Department for Administration and Oversight	**Instruction**
Information Management	
	27 April 2020

Sending secure email: 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 it by using the Ministry's secure email system (https://turvaviesti.om.fi). The service is easy and safe to use and free of charge.

If you want to send a secure email message to an official address of the Ministry or one of its agencies, insert the necessary identification information to the subject, content and attachments of your message so that it can be directed to the right person and that the subject area and sender of the message are known.

These instructions explain how to send a secure email message to the Ministry of Justice and its agencies.

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

2. If you have not used the secure email service in the last 30 days, you need to register in the service. Click on **Register**:
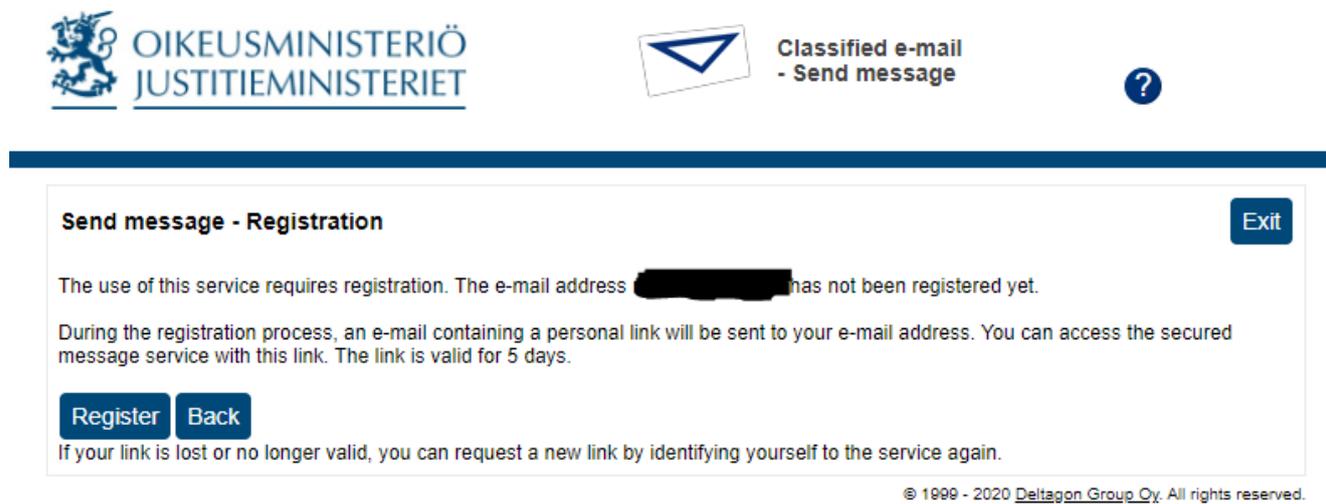
3. The service informs you of successful registration. An automatic reply will be sent to your email address including a **link** for sending a message. Go to your **email**:

4. Open the message received from the secure email service. You can send your message through the link at the bottom of the page. Click on the **link** (the image shows a Gmail screen view):

Rekisteröinti / Registrering / Registration 📁 Inbox x

no-reply@turvaviesti.om.fi
-> minä ▾

FI

Osoitteesi on rekisteröity palvelimelle turvaviesti.om.fi salatun postin lähettäjäksi.
Rekisteröinti on voimassa 5 päivää.
Käytä alla olevaa linkkiä salatun postin lähettämiseen.

SV

Din e-postadress har registrerats på servern turvaviesti.om.fi för att skicka krypterade meddelanden.
Registreringen är giltig i 5 dagar.
Använd länken nedan för att skicka krypterade meddelanden.

EN

Your address is registered on the server turvaviesti.om.fi for sending secured mail.
The registration is active for 5 days.
Use the link below to send secured messages.

https://turvaviesti.om.fi/index.cgi?BXaubd9

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

    PLEASE NOTE! You may improve the security of an email message by using SMS verification.

    By using the verification, you can ensure that your message is not accidentally sent to a wrong recipient for example due to a typing error. When you use SMS verification, the recipient will receive a text message including a PIN code that is required to open the secure email message.

    If you wish to use SMS verification, write '.**recipient's phone number.sec**' (without spaces) at the end of the recipient's email address (for example, john.smith@om.fi.0501234567.sec)

6. You will then receive a confirmation email saying that your message has been sent successfully:

**OIKEUSMINISTERIÖ
JUSTITIEMINISTERIET**

**Classified e-mail
- Send message**

❓

Confirmation   New message   Exit

Message sent successfully.

From	██████@gmail.com.sec
To	██████@om.fi.050███████.sec
Subject	Torstain esitys (salassa pidettävä)
Date	Wed, 5 Aug 2020 11:15:09 +0300

Hei

Tässä pyytämäsi salassa pidettävä PowerPoint-esitys torstain tilaisuutta varten. Nähdään aamulla.

Ystävällisin terveisin,

██████

Attachments   Torstaiseminaari (salassa pidettävä).pptx [29.7 KB]

Message and attachments (zip)   ⌄   **Save**   🖨