

2019 Southeast Collegiate Cyber Defense Qualification Competition (SECCDQC)



Qualification Competition Team Email Configuration Instructions FINAL

**For Feb 23, 2019
Competitions**

EMAIL System Client Configuration

The SECCDC uses an external email system “@seccdc.org” to coordinate all communications to/from the teams and judges. Teams need simply access and log into the Web based email client to ensure effective communications and the receipt of competition injections.

These instructions are provided to allow teams and judges to connect to the competition email server for the purposes of exchanging information related to the 2019 SECCDC Preliminary Qualification Competition. The accounts provided are to be used exclusively for the competition and should not be used to communicate to accounts other than the addresses provided.

Once configured team and judges MUST NOT change the passwords associated with the accounts. These accounts are monitored and logged from competition operations. Any modification to the accounts other than those listed in this document MAY result in teams and judges not receiving critical communications and could result in teams receiving points penalties.

You will access the email system through a standard web browser. Do not attempt to configure an email client to access the email server (e.g. Thunderbird), as access is blocked. The address is **www.seccdc.org/email/**

Your institutional representative will be emailed your access credentials approximately one week before the start of the first Prelim session. You will be instructed to verify the configuration of the account according to these instructions and then sent a test message to operations@seccdc.org. We have pre-configured the accounts for you, but it is still your responsibility to ensure they are properly configured.

Standard SECCDC Email Accounts: (Feel free to add the staff accounts to your address book, once you have logged into and configured your team’s email account).

Competition team accounts: **hal##@seccdc.org** (where ##=the team number e.g. hal01, hal02...hal40)

Remote judge accounts: **judge_##@seccdc.org** (where the Judge’s number matches the team’s number). Teams should not be directly communicating with their judges, unless they are asking about a rule. The judge will contact them if they have a question or need to access their systems.

Competition event staff accounts:

operations@seccdc.org (SECCDC Operations account used to communicate with judges, teams should only use when real-world issues affect their competitive status (Emergency in building or with team), or when submitting a requested email check.

hal.cio@seccdc.org (HAL’s CIO – used for all team questions that are “in-game”)

hal.ciso@seccdc.org (HAL’s CISO – used to send and receive work assignments to/from the team). Note this email account is not directly monitored, only archived. The “Automatic BCC” setup described below ensures a copy of all work assignment and your team’s response go to your local Judge who verifies the work has been accomplished and assigns a score (Full Credit, Partial Credit, No Credit). Points are then assigned by Operations, and revealed after all teams have competed.

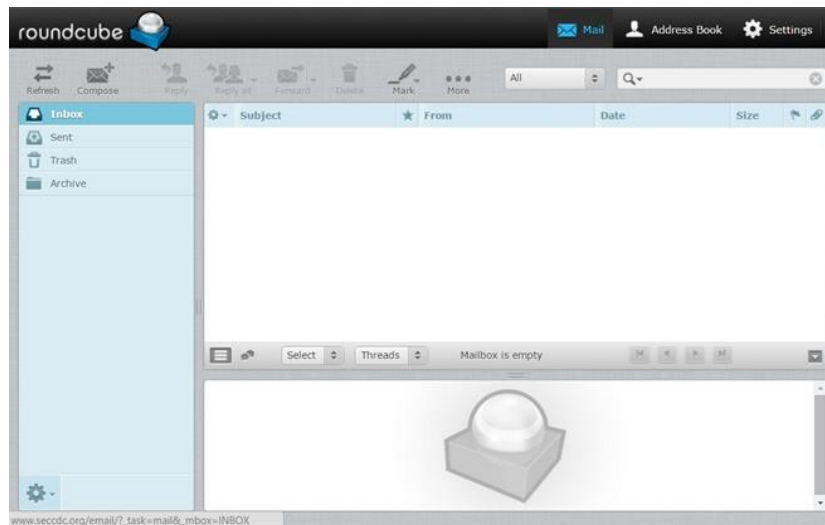
hal.change@seccdc.org (HAL’s Chief Change Officer (CCO) used for questions regarding change management logs, activities and related issues.

NOTE: In order to avoid teams accidentally “Replying to All” and sending their work assignments to other teams, all emails will come FROM hal.ciso@seccdc.org, and be addressed TO: hal.cio@seccdc.org, with all teams and judges blind carbon copied (BCC). Teams will still treat each memo/email as if it were addressed directly “TO” them. If teams verify the automatic “BCC” is properly configured as described here, your judge will still get a copy of your work. Make sure you reply to hal.ciso@seccdc.org when responding, and attach

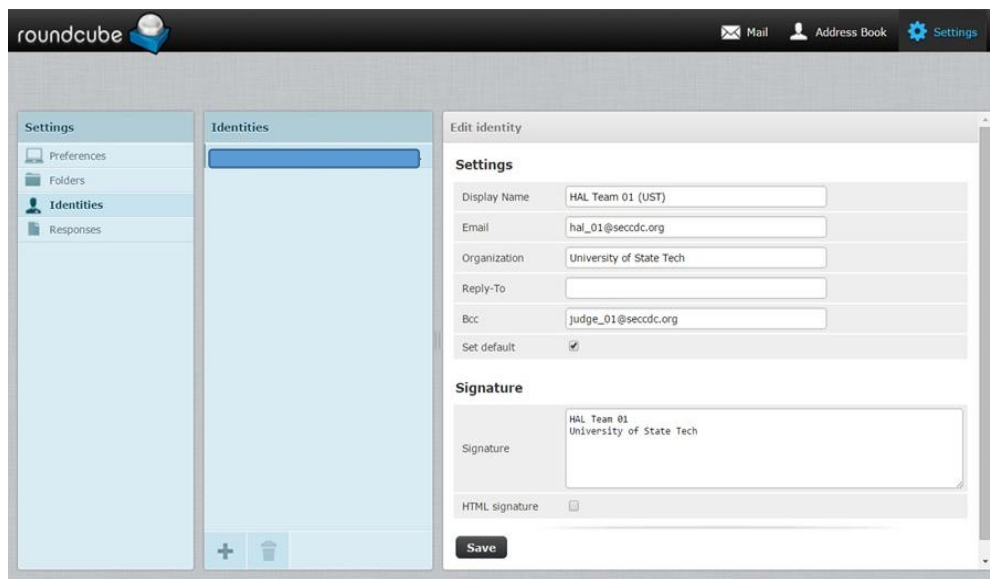
your work product in a properly formatted memo. Do not expect anyone to respond from the CISO account, only from the CIO.

Initial Log-in and Configuration Validation

1. Using a Web browser go to www.seccdc.org/email to access the Roundcube email client.
2. Enter your team username and password. Note: all teams use a standardized username and password format. This will be given to the institutional reps approximately one week prior to the team's competition date. You will see the primary email client:

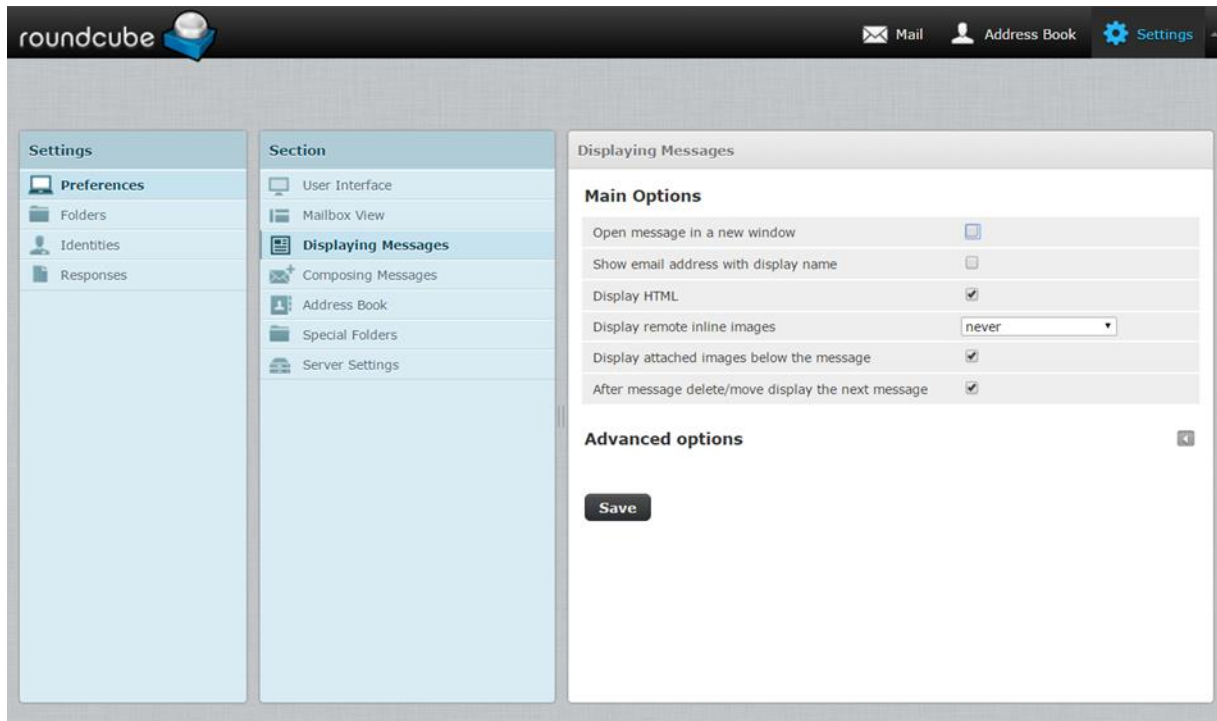


3. First, confirm a few basic options as shown: Select **Settings** (gear in upper right corner), then **Identities**, click on your email account in the middle column (**Identities**) and then verify the data in the **Edit identity** window is as shown:
 - a. In the Display name field, it should read "HAL Team ## (XXX)" with your team number (the hal number – e.g. hal01 to hal40 in your email username) and institution initials in parentheses – note more than one institution may have the same initials, don't change this if it's not exactly what your institution uses.
 - b. Confirm your full institution name is in the Organization field.
 - c. **Confirm your judge's email is correct in the BCC field** and that the **Set default** box is checked – the judge's email will be judge_##@seccdc.org, with the same number as your team (from 01 to 40).



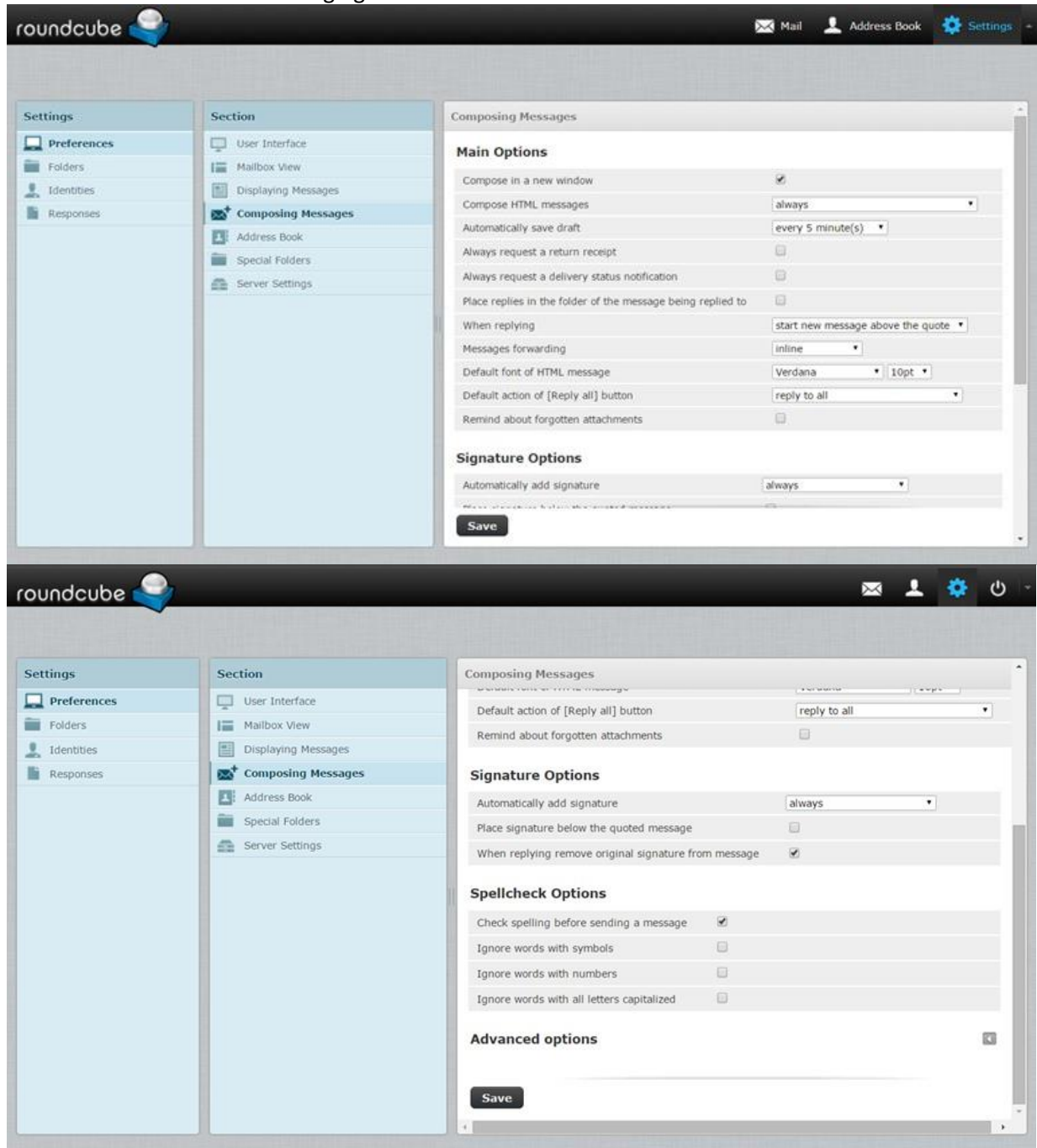
NOTE: A FAILURE TO ENSURE YOUR JUDGE'S EMAIL IS CORRECT IN THE "BCC" FIELD MEANS YOUR JUDGE DOESN'T GET YOUR REPORTS, WHICH MEANS YOUR TEAM DOES NOT RECEIVE CREDIT FOR ANY WORK ASSIGNMENTS!

4. Confirm your Display Name and Organization info in the signature block field as shown.
5. Click the **Save** button to update your settings if you made any changes.
Go back to the Settings column and click **Preferences**, then **Displaying Messages** in the middle column. Make sure **Display HTML** is checked.



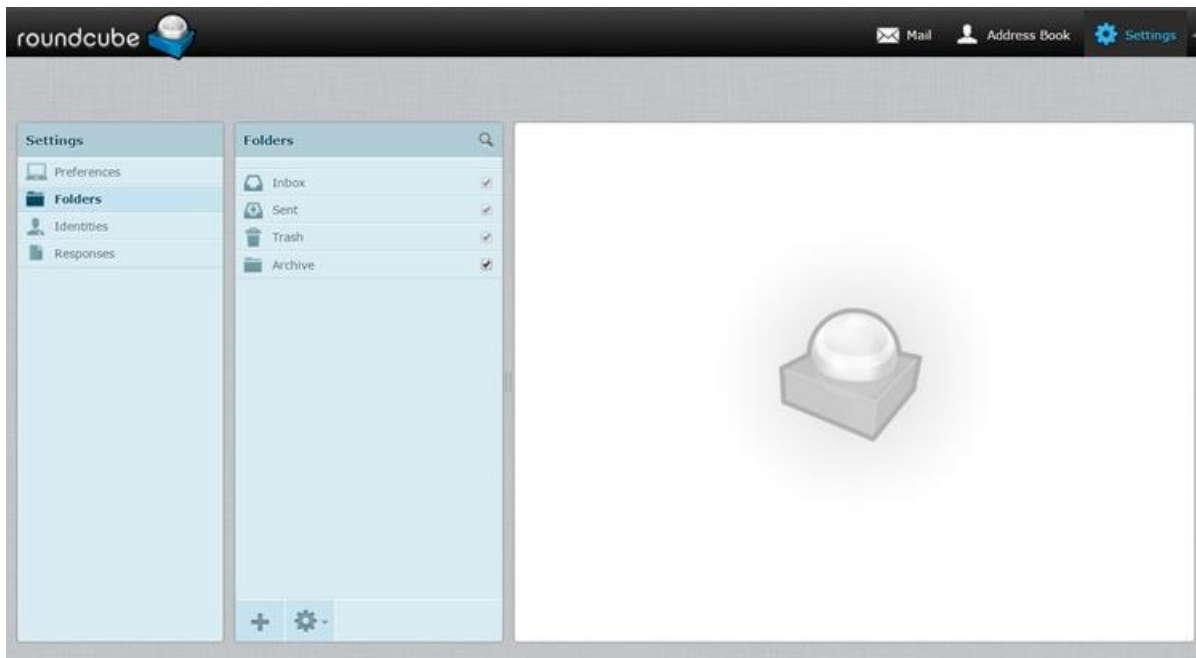
6. Go back to the middle column and select **Composing Messages**.
We recommend you ensure the following options are selected:
 - a. check the box beside **Compose in a new window**,
 - b. select **Always** beside **Compose HTML messages**,
 - c. select **Start new message above the quote**, beside **When replying**.
 - d. Make sure **When replying remove original signature from message** is checked.
 - e. Scroll down on this same option screen and under **Spellcheck Options** select the checkbox beside **Check spelling before sending a message**.

As shown in the following figures:

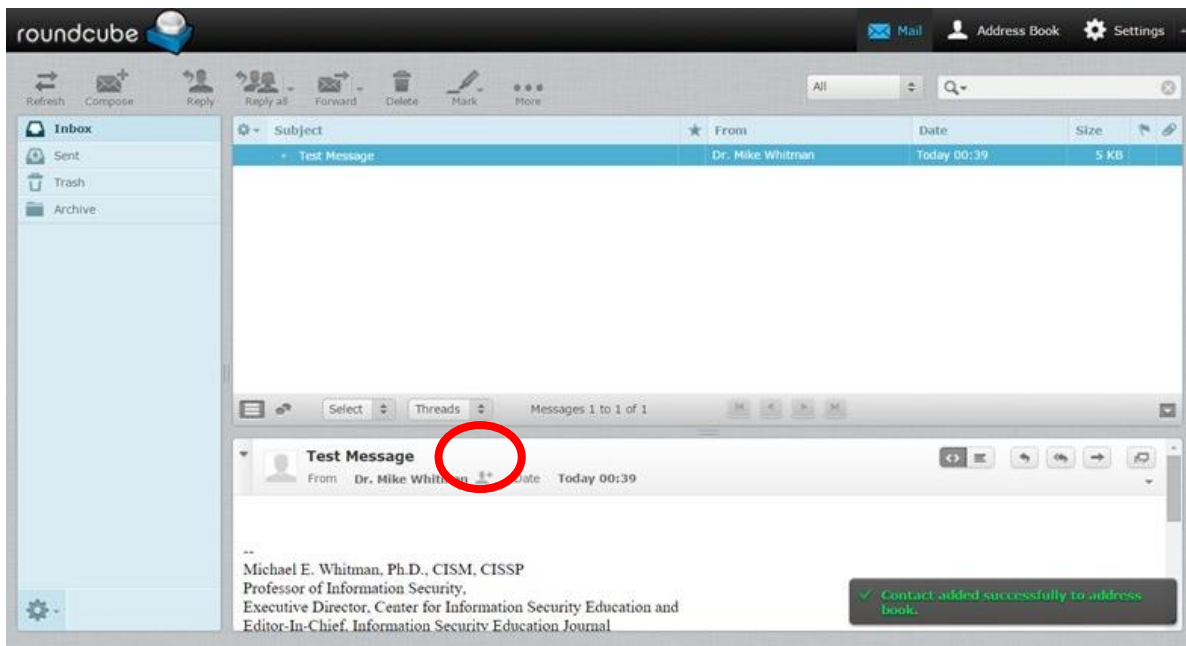


7. Click **Save** to update your settings.

8. Go to the Settings column and select **Folders**.
9. If it doesn't already exist, at the bottom of the middle column click the plus (+) sign and add a new folder called **Archive**. This is where you can drag and drop your viewed and responded-to messages to clear your inbox:

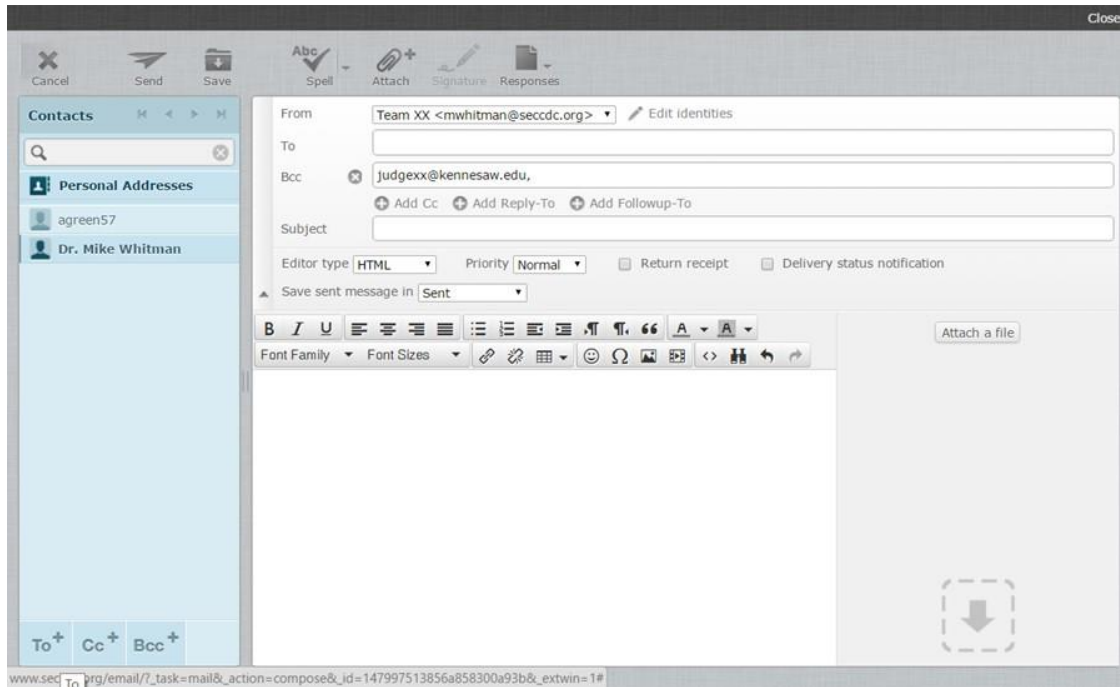


10. Once you begin you will want to add addresses to the address book to simplify composing new messages. We are working on an automatic address book but right now plan to add them manually by clicking on a message and then clicking the **add person** symbol by their name. You will get a "Contact added successfully to address book" popup as shown here:



Only add the HAL Corporate addresses and SECCDC operations (not the room judge, or any other team addresses).

11. From then on when you compose a message, you can select the Address book in the left pane and select a name and then either the “To:”, “CC:” or “BCC:” option



12. Once your account is configured, send an email to operations@seccdc.org to verify connectivity. Include the phrase **“The team from <your institution name> has configured our email account as requested, verifying it will automatically BCC our team judge.”**
13. Someone will respond as soon as possible.
14. During the competition, multiple team members may log into and monitor your email account simultaneously. If you are unable to access the email account during pre-competition testing, ask your judge to use their account to send a message to operations@seccdc.org (or to infosec@kennesaw.edu if they get an error) with detailed descriptions of your error messages.

Do not use other email accounts during the competition, nor are you allowed to forward seccdc.org messages to outside email accounts.

Schedule - Times are Eastern Standard Time

Saturday 23 February 2019

Note prelim sessions are 5 hours in duration, with 2 sessions/day. Teams will only compete in 1 session as assigned:

AM Session 1:

- 8:00am Team judges review competition systems to ensure within rules.
Once judges are finished, teams allowed to access remote system; Teams send a “ready” email to operations@seccdc.org and receive competition system account information, as needed.
- 8:30am Team access the ISE/Team Portal and respond to any information requests
- 9:00am Start of Competition; scoring begins
- 2:00pm Competition session ends/Scoring ends

PM Session 2:

- 2:00pm Team judges review competition systems to ensure within rules.
Once judges are finished, teams allowed to access remote system; Teams send a “ready” email to operations@seccdc.org and receive competition system account information, as needed.
- 2:30pm Team access the ISE/Team Portal and respond to any information requests
- 3:00pm Start of Competition; scoring begins
- 8:00pm Competition session ends/Scoring ends

Teams are responsible for coordinating meals and rotating out of the competition for breaks. Institutional reps and non-competition team members must leave the competition room once the competition begins.

No later than Friday March 1, 2019, at 5PM:

Announcement of Top 8 teams to be invited to on-site regional in April.

Details on team performance will be provided as soon as available.