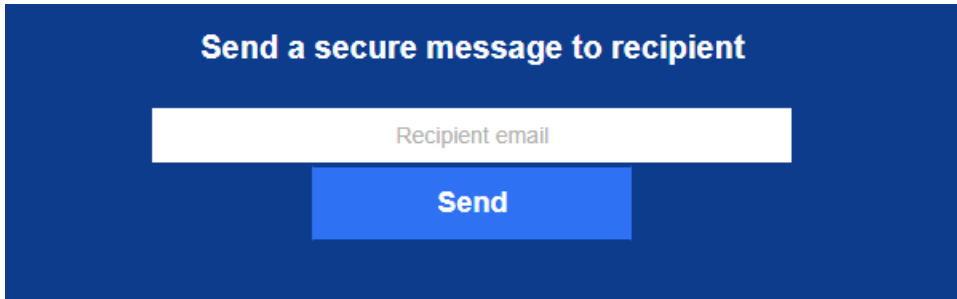


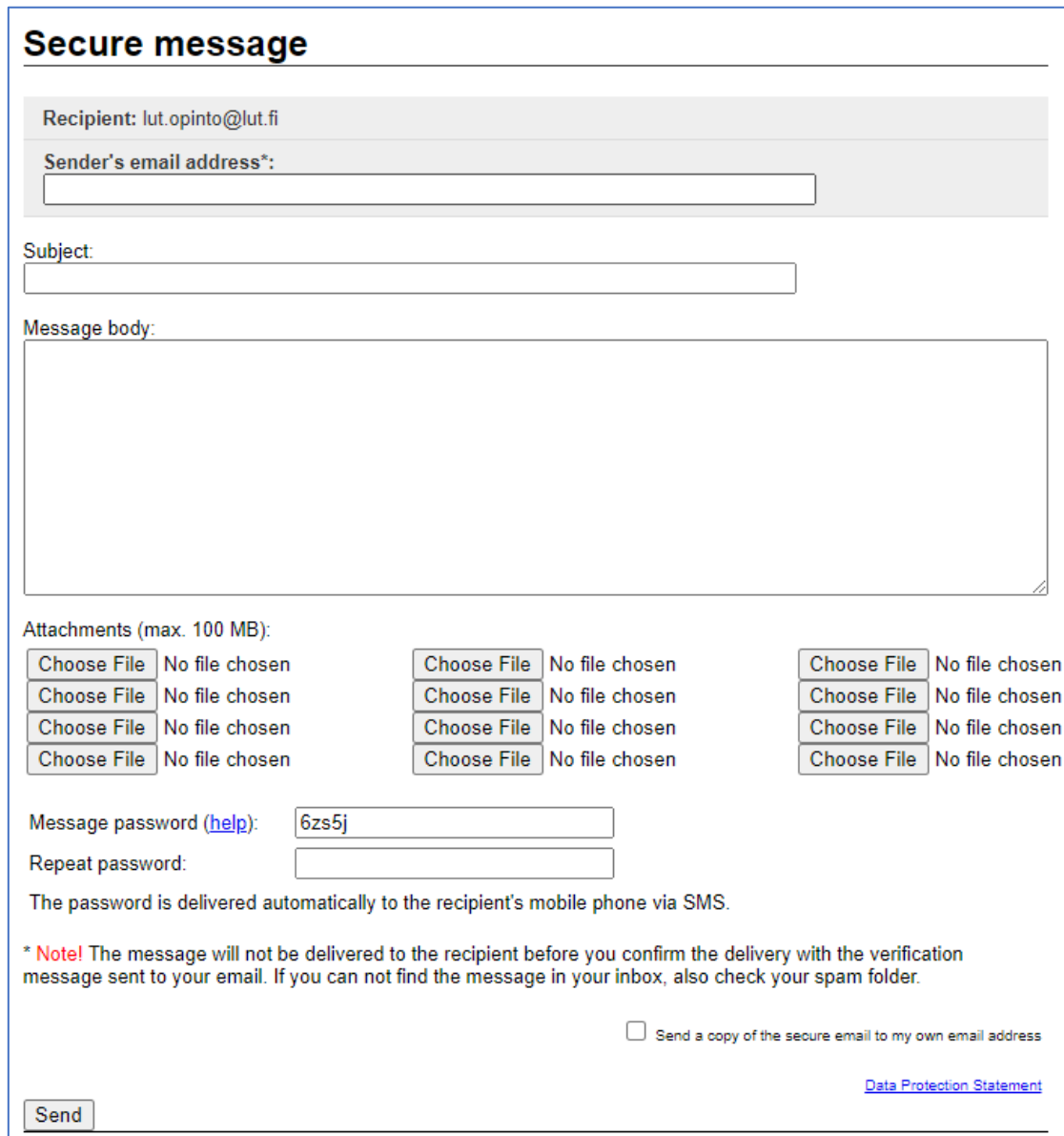
## Sending secure email to LUT Student Services. Instructions for a customer, who doesn't have an LUT email address

1. Go to the website: <https://www.securedmail.eu/>  
At the bottom of the page there is a box "Send a secure message to recipient"



The screenshot shows a dark blue rectangular box with the title "Send a secure message to recipient" in white text at the top. Below the title is a white input field with the placeholder text "Recipient email". Underneath the input field is a blue button with the white text "Send".

2. Type an email address [lut.opinto@lut.fi](mailto:lut.opinto@lut.fi) and click send. You will see following view:



The screenshot shows a white rectangular box with the title "Secure message" in bold black text at the top. Below the title is a grey header bar with the text "Recipient: lut.opinto@lut.fi". Underneath the header bar is a grey section with the label "Sender's email address\*:" and a white input field. Below this is a "Subject:" label and a white input field. The "Message body:" label is followed by a large white text area. Below the message body is the "Attachments (max. 100 MB):" section, which contains a 3x4 grid of "Choose File" buttons, each followed by the text "No file chosen". Below the attachments is the "Message password (help):" label and a white input field containing the text "6zs5j". Below the password field is the "Repeat password:" label and a white input field. Below the repeat password field is the text "The password is delivered automatically to the recipient's mobile phone via SMS." Below this text is a red asterisk followed by a note: "\* Note! The message will not be delivered to the recipient before you confirm the delivery with the verification message sent to your email. If you can not find the message in your inbox, also check your spam folder." Below the note is a checkbox with the text "Send a copy of the secure email to my own email address". At the bottom right of the form is a blue link "Data Protection Statement". At the bottom left of the form is a "Send" button.

3. Type to the box **sender's email address** your own email address. You'll receive an email message with a confirmation request.
4. Type to your message a subject title and under the subject title box your message. Write to the message:
  - Your name
  - Your contact details
  - What is your message about
5. Use **Browse** button if you need to attach some files
6. Set to your message a short password. The program will offer a default password. If you want to use this password, copy it to the password again box.
7. Click **send**
8. You'll receive an email message with a confirmation request from secure post server. You must confirm the request by clicking the link. After you click the link, the message will be sent to recipient.