2016 Southeast Collegiate Cyber Defense Qualification Competition (SECCDQC)

Qualification Competition
Team Email Configuration Instructions
DRAFT

For Feb 6, 2016 & Feb 13, 2016 (tentative)
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 2016 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 a separate client to access the email server, 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 configure the account according to these instructions and then sent a test message to operations@seccdc.org.

Standard SECCDQC Email Accounts: (Feel free to add these 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. team_01, team_02…)
- **Remote judge accounts:** judge_##@seccdc.org (where the Judge’s number matches the team’s number)
- **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 properly configure the automatic “BCC” as described here, your judge will still get a copy of your work. Make sure you are replying to hal.ciso@seccdc.org when responding, and attach your work product in a properly formatted memo.
Initial Log-in and Configuration

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. 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, configure 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 configure the **Edit identity** window as shown:
   
a. In the Display name field add “HAL Team ## (UST)” with your team number (01 to 25) and institution initials in parentheses,
   
b. Add your full institution name to the Organization field.
   
c. **Add your judge’s email to the BCC field** and check the **Set default** box (if not already) – the judge’s email will be judge_##@seccdc.org, with the same number as your team.

**NOTE: A FAILURE TO ENTER YOUR JUDGE’S EMAIL 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. Add your Display Name and Organization to the signature block field as shown
5. Click the **Save** button to update your settings.
6. Go back to the Settings column and click **Preferences**, then **Displaying Messages** in the middle column. Configure as shown:

![Configuration screen](image)

Make sure **Display HTML** is checked.

7. Go back to the middle column and select **Composing Messages**. We recommend you:
   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:
8. Click Save to update your settings.
9. Go to the Settings column and select **Folders**.
10. 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:

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:
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 their email account as requested, specifically to BCC our team judge.”

13. Someone will respond as soon as possible.

14. During the competition, you should be able to allow multiple team members to 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 EST

Saturday 6 & 13 February 2016

Note prelim sessions are 4 hours in duration, with 2 sessions/day. Teams will only compete in 1 session and will be assigned to either an “AM” or “PM” Session:

AM Sessions:
7:00am 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.
7:30am Team access the ISE/Team Portal and respond to any information requests
8:00am Start of Competition; scoring begins
12:00pm Competition session ends/Scoring ends

PM Sessions:
1:00pm 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.
1:30pm Team access the ISE/Team Portal and respond to any information requests
2:00pm Start of Competition; scoring begins
6:00pm 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.

Monday 15 February 2016
NLT 5pm Announcement of Top 8 teams to be invited to on-site in April.
   Details on team performance will be provided as soon as available.