

HBRC Secure Sharing Tool Instructions for Guests

Welcome to the HBRC Secure Sharing Tool

The Hawke's Bay Regional Council (HBRC) Secure Sharing Tool lets you safely access and share documents with us online. It replaces email attachments with a secure folder, so files stay protected, up to date, and easy to access in one place.

Accept the Invitation and setup Authentication

Please follow the instructions below to accept the Microsoft invitation.

Step 1 – Invitation

You will receive an email from Microsoft to the email you provided to your HBRC representative. Open the email and click 'Accept invitation'.

Hawkes Bay Regional Council invited you to access applications within their organization

○ ☆ Microsoft Invitations on behalf of Hawkes Bay Regional Council <invites@hbrc.onmicrosoft.com>

To **[redacted]**.nz

Reply Reply all Forward Spam Delete Blacklist ☰

ⓘ Only accept this invitation if you trust the sender and organization represented below. If you were not expecting this invitation, proceed with caution.

Organization: Hawkes Bay Regional Council
Domain: hbrc.onmicrosoft.com

If you accept this invitation, you'll be sent to <https://hbrc.sharepoint.com/sites/GuestAccess>.

[Accept invitation](#)

Securely sign in to join Hawkes Bay Regional Council

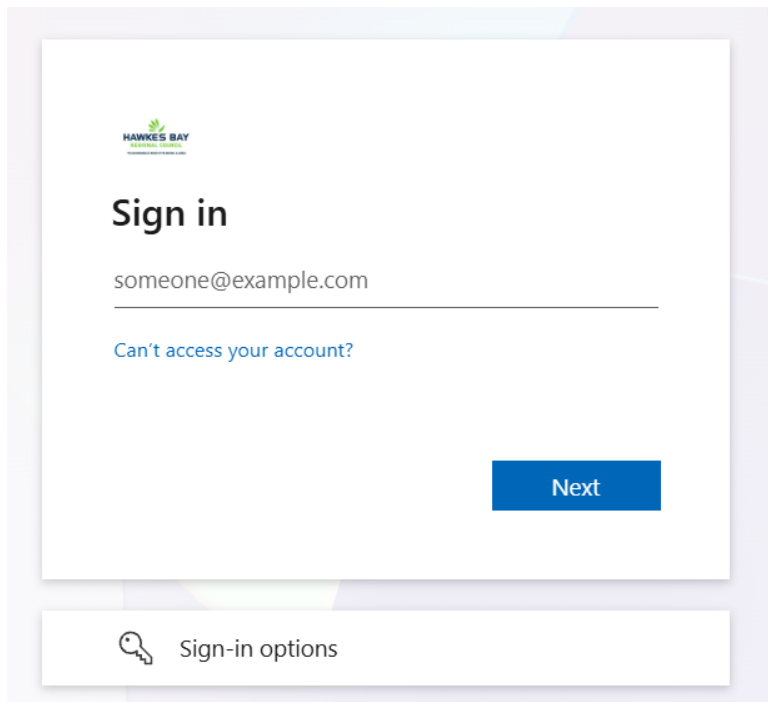
This invitation email is from Hawkes Bay Regional Council (hbrc.onmicrosoft.com) and may include advertising content. Hawkes Bay Regional Council has not provided a link to their privacy statement for you to review.

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

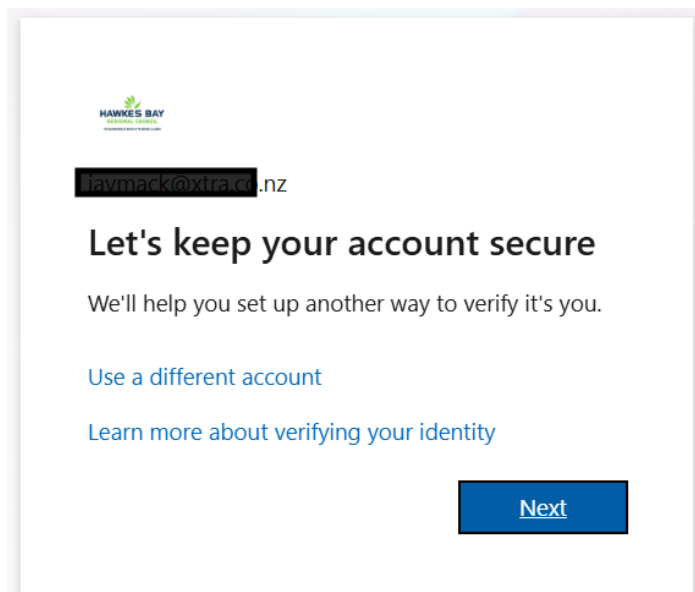


Step 2 – At the prompt below - Sign in with the email address you provided to your Hawkes Bay Regional Council representative.



The screenshot shows a sign-in page for the Hawkes Bay Regional Council. At the top left is the council's logo. The main heading is "Sign in". Below it, the email address "someone@example.com" is entered into a text field. A link "Can't access your account?" is positioned below the text field. A blue "Next" button is located at the bottom right of the sign-in area. Below the main sign-in area is a section titled "Sign-in options" with a key icon.

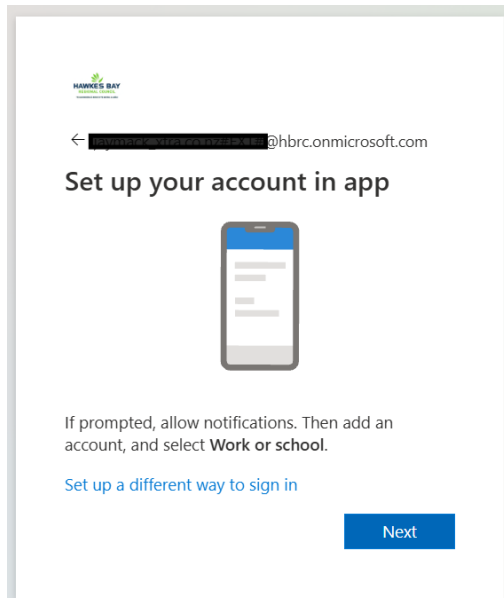
Step 3 – At this prompt – click 'Next'



The screenshot shows a security verification page for the Hawkes Bay Regional Council. At the top left is the council's logo. The email address "someone@example.com" is displayed above the heading "Let's keep your account secure". Below the heading, the text reads "We'll help you set up another way to verify it's you." There are two links: "Use a different account" and "Learn more about verifying your identity". A blue "Next" button is located at the bottom right of the page.

Step 4 – It’s time to setup an app to authenticate into our environment.

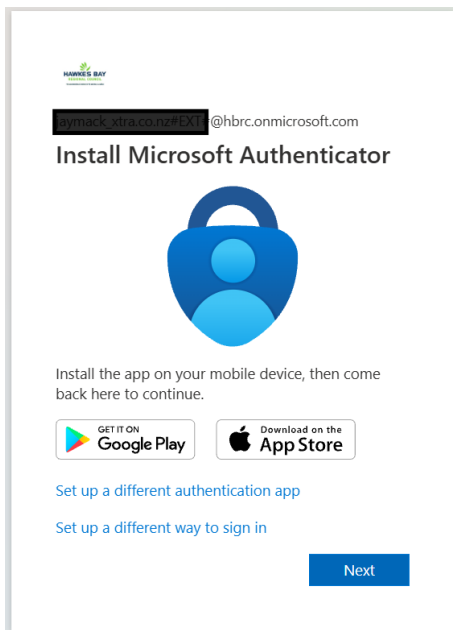
At this prompt -click ‘Next’



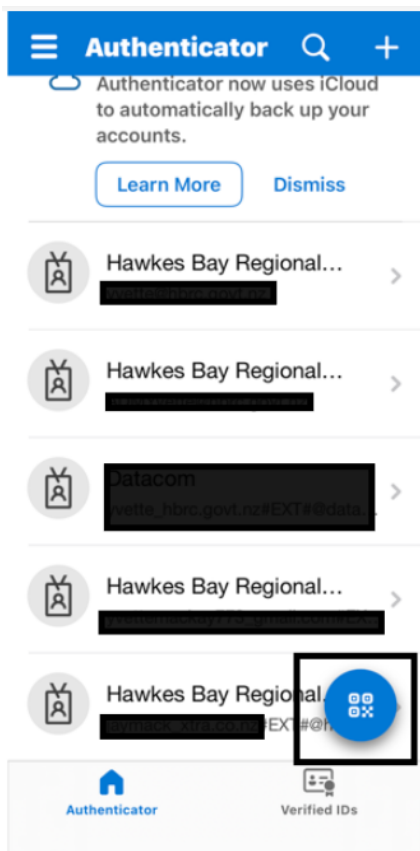
Step 5 – We recommend using the Microsoft Authenticator app to access our environment. This app will require a smart phone or tablet running supported Android (8.0 or higher) or iOS/iPadOS (Apple) operating systems. It must be able to download apps from the Google Play store or Apple App Store and support biometric features (fingerprint/face recognition) or a PIN for enhanced security.

<https://support.microsoft.com/en-us/authenticator/microsoft-authenticator-faqs>

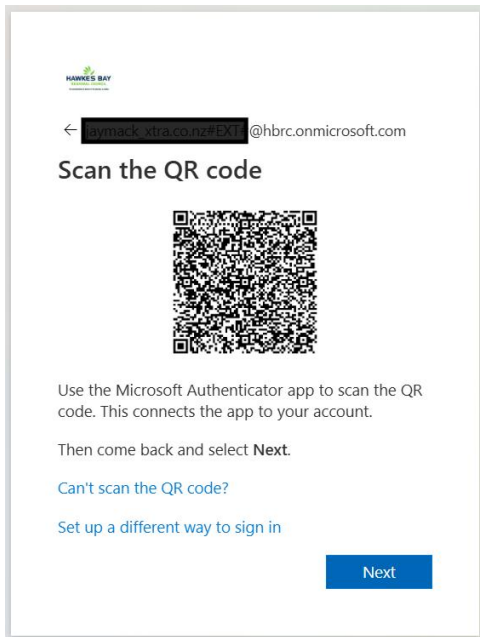
Click ‘Next’ and follow the instructions.



Step 6 – Once you have the app installed on your phone, open the app, click on the QR button on the app.



Step 6 – Scan the QR code in the prompt you received with your phone.

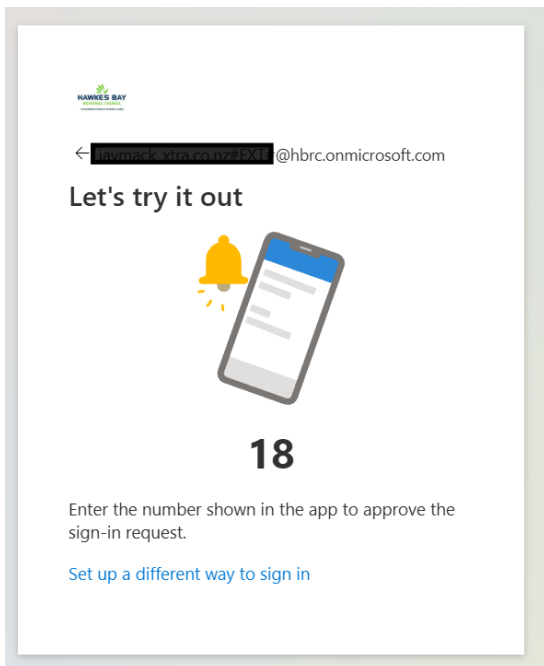


This will allow you to add this new connection or prompt you to download the app.

Once the app is installed on your phone.

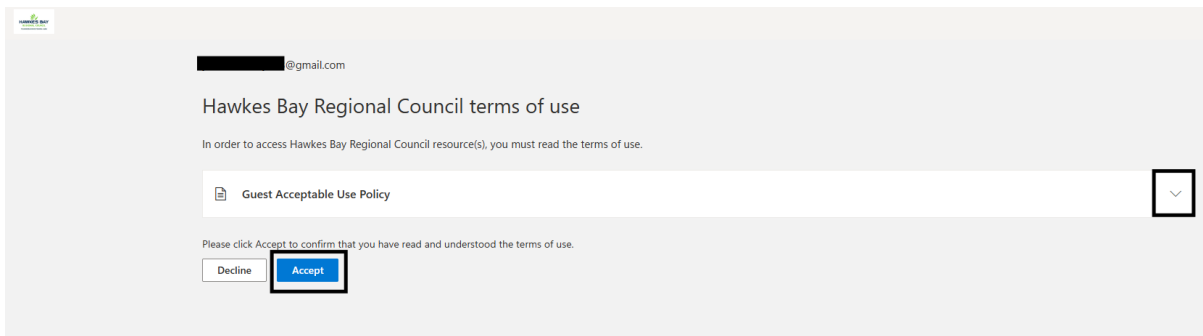
Step 7 – Microsoft will prompt you to try the new authenticator app.

Enter the number in the prompt you received into the Authenticator App

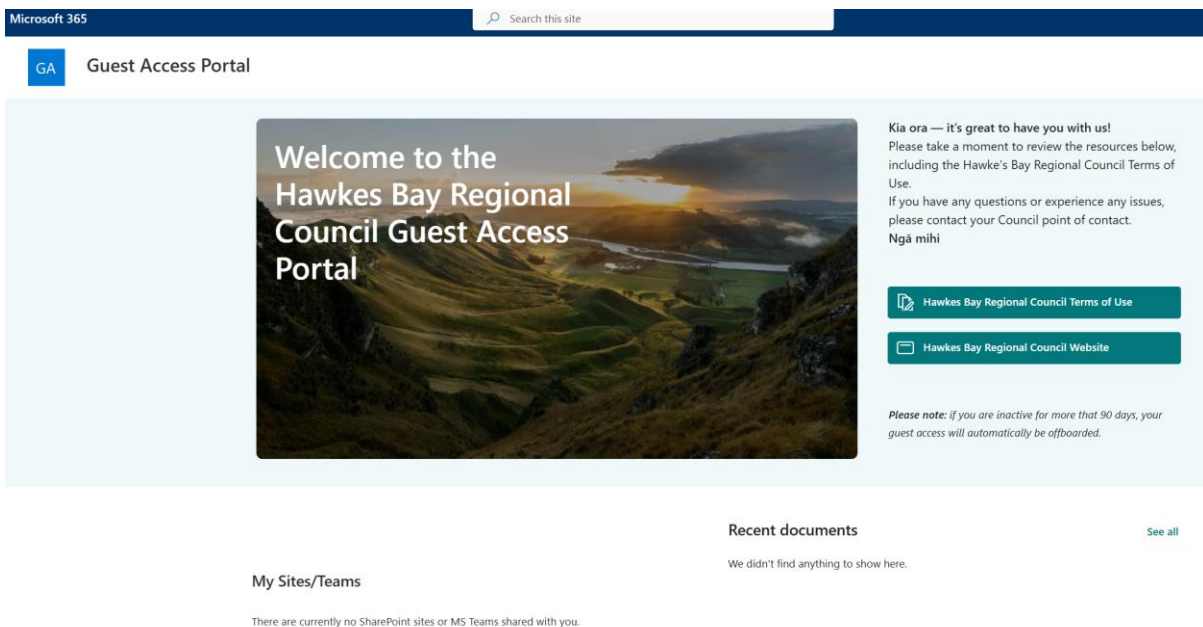


Step 8 – HBRC Terms of Use

You will be asked to review and accept the Hawkes Bay Regional Council terms of use. Click the drop-down arrow to see the terms. Click 'Accept'



Step 8 – Welcome to the HBRC Guest Access Portal.



Please note you can access the HBRC Terms of Use here or click on the link to navigate to the HBRC website.

Any shared folders, site or Teams shared with you will be visible here.

Please note – your HBRC representative may not have shared the folder with you yet but will email a link once the files are ready to be shared.

We strongly recommend you save this page as favourite in your chosen browser so you can easily navigate back to it.

Please note: if opening the shared link whilst logged in under another organisation, you may need to open the link in a new incognito window or private browser so that you can login with your email.

If you have any questions or experience any issues, please contact your Council point of contact.