

Department for Administration and Oversight Information Management Unit

Instructions

11 January 2023

Sending secure email messages: instructions for clients

If you want to send confidential or sensitive documents to the Ministry of Justice or agencies in its administrative branch, it is advisable to do so using the Ministry of Justice's secure email service. The service is easy and safe to use and free of charge.

If you want to send documents to the agencies in the Ministry of Justice's administrative branch, please use the service at <u>https://turvaviesti.om.fi</u>.

When sending a secure email message, insert the necessary identification information to the subject field, content and attachments of your message. This way, the recipient (for example, the registry of the Ministry of Justice) knows who sent the message and what it pertains to and can forward it to the right person.

1. Go to <u>https://turvaviesti.om.fi</u>. Write your email address in the From box and click on Continue.



Postal Address	Office	Telefone	Fax	E-mail, internet
Ministry of Justice, Finland	Eteläesplanadi 10	0295 16001	09 160 67730	registry.om@gov.fi
PL 25	00130 Helsinki	Internat.	Internat.	www.ministryofjustice.fi
FI-00023 Valtioneuvosto	Finland	+358 295 16001	+358 9 160 67730	
Finland				

2. If you have not used the secure email, you need to register in the service. Click on Register.



3. The service informs you of successful registration. An automatic message will be sent to your email address including a link for sending a secure message. Go to your email.



4. Open the message you have received from the secure email service. You can send your secure message through the link at the bottom of the page. Click on the link.



5. Add the email addresses of the recipient(s). Write down the subject and content of the message and add any necessary attachments. Click on Send. The maximum size of an attachment is 400 MB. You can also send zipped attachments.

	New message		Address book
From			
To*		×÷	
Subject*	Presentation		
	Request read receipt		
Message*	Hi		
	Here is the confidential presentation	you requested for Thursday's event	. See you in the
	morning		
	Regards,		
Signature			~
	Add attachment		17
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tachment	Valitse tiedostot Ei valittua tiedostoa		
tachment	Valitse tiedostot Ei valittua tiedostoa	Attach	

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6. You will then receive a confirmation email saying that your message was sent successfully.



Confirmation	New message Exit			
Message sent successfully.				
From To Subject Presentation Date Wed 11.01.2023 14:38:32				
Hi Here is the confidential presentation you requested for Thursday's event. See you in the mo	orning!			
Regards,				
Attachments Torstaiseminaari (salassa pidettävä).pptx [29.7 KB] Message and attachments (zip) Save				
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Secure email - Send message

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