



MALWARE
INVESTIGATOR

InfraGard MI User Quick Reference Instructions

1 InfraGard Access

The instructions below are for those who have an InfraGard account. (If you do not have an InfraGard account, please visit <https://www.infragard.org> and click the **Join Today!** Link button the right of the main page. For issues logging into InfraGard, please contact the InfraGard Help Desk at 877-861-6298 to have it reset.)

1. Go to the **InfraGard** home page <https://www.infragard.org>
2. Enter your username and password to login.

2 Access Malware Investigator

You must have validated **InfraGard** access prior to accessing Malware Investigator.

1. After logging into InfraGard, locate the iLEEP section of the left navigation menu and click the **Connect to iLEEP link**.
2. Connecting to iLEEP requires that you are currently employed with an approved organization.
3. If you are employed with an approved organization, you will be asked to answer your three security questions. If you answer your questions incorrectly three times, your account will be locked and you will be logged out of the InfraGard system. At that point you need to call the InfraGard help desk at (877)861-6298.

3 Submitting Files to Malware Investigator

1. Once logged into Malware Investigator, you can submit files by either clicking the select file to upload button on the main page OR by clicking the Upload button on top left of main page.
2. Browse for file(s) to upload with the Add files button.
 - a. The upload limit on files is 50MB per upload.
3. You may assign an identifying tag to your upload by typing in the tag field.
(This field is for your reference only to help you identify reason for submission.)
4. Once you are finished adding files, click the Upload button to submit your files; then click the Close button to go back to the main page.



4 Sharing Files within Malware Investigator

Once logged into Malware Investigator, you can share files with other Malware Investigator users, if you choose. At the time of file upload, you can elect to share with existing organizations and/or custom sharing groups. At any time after upload, sharing can be modified within the **Detailed Report** page for that file.

Setting up default email address:

In order to share files, you must first provide Malware Investigator a valid email address.

1. Click the **Preferences** icon (spoke) on the top right of any page.
2. Enter a valid email address in the **Default E-Mail Address** field in the **Contact Information box**.
3. Ensure the **E-Mail Notifications** checkbox is enabled.
4. Save your **Preferences** by clicking the **Save** button.

Creating and modifying custom sharing groups:

You may create and modify custom sharing groups.

1. From the **Preferences** page, click the **New Group** button in the **Sharing Options** box.
2. Enter a name for your sharing group and click **Create Group** button. The creator of the group is also the group's moderator by default.
3. Click the **Options** button next to the new sharing group and select **View Members**.
4. Invite members to your group by adding their e-mail address and clicking Invite button. (Invite will be e-mailed to the member. Once they accept your invitation, member will be added to the chosen group.)
5. To remove an existing member of a sharing group, click the **Options** button next to the sharing group and select **View Members**. Click the **Options** button next to the member's email address and select **Remove**.
6. To add or remove moderators to your sharing group, click the **Options** button next to the sharing group and select **View Members**. Click the **Options** button next to the member's email address and select **Toggle Moderator**. Moderators have the ability to add or remove members from a group, or change moderator privileges for any group member.
7. To leave an existing sharing group, click the **Options** button next to the sharing group and select **Leave Group**.

Joining or leaving existing custom sharing groups:

You may join and participate in custom sharing groups created by others.

1. When you receive an email invitation to join an existing sharing group, click on the link provided in the invitation. You must be logged in to Malware Investigator when accepting an invitation. The group you have joined will be added to your list of sharing groups in the **Sharing Options** box.
2. To leave an existing sharing group, click the **Options** button next to the sharing group and select **Leave Group**.

Setting up default sharing:

You can set up default sharing options with existing organization and/or custom sharing groups.

1. Click the **Preferences** icon (spoke) on the top right of any page.
2. To add organizations or custom sharing groups with which to share by default, enter the name(s) of a valid organization and/or custom sharing groups in the **Default Sharing** field in the **Sharing Options** box.
3. To remove organizations and/or custom groups from your default sharing preferences, delete the name of the organization and/or custom sharing groups from the **Default Sharing** field.

5 View Detailed Report

1. Once logged into Malware Investigator, you will see your most recent files submitted under **Recent Activity** on the main page.
 - a. You may select the file from there by clicking the file name of the file you want to review; OR
 - b. You may click **My Files** at the top of any page to view your submitted files and select the filename of the file you want to review.
2. Once you have selected the file to review, the report page will display the related analysis results.
3. You may assign an identifying tag to your upload by typing in the **tag** field.
(This field is for your reference only to help you identify reason for submission.)

6 Submitting User Comments

You may submit comments by typing in the free text **User Comments** field at the bottom of the reports page.

Note - If you have elected to share this file with others, then your comments will also be shared.