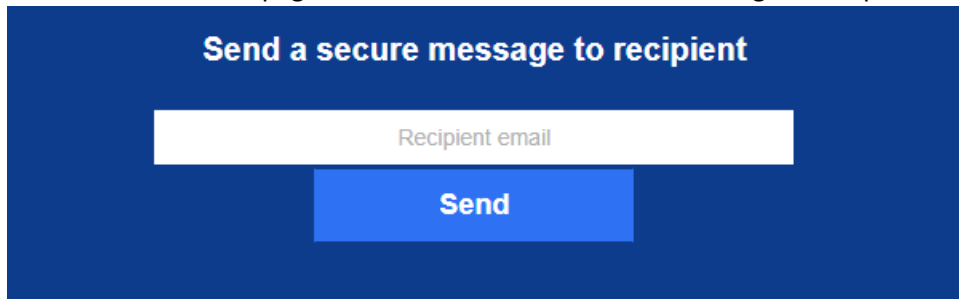


Sending secure email to LUT Student Services. Instructions for a customer, who doesn't have an LUT email address

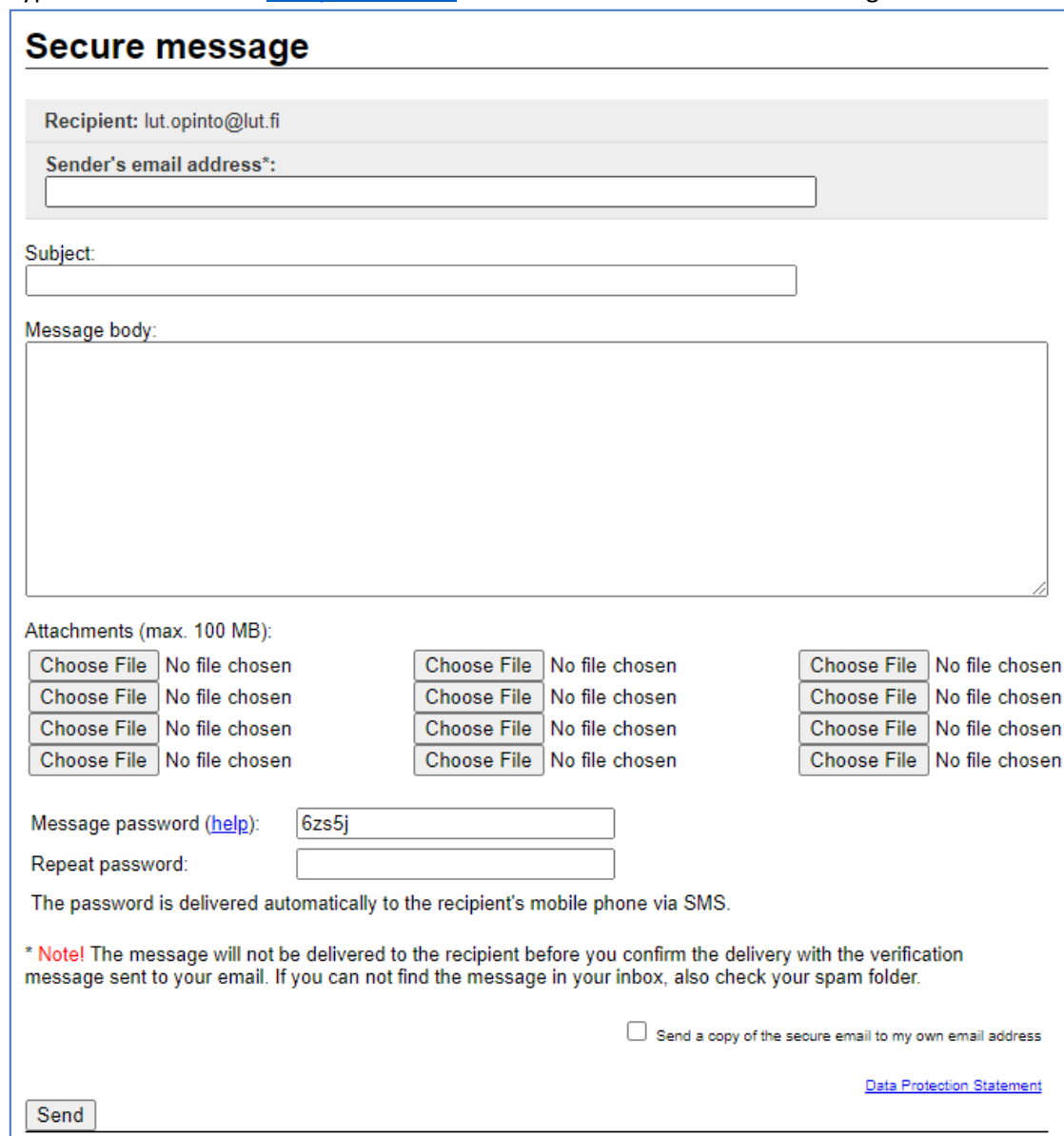
1. Go to the website: <https://www.securedmail.eu/>

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 and click send. You will see following view:



The screenshot shows a form titled "Secure message" with a light gray header. Below the header, the "Recipient" is set to "lut.opinto@lut.fi". There is a field for "Sender's email address*" which is currently empty. Below this is a "Subject:" field, also empty. The "Message body:" is a large text area. Underneath the message body is a section for "Attachments (max. 100 MB):" containing a 3x4 grid of "Choose File" buttons, each followed by the text "No file chosen". Below the attachments is a "Message password (help):" field with the value "6zs5j" and a "Repeat password:" field which is empty. A note states: "The password is delivered automatically to the recipient's mobile phone via SMS." Below this is a red 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." At the bottom right, there is a checkbox labeled "Send a copy of the secure email to my own email address". At the bottom left is a "Send" button, and at the bottom right is a link to the "Data Protection Statement".

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.