

How to send encrypted e-mail to the Municipality of Kirkkonummi

If you have any messages or attachments that contain personal information and you want to send them to the Municipality of Kirkkonummi, please use the e-mail encryption service.

1. Go to the e-mail encryption service of the Municipality of Kirkkonummi:

<https://turvaposti.kirkkonummi.fi/>

2. Type your e-mail address in the **From** field. Select **Continue**.
3. If you have not previously registered as a user of the e-mail encryption service, the system will notify:
 - ✓ The use of this service requires registration. The e-mail address (xxxx.yyyy@domain.com) has not been registered yet.
4. Select **Register** to register.
 - ✓ When you register, you will be sent a message to the e-mail address you provided. The message contains your personal link to the service. The link is valid for 10 days.
 - ✓ If the link disappears or stops working, you can order a new link to your e-mail by logging in again.



CONFIDENTIAL MESSAGE
- Send message



Send message - Registration Exit

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If your link is lost or no longer valid, you can request a new link by identifying yourself to the service again.

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5. Open the encrypted e-mail with the link that you received in your e-mail. If you want instructions, select “?” at the top of the page. You can switch language in the top right corner.



CONFIDENTIAL MESSAGE
- Send message



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

From [REDACTED]

To* ✕+

Subject*

Request read receipt

Message*

Signature Juha

Attachment **Add attachment**

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6. Type the information in the encrypted e-mail and add attachments, if any. Verify that the recipient's address is correct. Required fields are marked with "*". Select **Send**.
7. Clear cache and cookies if needed. By clearing the cache, you ensure that people who later used the same computer will not see your personal data.