

# Internal Memorandum

**To:** Paula Alexander <hal.cio@seccdc.org>

**CC:** judge\_29@seccdc.org

**From:** hal9@seccdc.org

**Date:** February 23, 2019

**Memo #:** 003

**Re:** Setup of Team Accounts

**Hierarchical  
Access  
Limited  
Corporation**



[www.halcorp.biz](http://www.halcorp.biz)

---

Greetings CIO,

The purpose of this memo is to notify you that we have created accounts our team members. This includes the Webmail server as well as Active Directory. Please let us know if you require any other information.

Regards,  
Team 9

*In accordance with HAL Memorandum policy, the entire header must be completed or the recipient may not acknowledge this as an official memorandum. Professional communications methods and decorum must be observed at all times.*