Hello,

If you are sending e-mail outside the SeAMK and it contains sensitive information, such as social security numbers, passport numbers, credit card numbers, etc., they are no longer allowed to be sent in plain language under the EU Privacy Policy, but must always be sent by encrypted email. Please note that internal e-mail traffic from SeAMK is always encrypted and secured. It is not necessary to encrypt messages that are sent inside the organization.

E-mail encryption means that your e-mail message is not transmitted in plain text on the public network, but the whole message with its attachments is converted from plain text to encrypted format that only the recipient can open with a single-use ID code.

You can easily encrypt your e-mail in Outlook without any additional add-ons:
Add the word **salattu** to the beginning or end of the title bar to the message you want to encrypt. Email you are sending will get encrypted and only the recipient will be able to read your message as long as he or she uses a disposable ID code in a separate message or other available options to open the message.

**Please notice that the encryption text salattu has to be separated from the title text by space.**

- This is correct **salattu** tai **salattu** This is correct
- This is wrong **salattu** tai **salattu** This is wrong

**Receiving an Encrypted Message**
Receiving encrypted message is possible in any email system. The images in this guide are for Microsoft’s 365 e-mail (webmail), except one, but you can also open it from the other mail system. The message itself always opens in a browser.

1. When you receive an encrypted message as described in this guide, you will see a message in the message and the text in the headline reads the text **salattu**, without the square brackets in the example images [].
Click Download / Lataa below the encrypted message.

![Image of an encrypted email message in Outlook](https://example.com/image.png)
2. If you opened a message other than Microsoft's 365 e-mail service, such as Outlook, you get the following view: Select the lowest option, "Do not want to log in? You can use a disposable ID code to view the post."

3. If you already were signed in to Microsoft 365, you will directly go into the next view. Click on Use a one-time passcode.
4. Go to your email and check your one-time passcode. (Note: If you can’t find the one-time passcode in the Inbox, check the Spam and Deleted folders or send a new code if necessary.)

The one-time code message looks like this.

5. Enter the code in to the provided field.

6. Now you can see the message as plain text.

testi [salattu]

Hei taas ja kiitos viestistä...