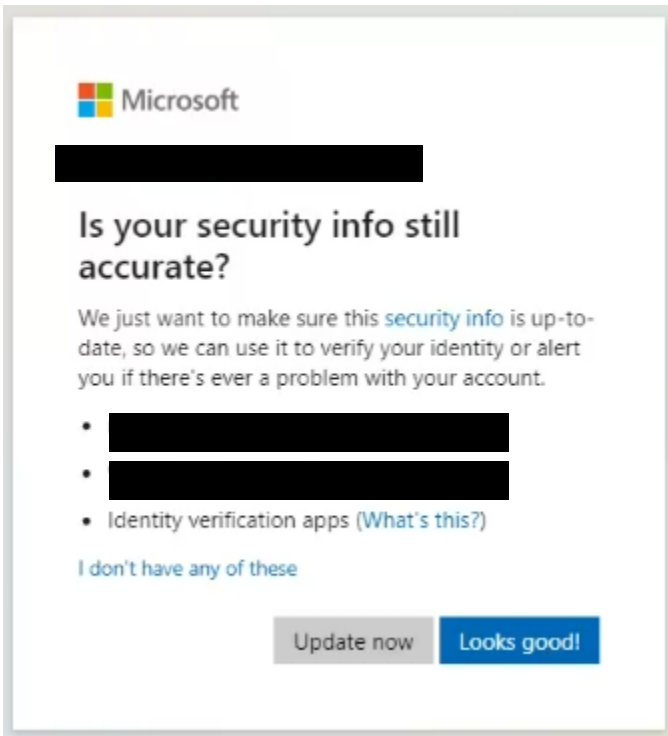
[Forgot password?](#)

[Use your face, fingerprint, PIN, or security key instead](#)

[Sign in](#)

Step 3:

Click Looks good!

A screenshot of the Microsoft security info update screen. At the top left is the Microsoft logo. Below it is a blacked-out email address. The main heading is "Is your security info still accurate?". Below that is a paragraph: "We just want to make sure this security info is up-to-date, so we can use it to verify your identity or alert you if there's ever a problem with your account." Below the paragraph is a bulleted list with three items: a blacked-out item, another blacked-out item, and "Identity verification apps (What's this?)". Below the list is a link: "I don't have any of these". At the bottom are two buttons: "Update now" and "Looks good!".

Microsoft

[Redacted]

Is your security info still accurate?

We just want to make sure this [security info](#) is up-to-date, so we can use it to verify your identity or alert you if there's ever a problem with your account.

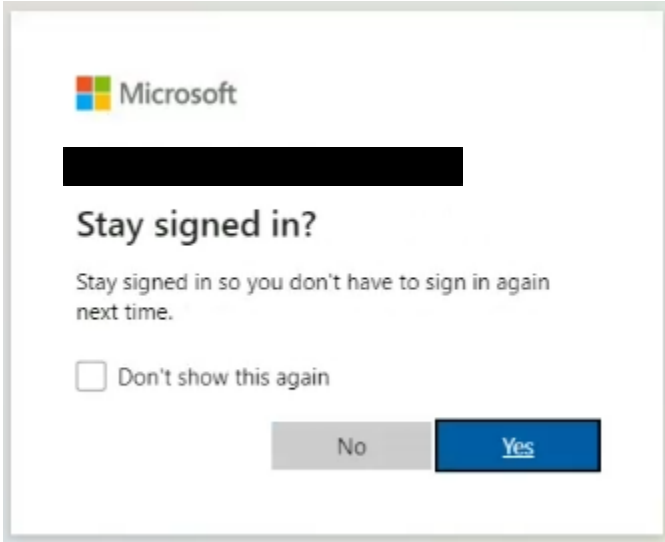
- [Redacted]
- [Redacted]
- Identity verification apps ([What's this?](#))

[I don't have any of these](#)

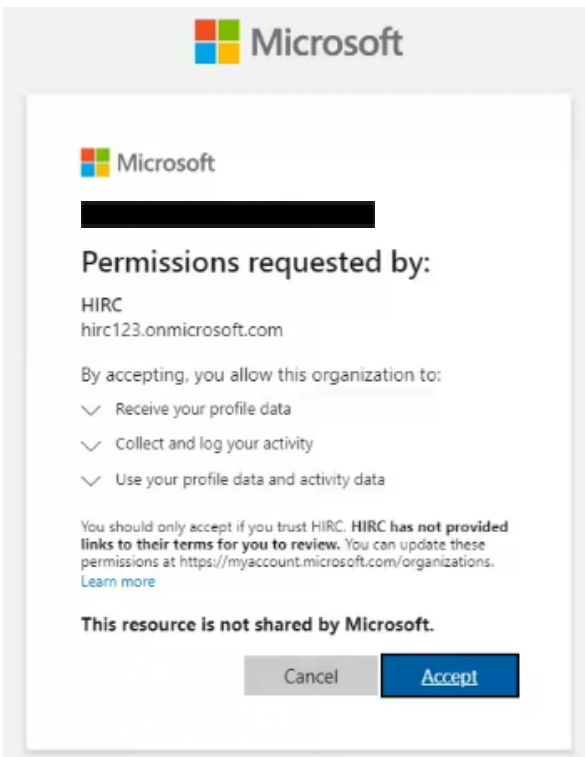
[Update now](#) [Looks good!](#)



Step 4: Click Yes



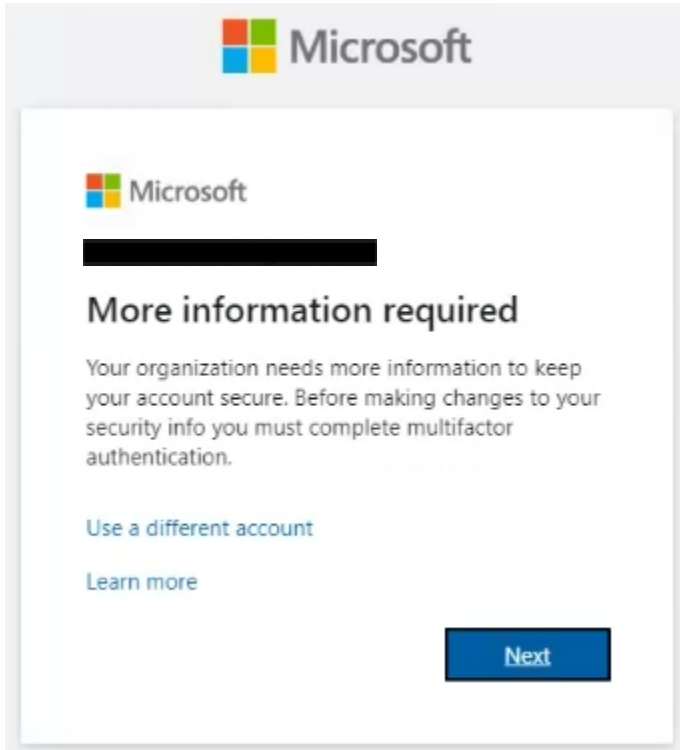
Step 5: Click Accept





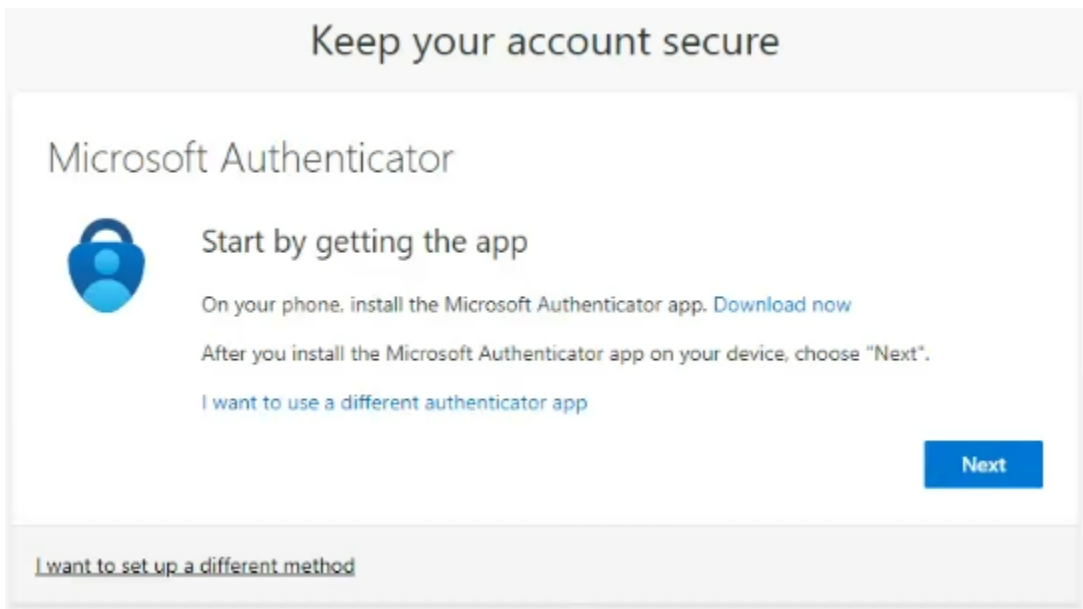
Step 6:

Click Next



Step 7:

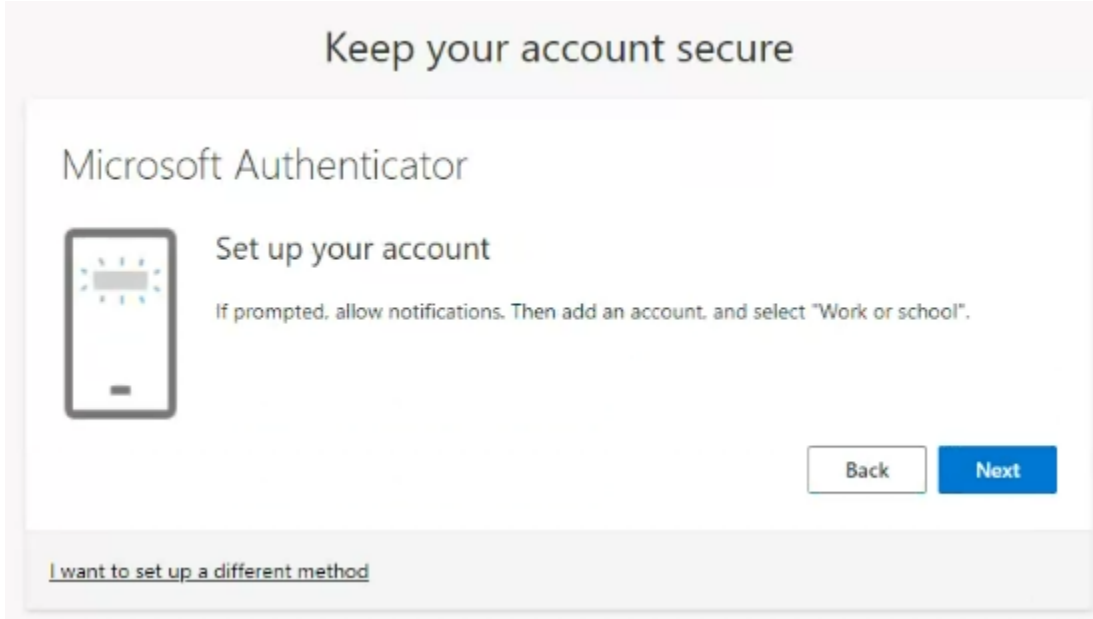
Click Next





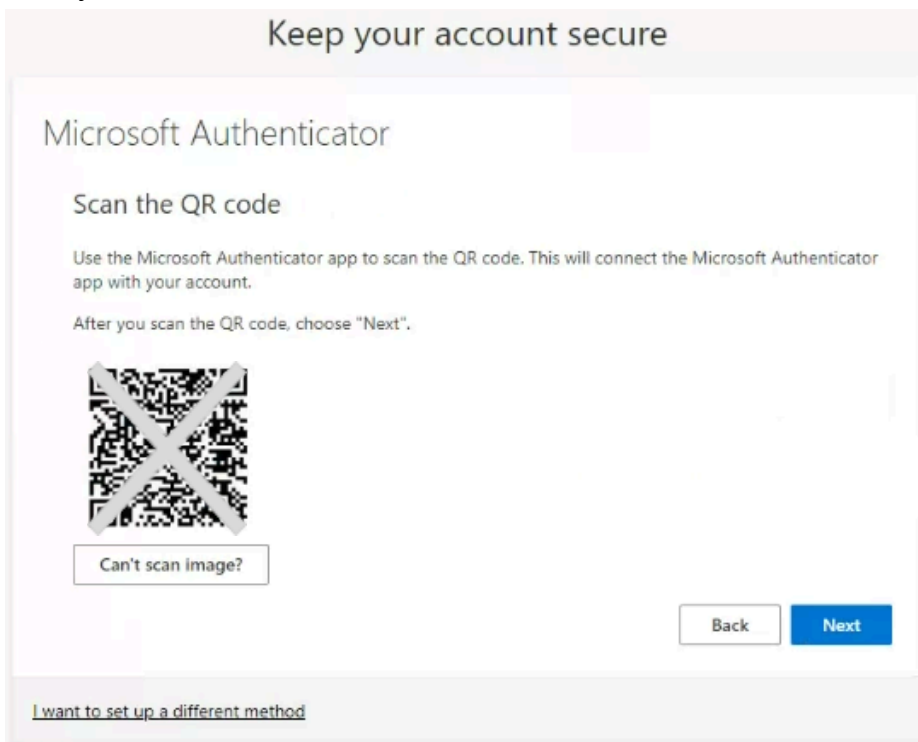
Step 8:

Click Next



Step 9:

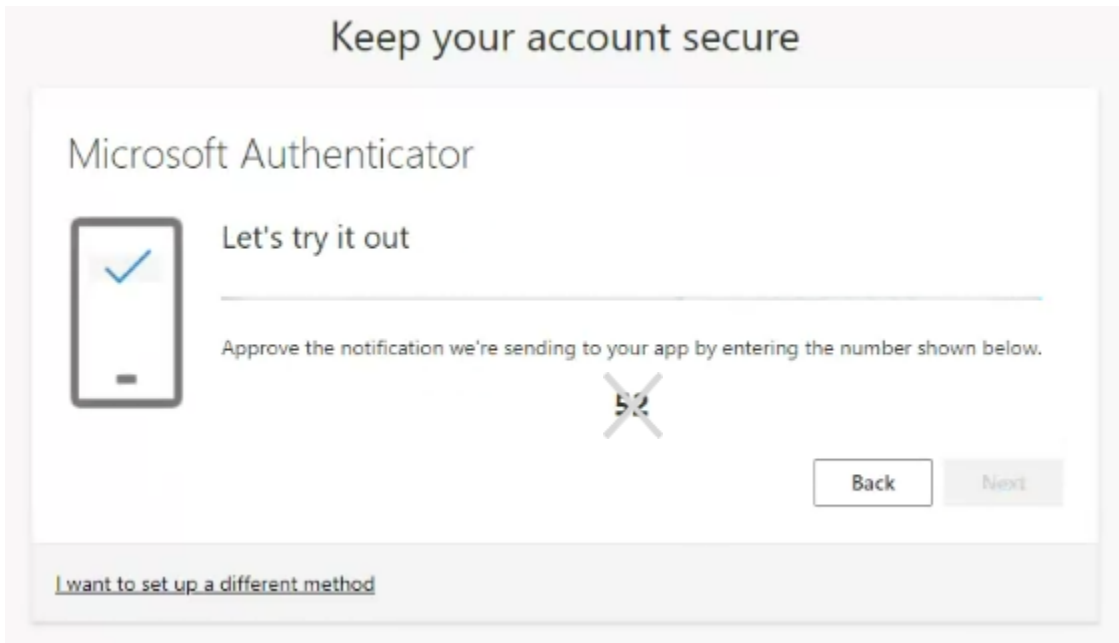
Using the Microsoft Authenticator app, scan the QR code with your device. After you scan the QR code, click Next





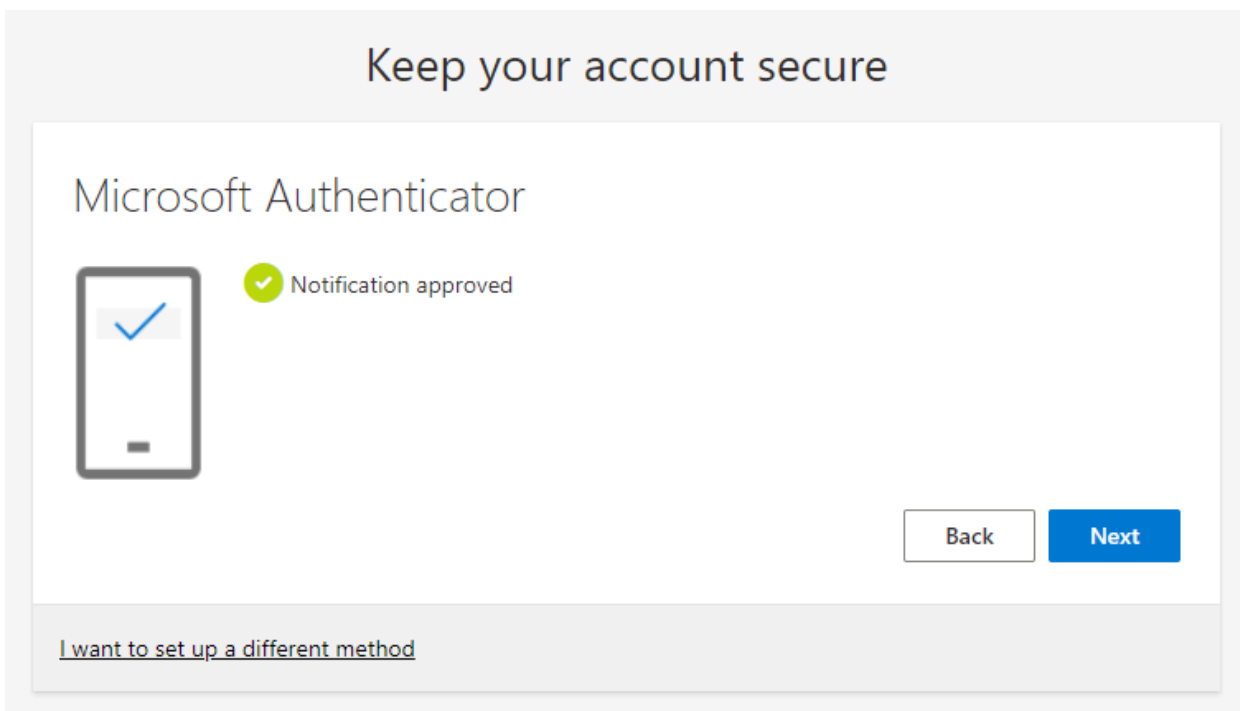
Step 10:

Enter the 2 digit code on your screen into your Microsoft Authenticator app.



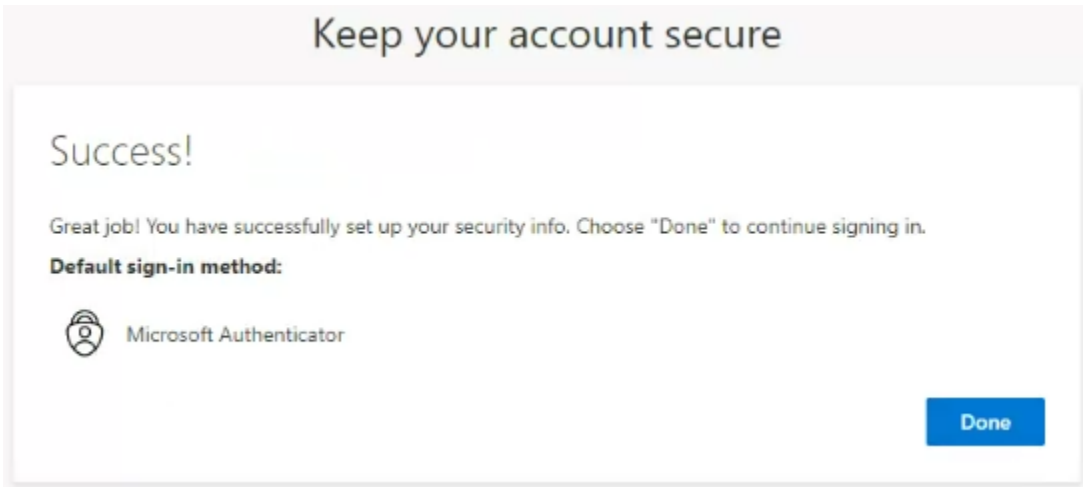
Step 11:

Click Next

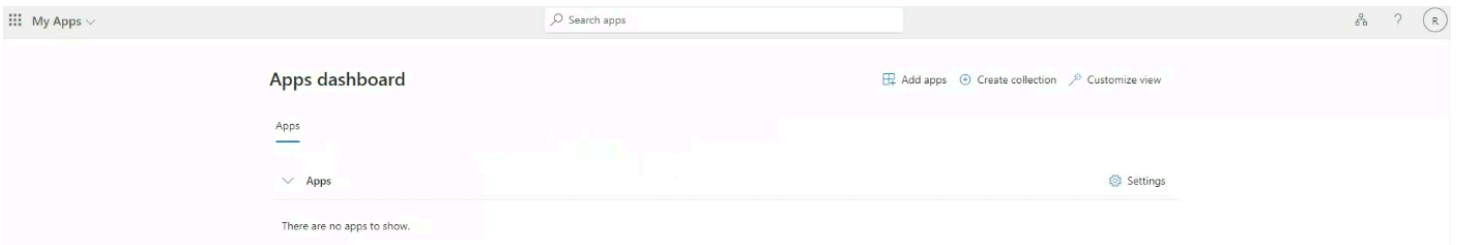




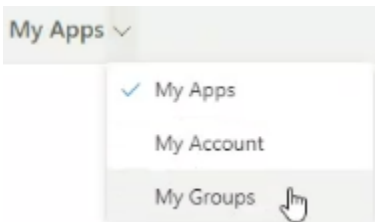
Step 12:
Click Done



Welcome to the HIRC Microsoft Tenant! Your screen should look like this:



Step 13:
Click My Apps
Then click My Groups from the dropdown menu





Step 14:

Click Groups I am in (1)

My Groups ▾

R [Redacted]

Overview

- Overview
- Groups I own (0)
- Groups I am in (1)** Groups I am in (1)
- Deleted groups (0)

- My Account
- My Apps

- Give feedback

Step 15:

Click [HIRC Vault](#)

My Groups ▾

R [Redacted]

Groups I am in

Filter by keyword

Showing 1 items total.

Group name ↑	Type	Description	
HIRC Vault	Microsoft 365	Vault for resiliency information for opt-in suppliers to share with customers only	<input type="button" value="Leave"/>



Step 16: Click Teams

My Groups ▾

← Go back

HIRC Vault

Details Members Owners

ⓘ Only group owners can edit

Actions: Leave

Group type: Unified

Membership type: Assigned

Description: Vault for resiliency information for opt-in suppliers to share with customers only

Members: 7

Owners: 4

Policy: This group requires owner approval

Sensitivity:

Group links: Outlook Teams Sharepoint

Step 17: Click Cancel

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

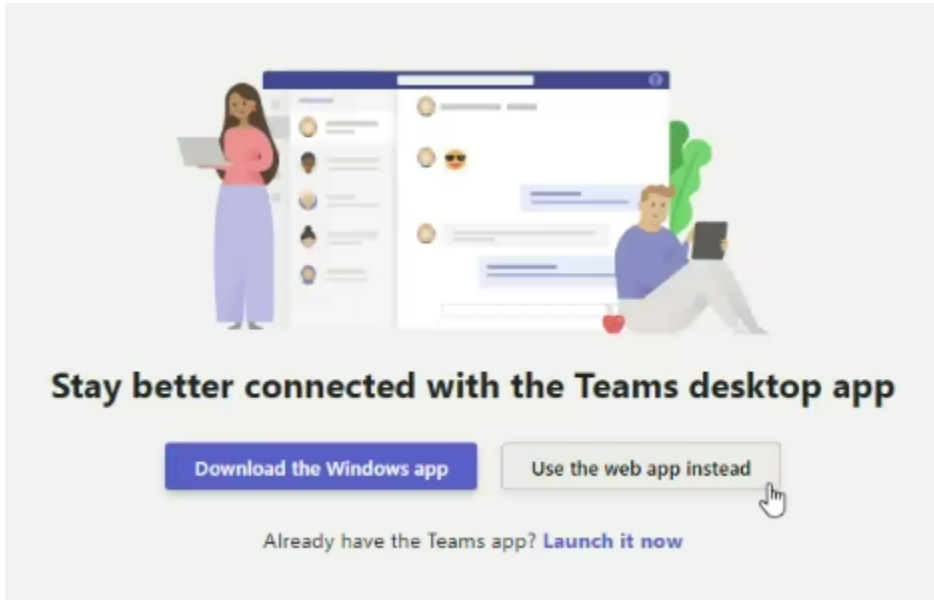
Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams Cancel



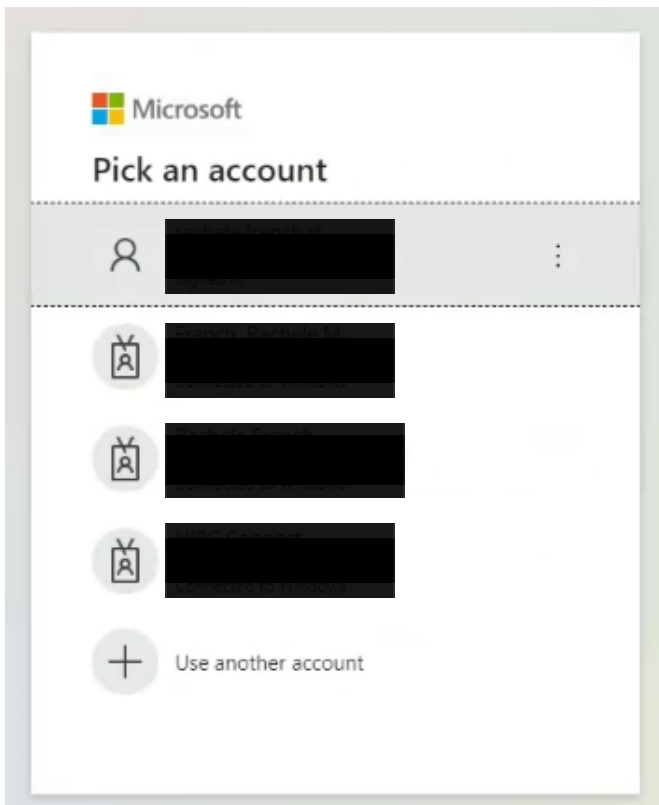
Step 18:

Click Use the web app instead



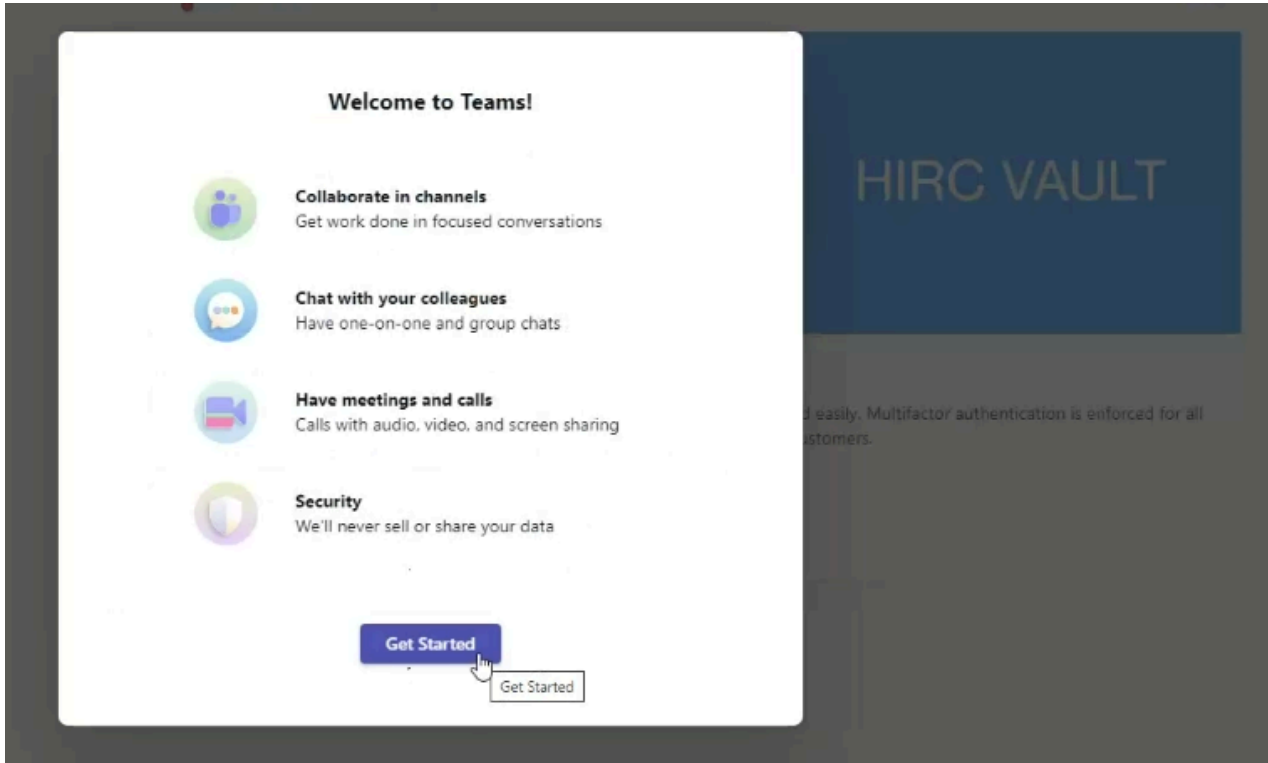
Step 19:

Click the email address that received the original invite

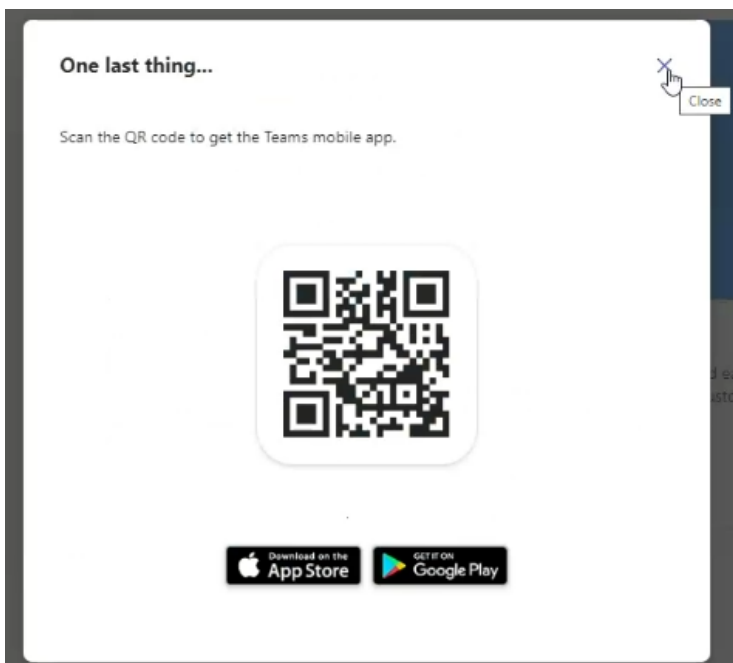




Step 20:
Click Get Started



Step 21:
Click the × to close





Step 22:

Welcome to the HIRC Vault! Additional content and file sharing coming soon.

