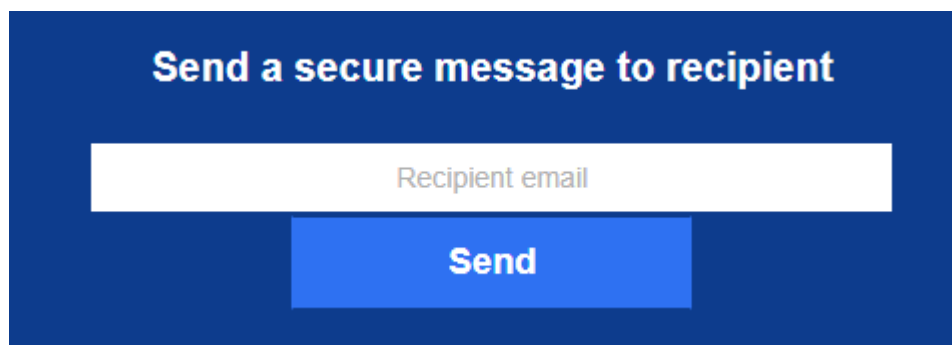


SEND A SECURE MESSAGE: USER GUIDE FOR EXTERNAL SENDERS

Why should you use secure messages? <https://www.securedmail.eu/index.php?act=encrypting>

How to send a secure message

1. Go to <https://www.securedmail.eu/>
2. Please enter the office's email address (addresses below) in the box under Send a secure message to recipient. And click Send.
 - a. Kokkolan seudun opisto - Kokkola adult education center kso@kokkola.fi
 - b. Kokkolan lasten ja nuorten kuvataidekoulu – Kokkola School of Fine Arts for Children and Young ktk-bks@kokkola.fi



3. Write your email address, message subject and content and, if needed, add attachments.
4. The program will automatically create a password for the message. Write the same password under Password.
5. **If you want** a copy of the secure message for yourself, click the box in the right bottom corner and add your phone number.

☒ Send a copy of the secure email to my own email address
My own mobile phone number for the copy message password delivery ([help](#)):

[Data Protection Statement](#)

6. Now your message is ready to be sent, click Send.

7. **Confirm delivery of secure message.** You will receive a confirmation email to the email address you added (also check your junk mail/spam folder). Open message and **click the link in the message** (Confirm the sending address by clicking). **The message will not be sent to the recipient before this confirmation.**

If you wanted a copy of the secure message to your email, you will receive a link to the message by email. The password to open the message will be sent to your mobile number by text message.