

## Sending classified e-mail (instructions for customers)

D-Compose makes it possible to receive classified messages when an external sender is the originator. In this scenario, sending is done so that the sender navigates with a browser to the organisation's secure messaging address, <https://turvaviestit.gov.fi>.

Secure e-mail is the recommended way for customers of an agency to send classified and sensitive documents to the agencies. It is easy and safe to use the service.

### Sending secure e-mail

1. Go to <https://turvaviestit.gov.fi>. In the From field, enter your e-mail address and click Continue:

You can change the user interface language with the drop-down menu at the top right-hand corner of the page.

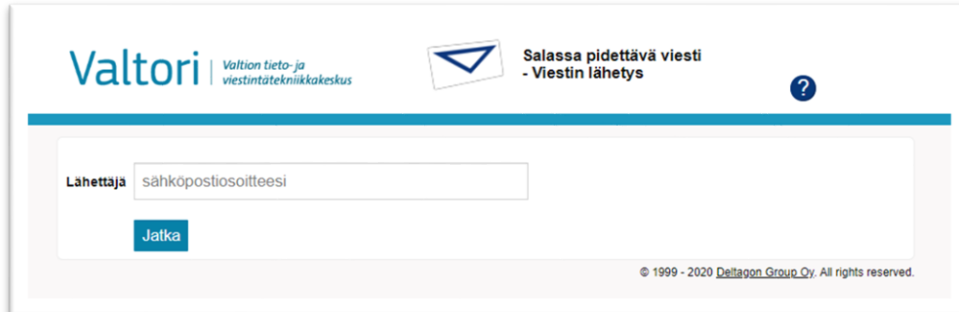
The screenshot shows the Valtori secure messaging interface. At the top left is the Valtori logo and name. To the right is a blue envelope icon and the text 'Salassa pidettävä viesti - Viestin lähetyks'. Further right is a question mark icon and a language selection dropdown menu. The dropdown menu is open, showing options: På svenska, Eesti, På svenska, På dansk, På norsk, Latviešu, In English, Suomi, Lietuviškai, and Deutsch. Below the header is a form with a 'Lähettäjä' label and a text input field containing 'sähköpostiosoitteesi'. Below the input field is a blue 'Jatka' button. At the bottom right of the form area is the copyright notice: '© 1999 - 2020 Deltagon Group Oy. All rights reserved.'

### Registration

To send messages, you need to register with the service. (If you have not used secure e-mail within the past 30 days, you will need to re-register with the service.)

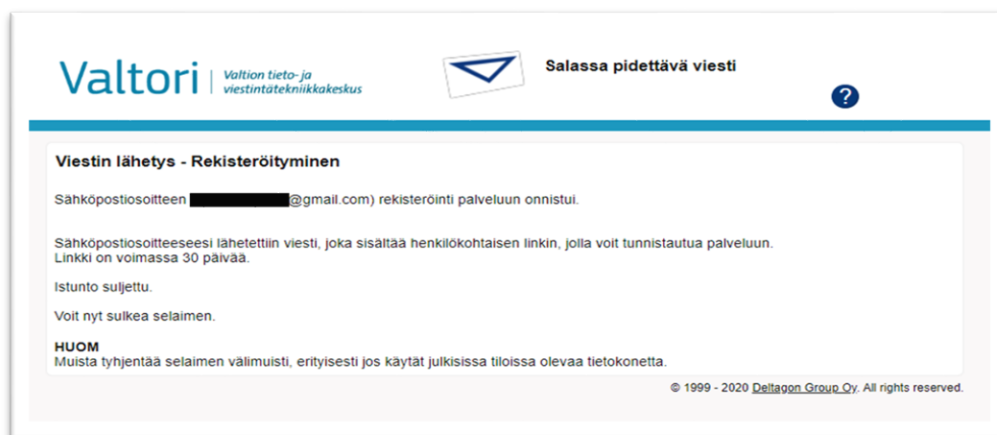
The screenshot shows the Valtori secure messaging interface with a registration message. At the top left is the Valtori logo and name. To the right is a blue envelope icon and the text 'Classified e-mail - Send message'. Further right is a question mark icon and a language selection dropdown menu. Below the header is a message box with the title 'Send message - Registration' and an 'Exit' button. The message text reads: 'The use of this service requires registration. The e-mail address [redacted]@gmail.com 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 30 days.' Below the message text are two buttons: 'Register' and 'Back'. At the bottom of the message box is the text: 'If your link is lost or no longer valid, you can request a new link by identifying yourself to the service again.' At the bottom right of the message box is the copyright notice: '© 1999 - 2020 Deltagon Group Oy. All rights reserved.'

2. In the From field, enter your e-mail address and then click Continue.



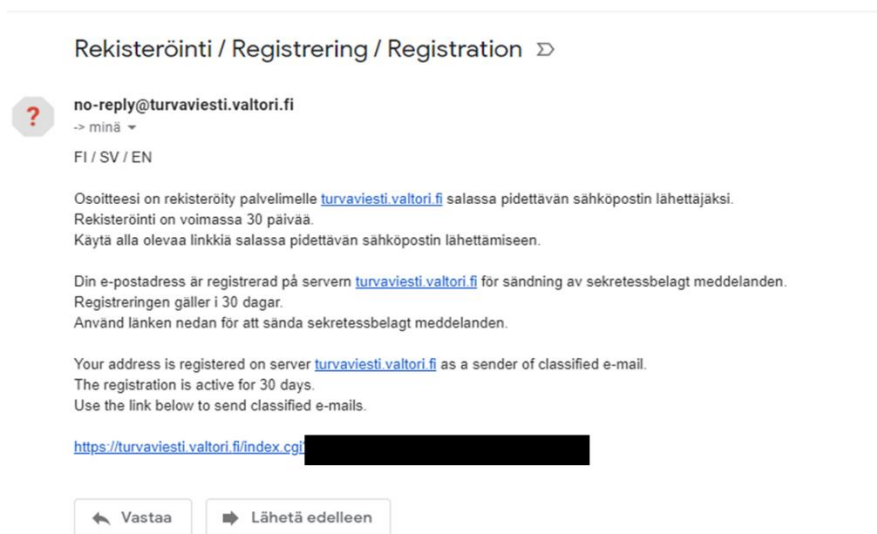
The screenshot shows the Valtori secure email registration interface. At the top left is the Valtori logo and name. To the right is a blue envelope icon and the text "Salassa pidettävä viesti - Viestin lähetyks". A blue question mark icon is in the top right corner. Below the header is a form with a "Lähettäjä" label and a text input field containing "sähköpostiosoitteesi". A blue "Jatka" button is below the input field. At the bottom right of the form area, there is a small copyright notice: "© 1999 - 2020 Dellagon Group Oy. All rights reserved."

3. Secure e-mail will notify you of successful registration. An automated message is sent to the e-mail address you have provided. The message will contain a link for sending the message. Open your inbox



The screenshot shows the Valtori secure email registration confirmation message. At the top left is the Valtori logo and name. To the right is a blue envelope icon and the text "Salassa pidettävä viesti". A blue question mark icon is in the top right corner. Below the header is the title "Viestin lähetyks - Rekisteröityminen". The main text reads: "Sähköpostiosoitteen [redacted]@gmail.com) rekisteröinti palveluun onnistui." Below this, it says: "Sähköpostiosoitteeseesi lähetettiin viesti, joka sisältää henkilökohtaisen linkin, jolla voit tunnistautua palveluun. Linkki on voimassa 30 päivää." Further down, it says: "Istunto suljettu. Voit nyt sulkea selaimen." At the bottom, there is a "HUOM" section: "Muista tyhjentää selaimen välimuisti, erityisesti jos käytät julkisissa tiloissa olevaa tietokonetta." At the bottom right of the message area, there is a small copyright notice: "© 1999 - 2020 Dellagon Group Oy. All rights reserved."

4. Open the registration message from the secure e-mail service that you received. At the bottom of the message, there is a link via which you can send the message. Click the link (the view in the picture is with Gmail):



- You can write the e-mail address(es) of the recipient(s) in the To field or open the Address book and then select the addresses. After selecting the addresses from the Address book, click Done. Enter a subject and the message body and attach any necessary documents. When you are ready, click Send.

NOTE! You can improve the security of the message you are sending by using telephone number verification. With telephone number verification, you can ensure that the message will not be sent to the wrong person, for example, because of a typo. When using telephone number verification, the recipient will receive a PIN code to their mobile phone that they will need to use for opening the secure e-mail message. To use telephone number verification, add the telephone number followed by .sec at the end of the recipient's e-mail address (e.g., john.doe@valtori.fi.0400123456.sec).

The greatest allowed size of an attachment is 400MB. If necessary, you can also compress the file before attaching it.

To	Add the e-mail address of the recipient
Subject (required)	Enter a subject for the message
Request read receipt	Request a receipt from the recipient for reading the message
Message	Enter the message body here
Exit	Abort the sending of the message in a secure manner
Attach	To add attachments to the message, browse to the desired file and then click Attach
Send	Send the message
Question mark	Show help

Valtori | Valtion tieto- ja viestintätekniikkakeskus

Classified e-mail - Send message

**New message** Address book Exit

From [redacted]@gmail.com

To [redacted] ✕+

Subject [redacted]

Request read receipt

Message [redacted]

Signature [redacted]

Attachment Add attachment [Selaa...] Attach

Send

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6. Once you have sent the message, you will receive a confirmation of successful sending:

Valtori | Valtion tieto- ja viestintätekniikkakeskus

Salassa pidettävä viesti - Viestin lähetyk

**Vahvistus** Uusi viesti Lopeta

Viestin lähetyk onnistui.

**Lähettäjä** [redacted]@gmail.com.sec  
**Vastaanottaja** [redacted]@valtori.fi  
**Aihe** Salassapidettävän aineiston lähettäminen  
**Päiväys** Wed, 12.2.2020 15:57:17

Hei,

tässä pyytämäsi salassa pidettävä aineisto.

Ystävällisin terveisin  
[redacted]

Liitetiedostot [redacted].pdf [732.8 KB]  
Viesti liitetiedostoineen (zip) Tallenna

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