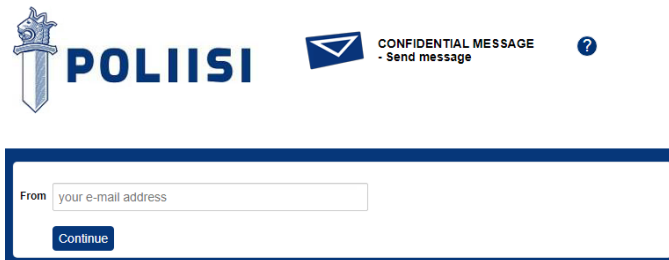


24.11.2020

## Instructions for sending Police Secure Mail

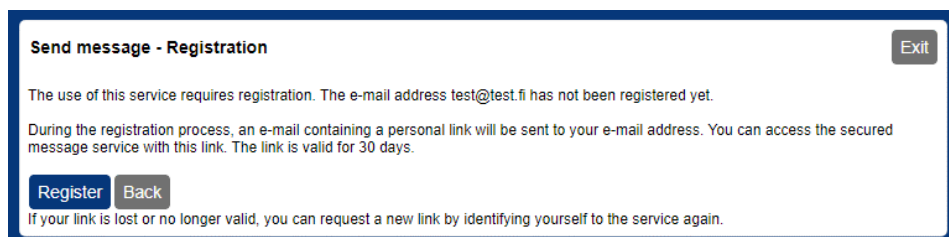
It is possible to send messages containing confidential information to the Police administration by using the Police Secure Mail system. You need a web browser for sending Secure Mail. Before using the service, your email must be registered in the service. Please follow these instructions to send your mail.

1. Start by using your browser and clicking to <https://securemail.poliisi.fi> Write your email address in the “Sender” field and press “Continue”.



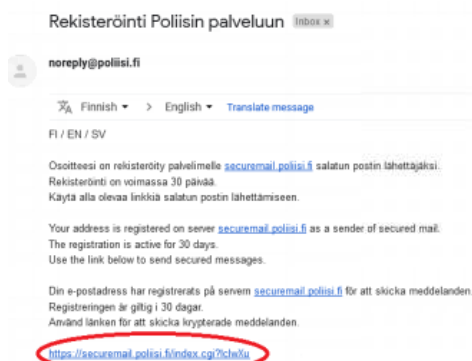
The screenshot shows the top of the registration page. On the left is the POLIISI logo. To its right is a blue envelope icon with the text 'CONFIDENTIAL MESSAGE - Send message' and a question mark icon. Below this is a form with a 'From' label and a text input field containing 'your e-mail address'. A blue 'Continue' button is positioned below the input field.

2. Press “Register” and you will receive a confirmation link in the email address you have given. The Secure Mail system will send you a registration message from the address [noreply@poliisi.fi](mailto:noreply@poliisi.fi) with the title “Registration to the Police service”. The confirmation link is valid for 30 days.



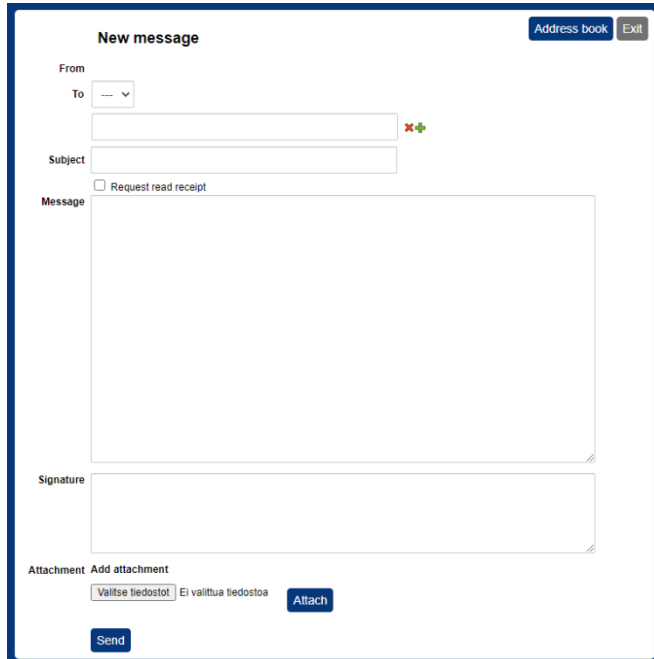
The screenshot shows a registration confirmation message. The title is 'Send message - Registration' with an 'Exit' button in the top right. The text reads: 'The use of this service requires registration. The e-mail address test@test.fi has not been registered yet. During the registration process, an 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.' At the bottom, there are 'Register' and 'Back' buttons. A note below the buttons states: 'If your link is lost or no longer valid, you can request a new link by identifying yourself to the service again.'

3. Open you email and click the personal link at the bottom of the message.



The screenshot shows an email received from [noreply@poliisi.fi](mailto:noreply@poliisi.fi). The subject is 'Rekisteröinti Poliisin palveluun'. The email content is in Finnish and English. The English text reads: 'Your address is registered on server [securemail.poliisi.fi](https://securemail.poliisi.fi) as a sender of secured mail. The registration is active for 30 days. Use the link below to send secured messages.' At the bottom, there is a URL: <https://securemail.poliisi.fi/index.cgi?2cwl/u>, which is circled in red.

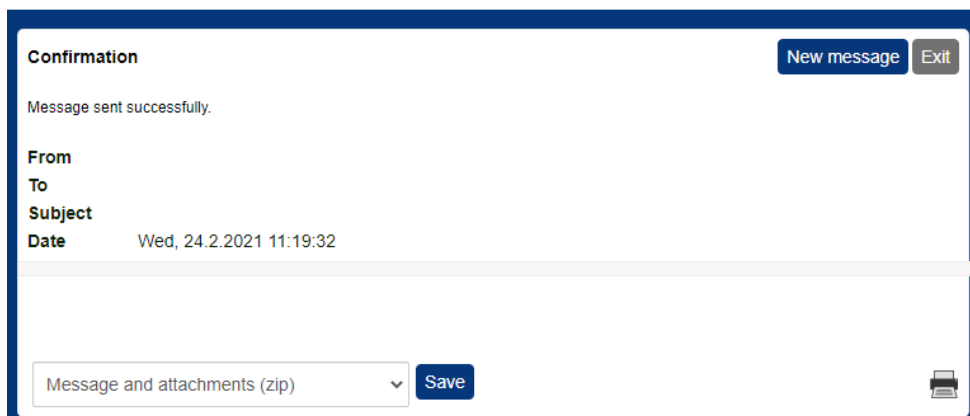
- The link will open a form for sending a new message. Add the address of the recipient and the topic of the email, write your message and add eventual attachments. You can add your contact details in the Signature field. By clicking the appropriate box, you can also ask for an automated confirmation of the message being opened and read. Once you have filled in the form, send the message by pressing the “Send” button.



The screenshot shows a web form titled "New message" with a blue border. At the top right, there are buttons for "Address book" and "Exit". The form contains the following fields and controls:

- From:** A dropdown menu.
- To:** A dropdown menu with a small "x" icon to its right.
- Subject:** A text input field.
- Message:** A large text area with a "Request read receipt" checkbox above it.
- Signature:** A text input field.
- Attachment:** A section with "Add attachment" text, a "Valitse tiedostot" button, and "Ei valittua tiedostoa" text.
- Buttons:** "Attach" and "Send" buttons are located at the bottom of the form.

- A window in your browser will open with a confirmation of the sending. You can save the message by clicking “Save” in the save form menu.

CONFIDENTIAL MESSAGE  
- Send message

The screenshot shows a confirmation window titled "Confirmation" with a blue border. At the top right, there are buttons for "New message" and "Exit". The window contains the following information:

- Message sent successfully.**
- From:** A field.
- To:** A field.
- Subject:** A field.
- Date:** Wed, 24.2.2021 11:19:32

At the bottom, there is a dropdown menu showing "Message and attachments (zip)" and a "Save" button. A printer icon is located in the bottom right corner.