

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 \(https://turvaviest.om.fi\)](https://turvaviest.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://turvaviest.om.fi](https://turvaviest.om.fi). Write your email address in the **From** box and click on **Continue**:

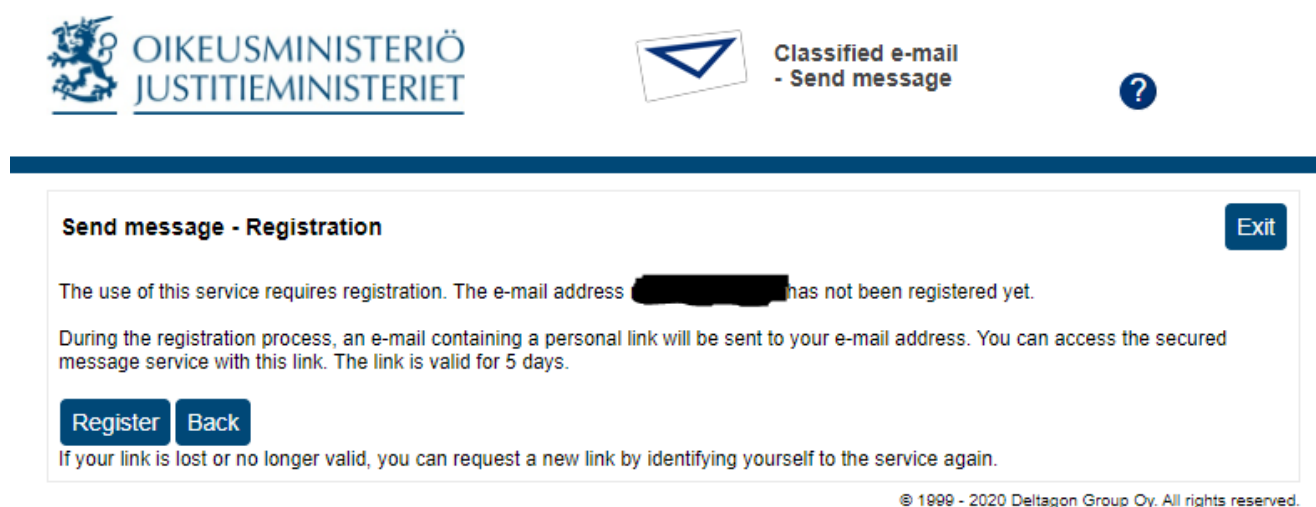
Classified e-mail
- Send messageFrom

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Postal address
PostadressMinistry of Justice
P.O.Box 25
FI-00023 Government
Finland**Visiting address**
BesöksadressEteläesplanadi 10
00130 Helsinki
Finland**Telephone**
Telefon+358 295 16001
Internat.
+358 295 16001**Fax**
Fax+358 9 160 67730
Internat.
+358 9 160 67730**email address, internet**
E-post, internetoikeusministerio@om.fi
www.oikeusministerio.fi
www.justitieministeriet.fi

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**:



Send message - Registration Exit

The use of this service requires registration. The e-mail address [REDACTED] has not been registered yet.

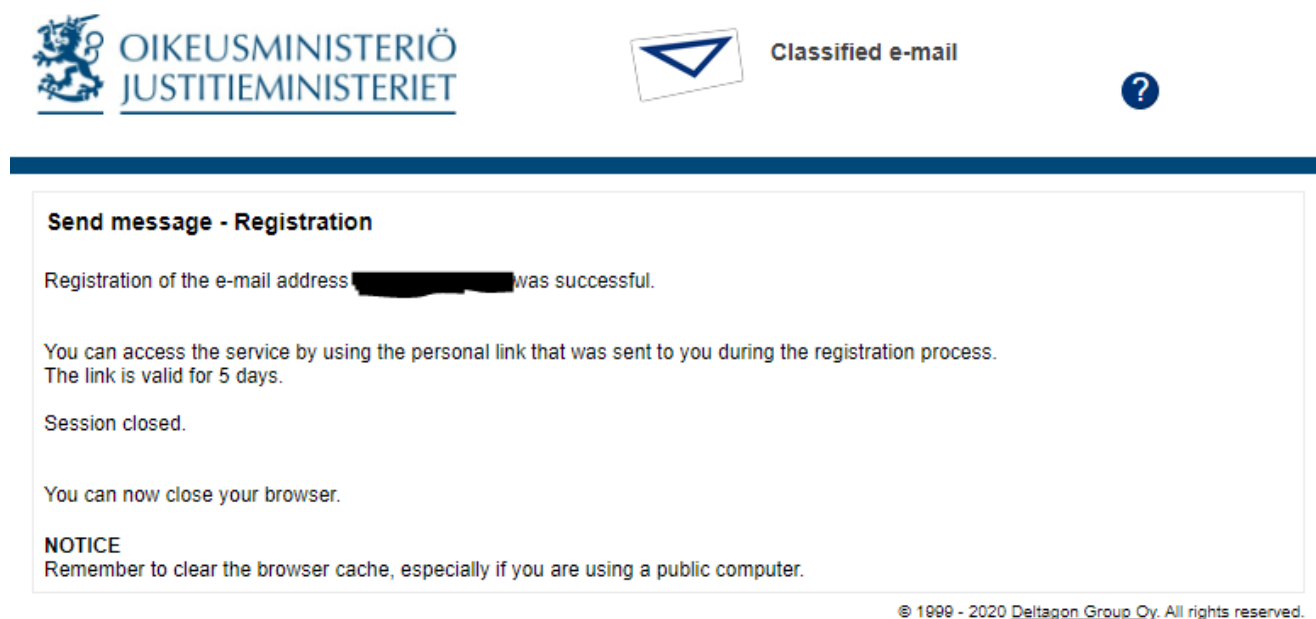
During the registration process, an e-mail containing a personal link will be sent to your e-mail address. You can access the secured message service with this link. The link is valid for 5 days.

[Register](#) [Back](#)

If your link is lost or no longer valid, you can request a new link by identifying yourself to the service again.

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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**:



Send message - Registration

Registration of the e-mail address [REDACTED] was successful.

You can access the service by using the personal link that was sent to you during the registration process. The link is valid for 5 days.

Session closed.

You can now close your browser.

NOTICE
Remember to clear the browser cache, especially if you are using a public computer.

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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\[REDACTED\]](https://turvaviesti.om.fi/index.cgi?BXaubd9[REDACTED])

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)



New message Address book Exit

From [redacted]@gmail.com

To [redacted]@oikeus.fi.050 [redacted].sec ✕
[redacted]@om.fi ✕
[redacted]@om.fi.050 [redacted].sec ✕+

Subject Torstain esitys (salassa pidettävä)

☐ Request read receipt

Message
Hei

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

Ystävällisin terveisin,
[redacted]

Signature

Attachment ☐ [Torstaisseminaari \(salassa pidettävä\).pptx](#) [29.7 KB]
Remove selected
Add attachment

Ei valittua tiedostoa Attach

Send

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



Confirmation

[New message](#) [Exit](#)

Message sent successfully.

From [REDACTED]@gmail.com.sec
To [REDACTED]@om.fi.050-[REDACTED].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,

[REDACTED]

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

Message and attachments (zip) ▼

[Save](#)