



Welcome to the HIRC Vault. Using Microsoft Teams, members are able to share resiliency information simply and securely.

- Follow this guide in order to ensure accurate setup and sharing.
- Upon completion of below steps, only your company can manage your content and access.
- HIRC Vault is designed to work only via the web version of Microsoft Teams.
- Supplier content remains the sole property of the supplier.

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Security

- Hosted on Microsoft Teams
- Network communications in Teams are encrypted by default.
- Multi-factor authentication is enforced for all users.


Controls

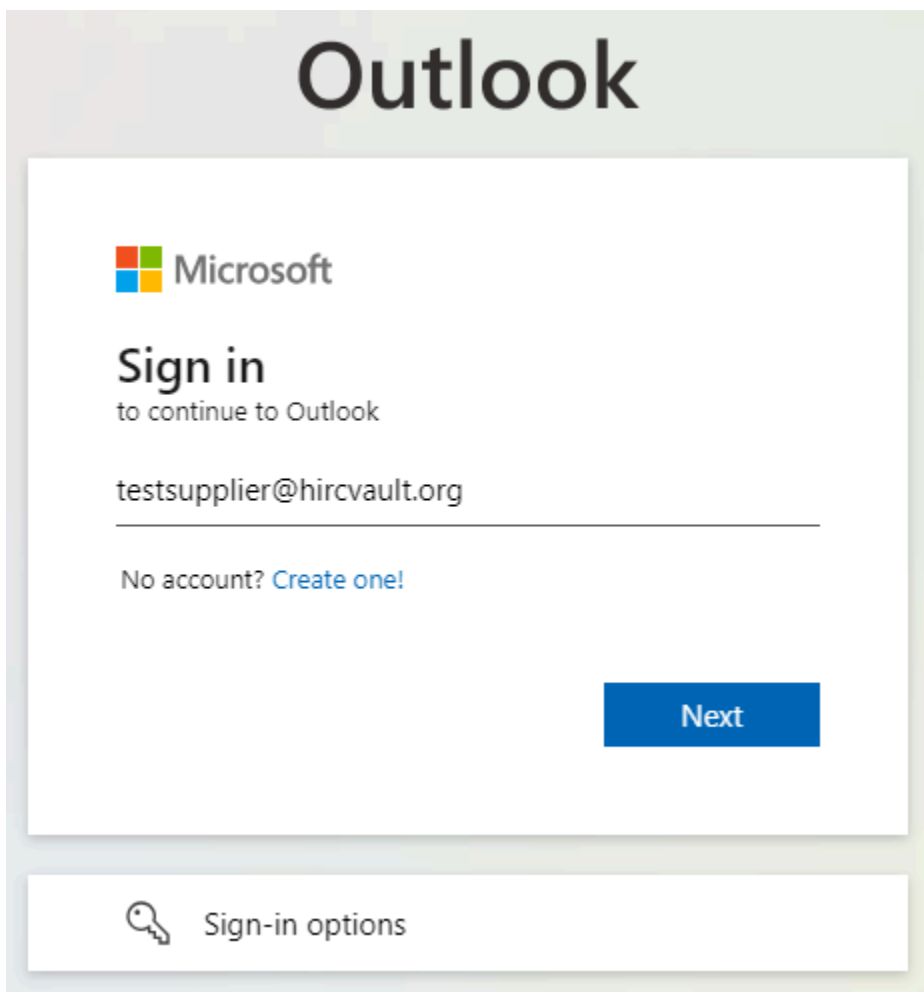
- Access restricted to member domains
- Only the supplier has access to manage content and sharing.
- All members are under a signed confidentiality agreement.
- Settings block competitive sharing and downloads.

[Terms of Use](#)



Login with HIRC account

1. Log in to Outlook
 - a. Navigate to <https://www.microsoft.com/en-us/microsoft-365/outlook/log-in>
2. Click Sign In The 'Sign in' button icon, which consists of the text 'Sign in' followed by a circular icon containing a person silhouette and a plus sign.
3. Enter your HIRC Vault email address (ex. Supplier@hircvault.org)



4. Click Next



5. Enter the password (initial password has been sent to you via email)



testsupplier@hircvault.org

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

6. Click Sign In
7. Click Next

The Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft".

kenninger.amy@hircstrong.com

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)

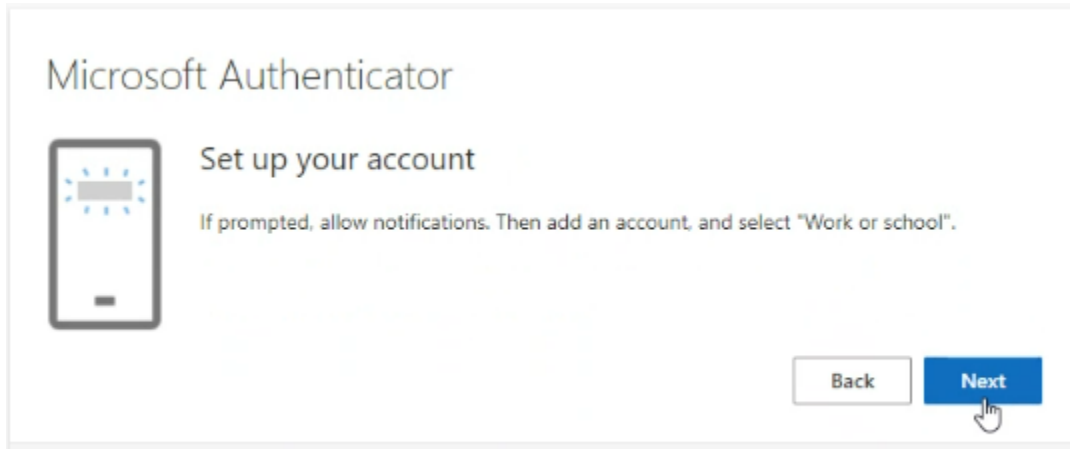
[Learn more](#)

Next

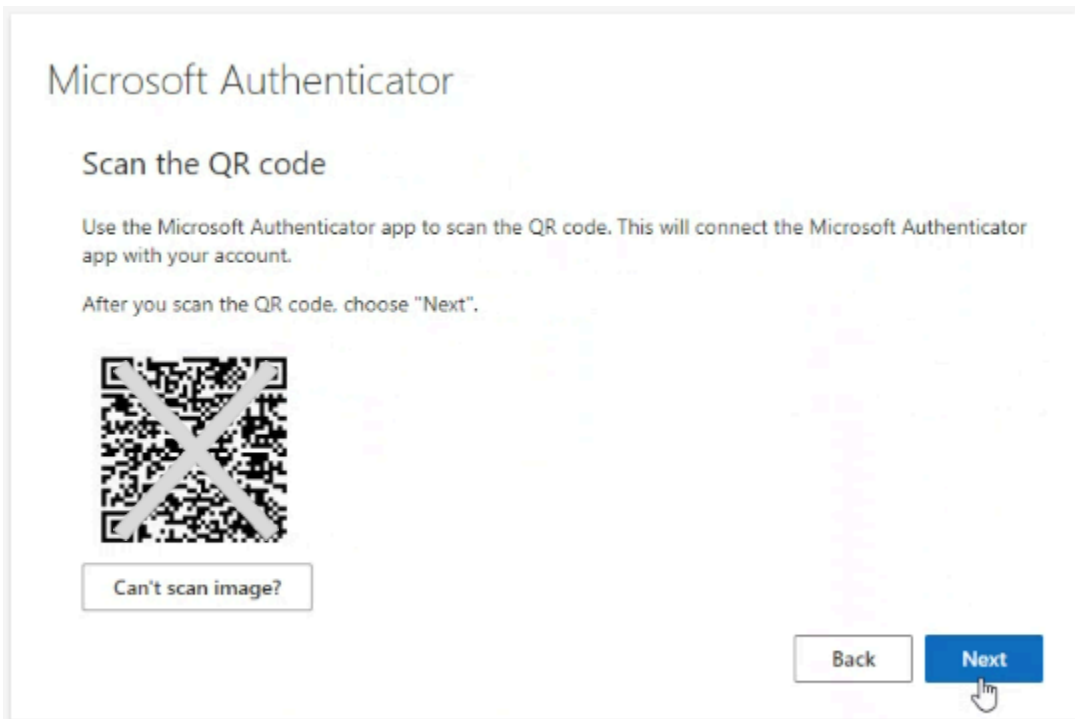


Setup Microsoft Authenticator

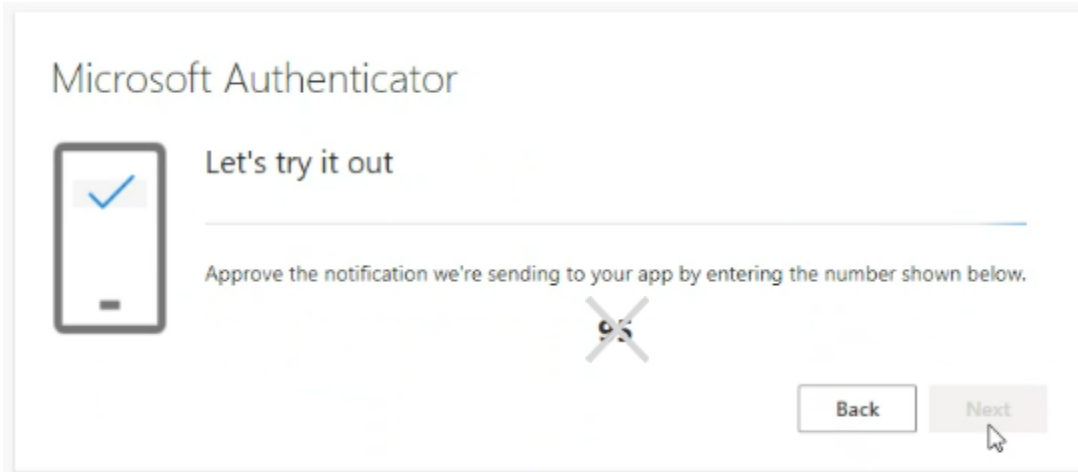
1. Click Next



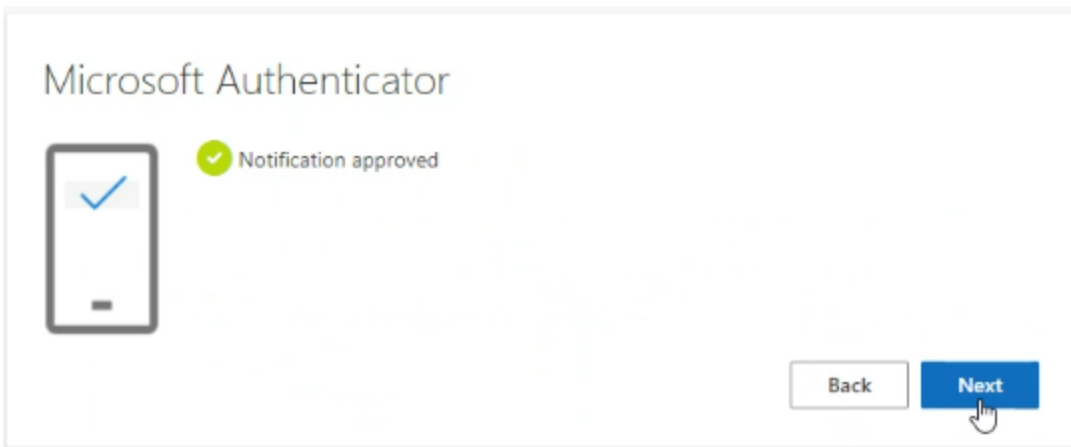
2. Scan the QR code with your device.
3. After you scan the QR code, click Next



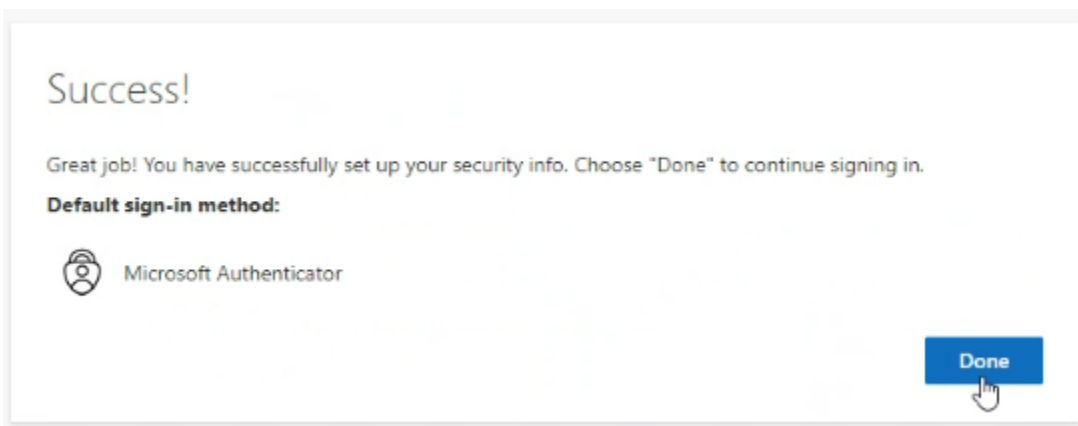
4. Enter the 2 digit code on your screen into your Microsoft Authenticator app.



5. Click Next

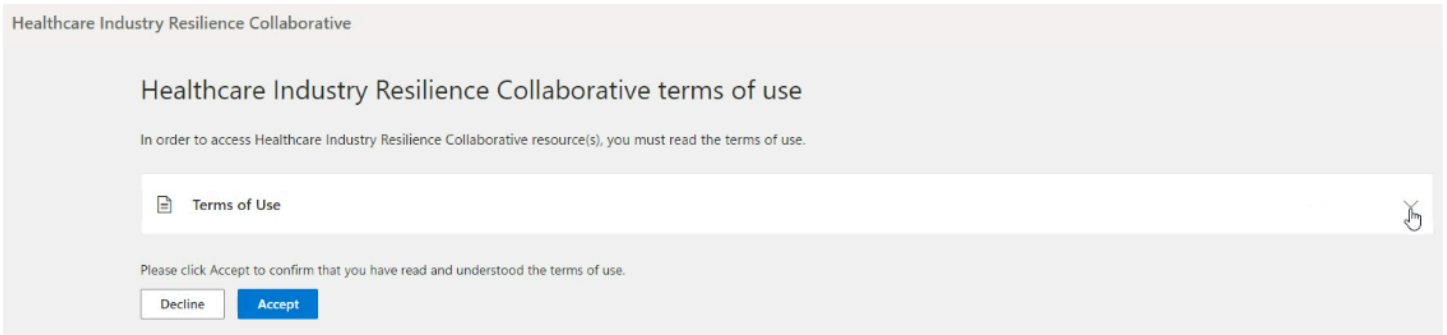


6. Click Done





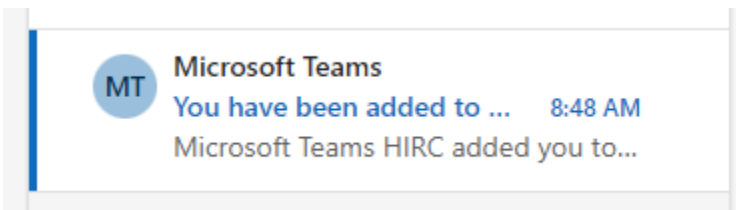
Read and accept Terms of Use



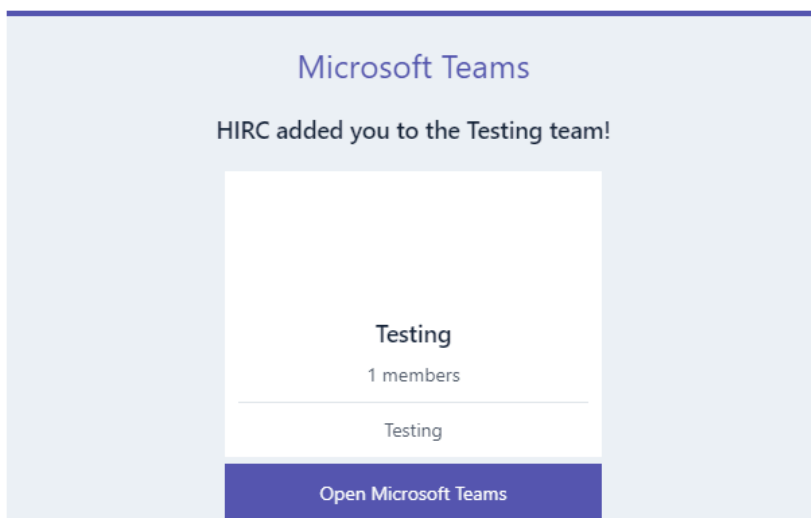
Open Invite

Now that you're in [Company]@hircvault.org Outlook

1. Open the email

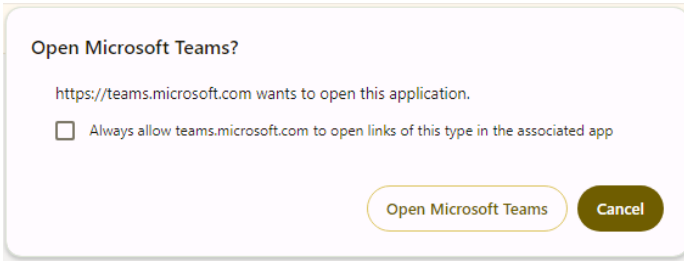


2. Click Open Microsoft Teams

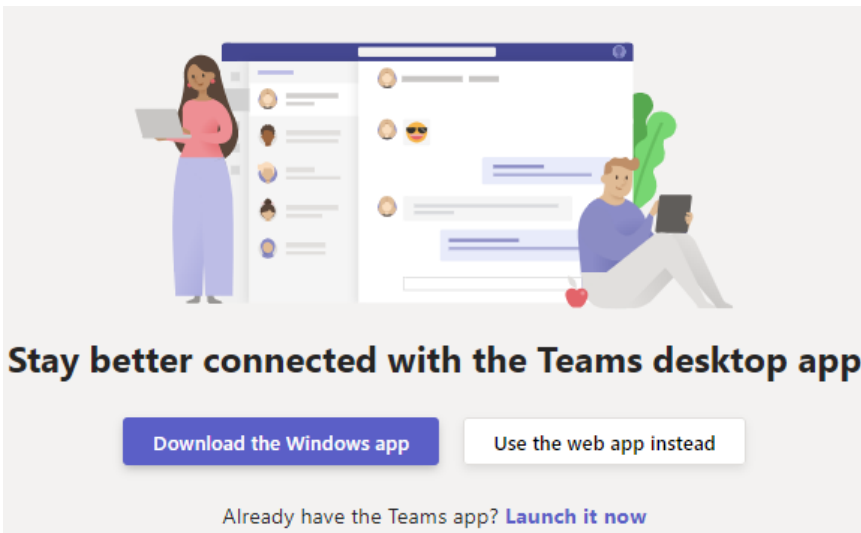




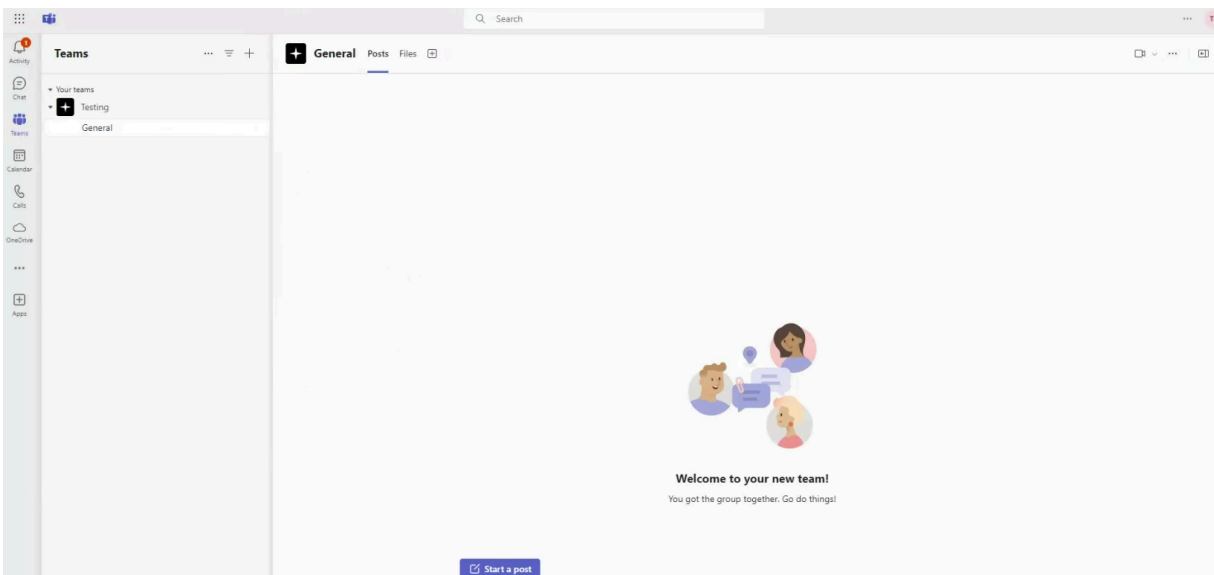
3. Click Cancel



4. Click Use the web app instead



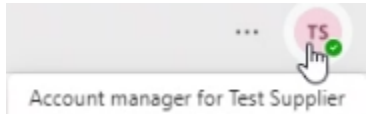
5. You are now in your [Company] Teams site





Reset password

1. Click your photo in the upper right corner



2. Click View Account
3. Click Change Password in the Password tile

Password



Make your password stronger, or change it if someone else knows it.

[CHANGE PASSWORD >](#)



4. Enter old password, enter new password, Click Submit
5. Enter your new password



testsupplier@hircvault.org

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

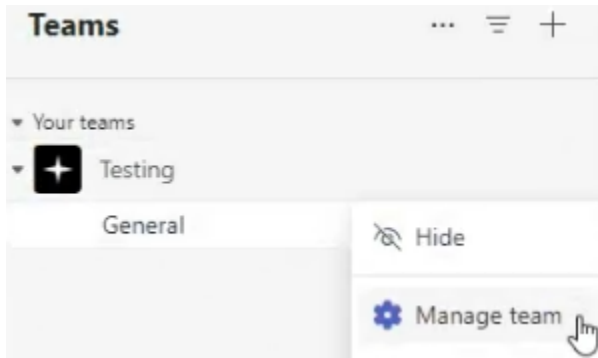
Sign in



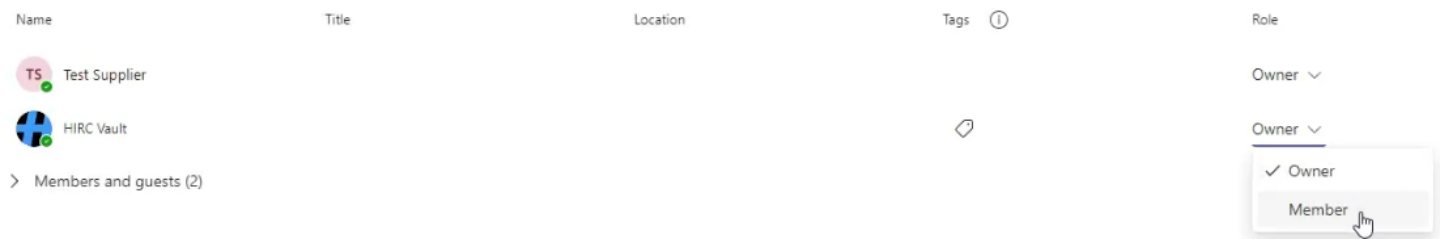


Remove HIRC Vault as owner

1. Click the ellipsis next to your [Company] Teams site, and click Manage team



2. Click the dropdown next to HIRC Vault, and switch to Member

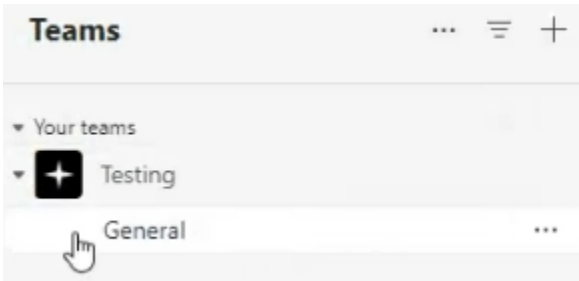




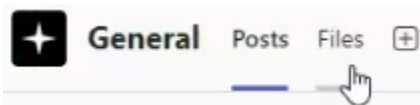
Upload your resiliency documents

Note: Your Teams site will be the name of your organization, not “Testing” in the below examples

1. Ensure you are on the General Channel

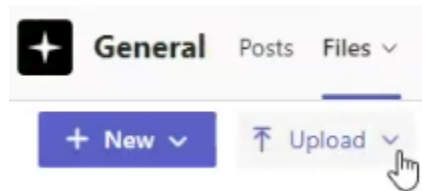


2. Click Files Tab



- a. Options:

- i. Click Upload



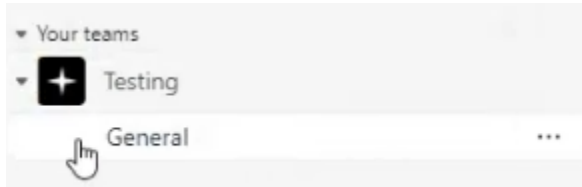
- ii. OR Drag and drop the file into the folder

3. Done! Your document has been uploaded

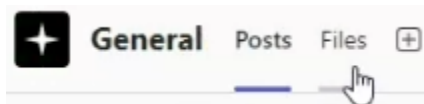


Grant provider view-only access

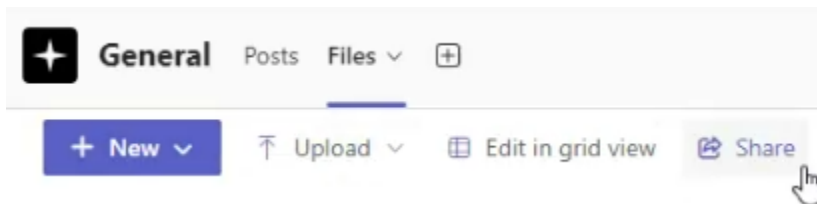
1. Select [Company] General Channel



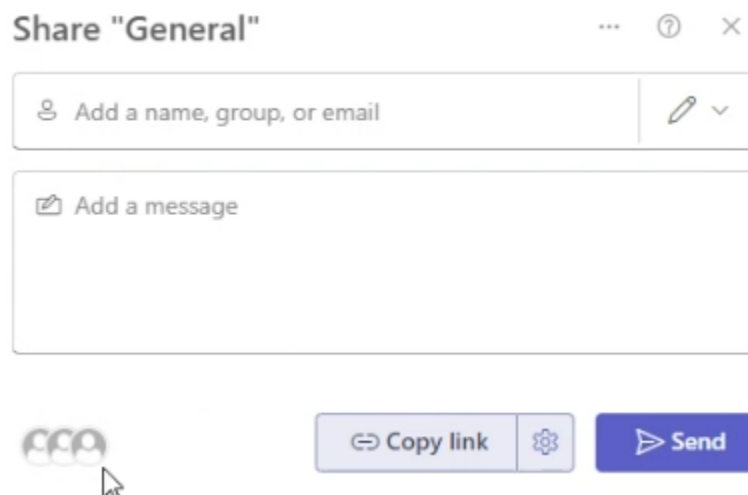
2. Click the Files tab



3. Click Share

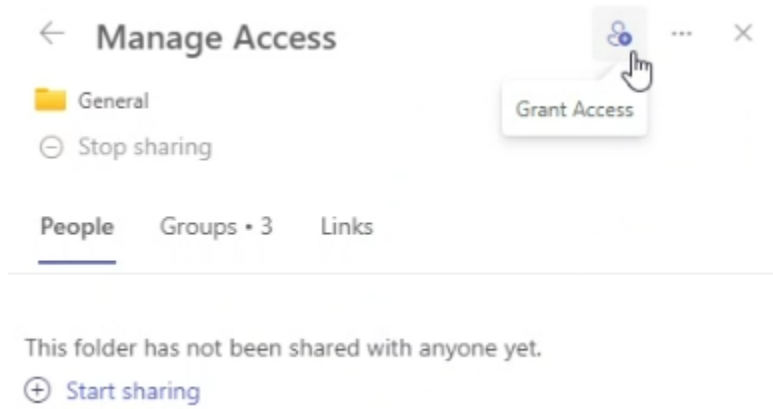


4. Click the Manage access icon





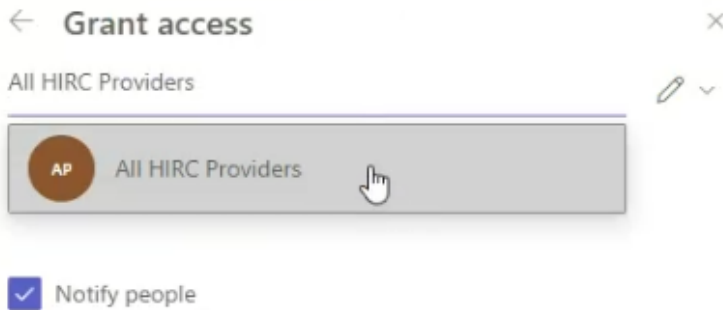
5. Click Grant Access icon



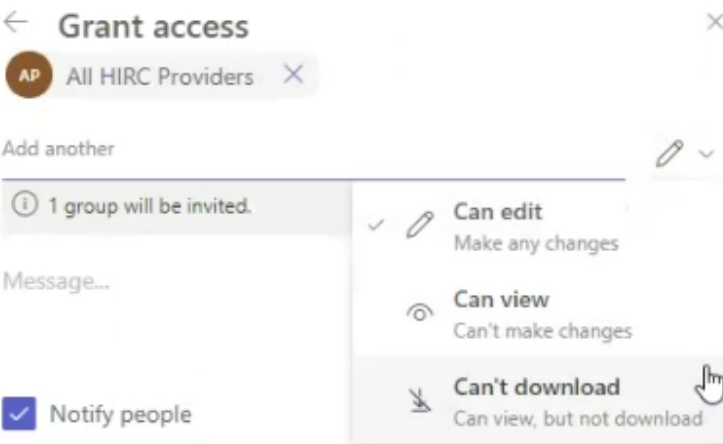


All HIRC Providers

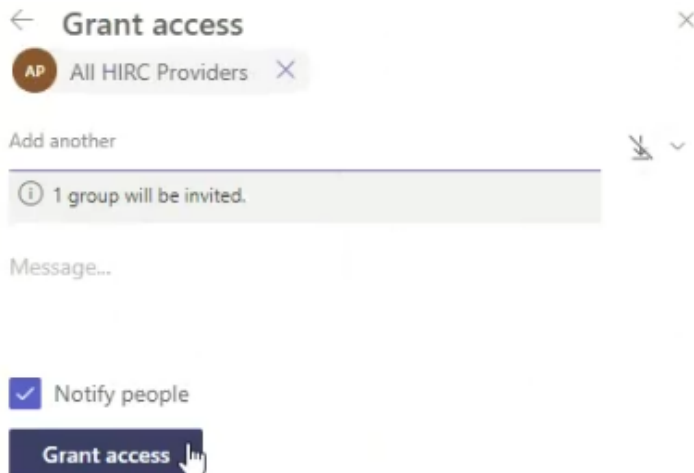
1. Enter and Select “All HIRC Providers”



2. Click edit dropdown, select “Can’t Download”



3. Click Grant access





4. Success!

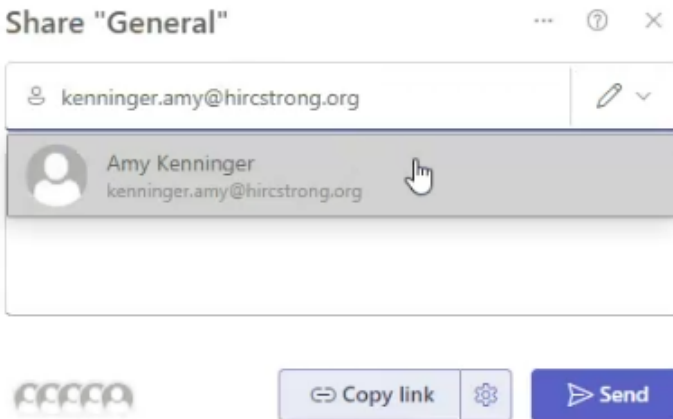


Access granted and notified

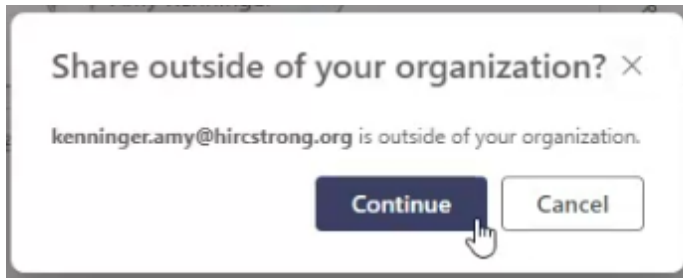


Individual Providers

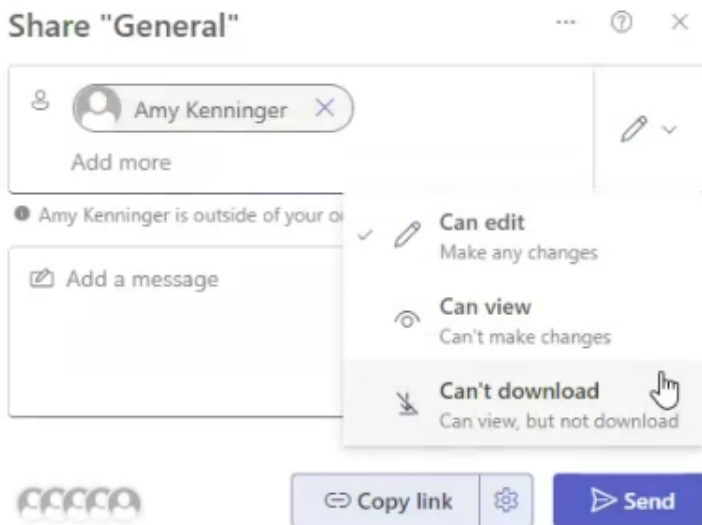
1. Enter and Select [Provider email]



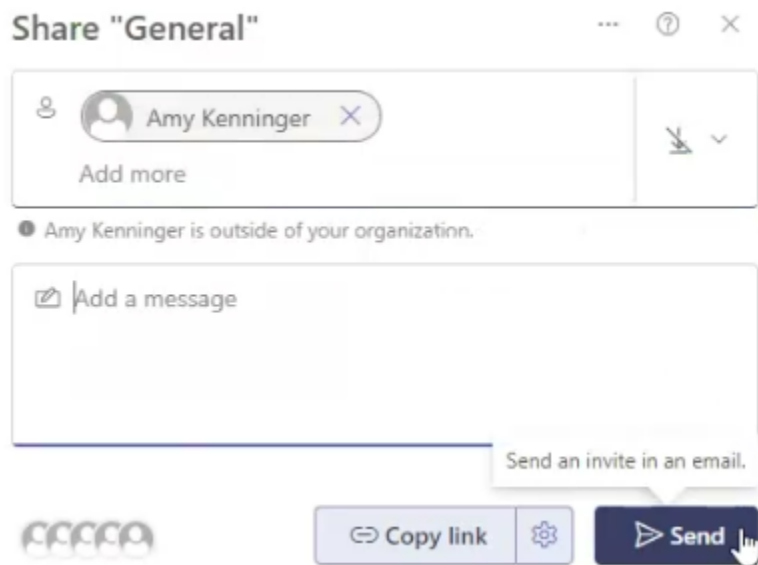
2. Click Continue, acknowledging Provider external access



3. Click edit dropdown, select "Can't Download"



4. Click Send



5. Success!

You've invited Amy Kenninger to view but not download "General"

