

## **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.

Please send documents addressed to the Ministry of Justice using the secure email service at <a href="https://turvavi">https://turvavi-</a> esti.gov.fi.

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 https://turvaviesti.gov.fi. Write your email address in the From box and click on Continue.









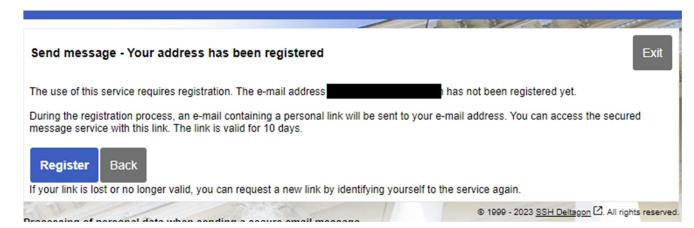
Finland

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









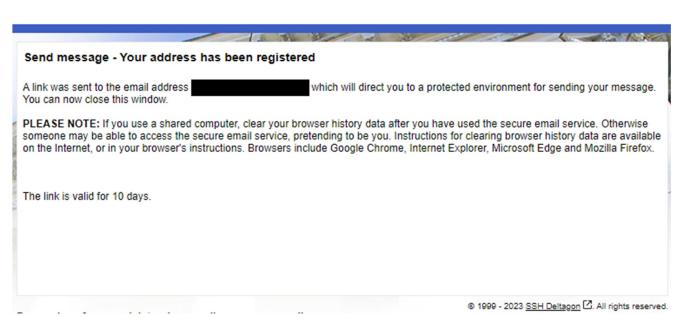
3. The service informs you of successful registration. An automatic message will be sent to your email address including a link for sending a secure message. Go to your email.



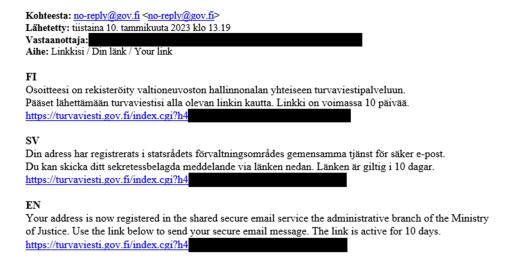


Encrypted message

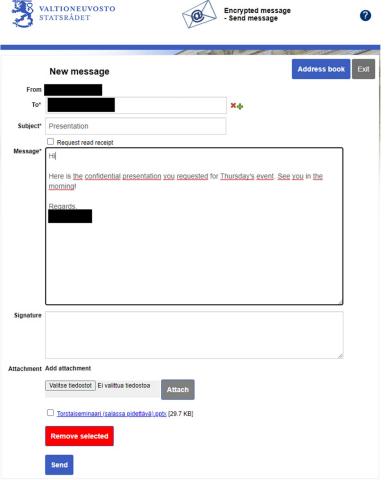




4. Open the message you have received from the secure email service. You can send your secure message through the link at the bottom of the page. Click on the link.



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 500 MB. You can also send zipped attachments.



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







