

Secure Email Sending Instructions

Contents

1. Inform the recipient
2. Encrypt files using 7-Zip program
3. Secure transfer of files to the Finnish Cancer Registry

1. Inform the recipient

Agree on sending a secure email in advance via regular email with the person to whom you are sending the email. In this connection, also ask for their phone number, as you will need it for the 7-Zip file password. Please also CC your message to kirjaamo@cancer.fi so that the secure email can be directed to the right person.

The following are exceptions to this:

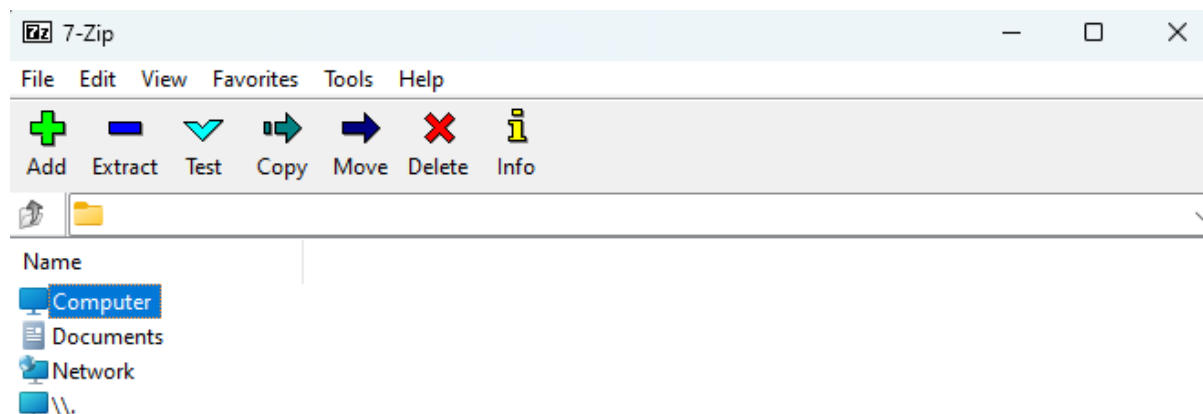
- Screening data, in which case Päivi Styrman receives the emails, and the advance notification is sent to seulonta@cancer.fi.
- Materials to be sent to Katja Lehtinen, in which case inform Katja directly.

After you have sent the secure email, send the 7-Zip file password to the recipient via text message.

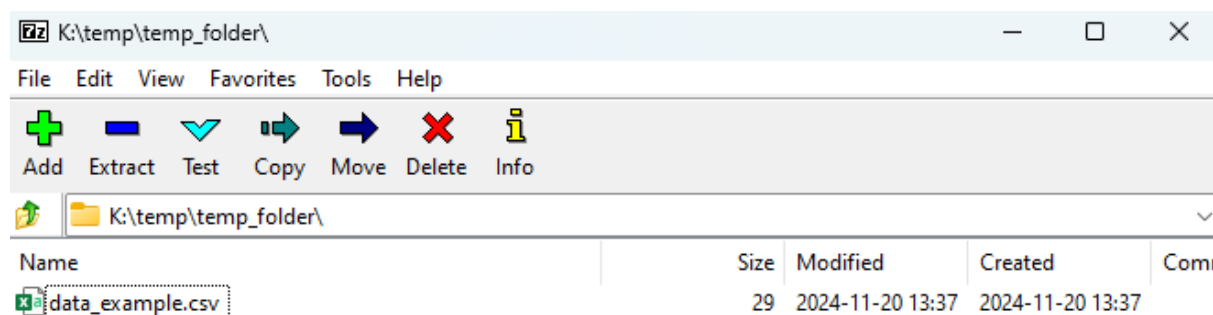
2. Encrypt files using 7-Zip program

To encrypt the files to be sent with a password, use the 7-Zip program, which can be downloaded for free at <http://www.7-zip.org>. If you are unable to install the program on your computer yourself, please contact your organization's IT support.

Launch the 7-Zip File Manager. It should look like this:



Double-click on the “Computer” section in the 7-Zip program and search for the folder where the file is located. The view should look like this:

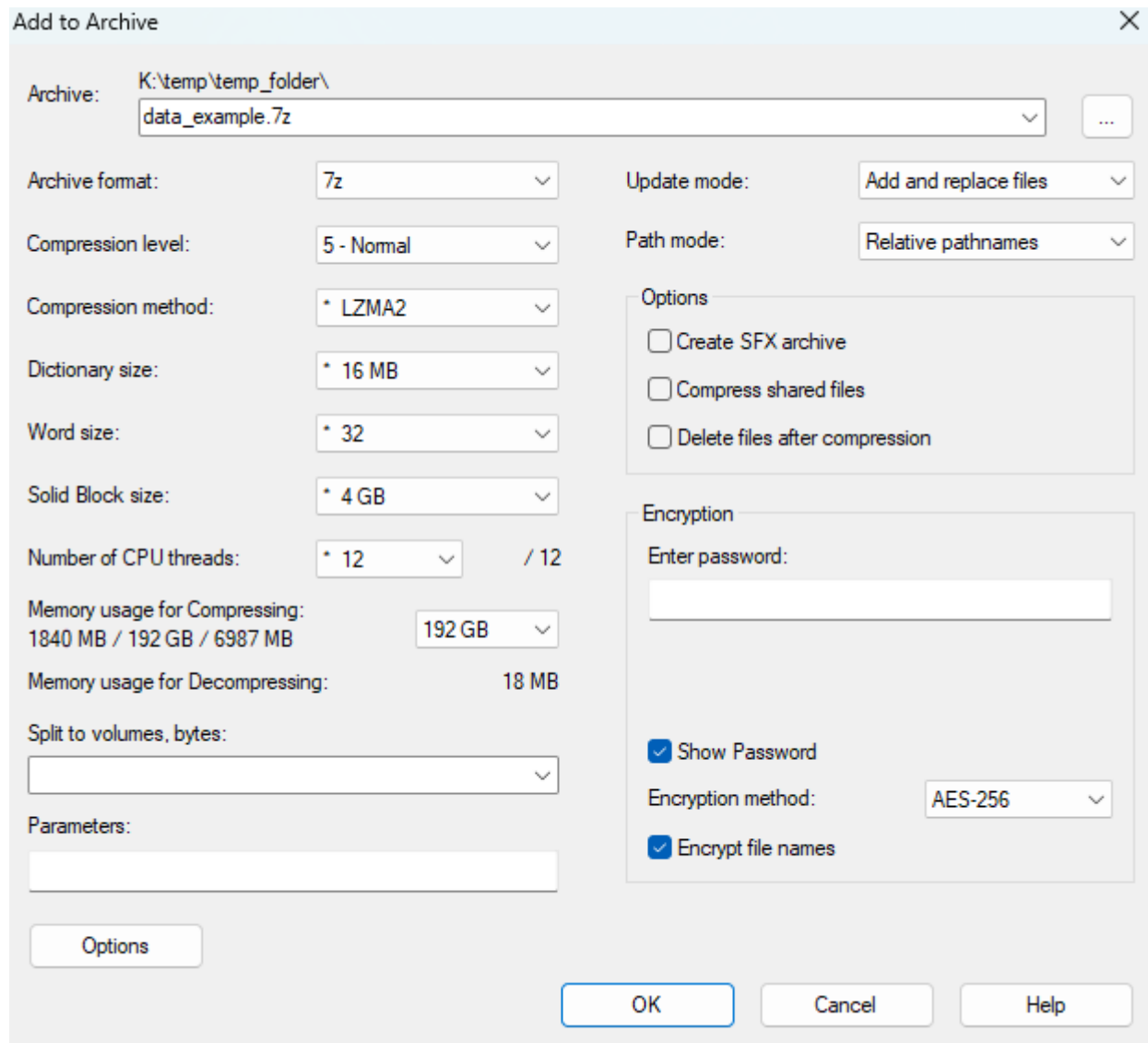


Select the file you want to encrypt. In this example, it is “data_example.csv”. After making the selection, click the green plus button that says “Add”.

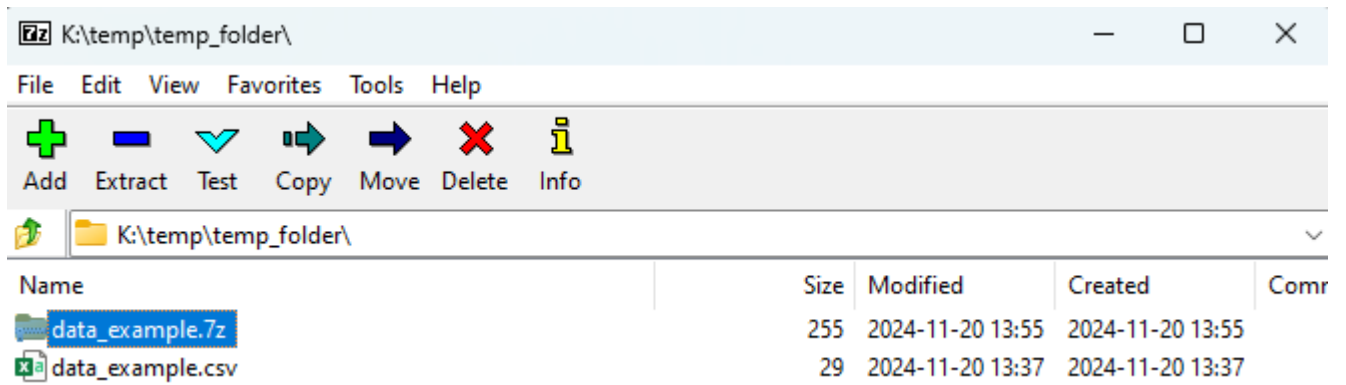
Next, the “Add to Archive” window will open. The settings should be the same as in the “Encryption” section of the image below:

- Show Password: This allows you to see that there are no typos in the password
- Encrypt file names: This adds extra data security

Next, enter the desired password in the “Enter password” field. Choose a password that is at least 15 characters long and contains both numbers and letters. Make sure the encryption algorithm is AES-256 and click OK.



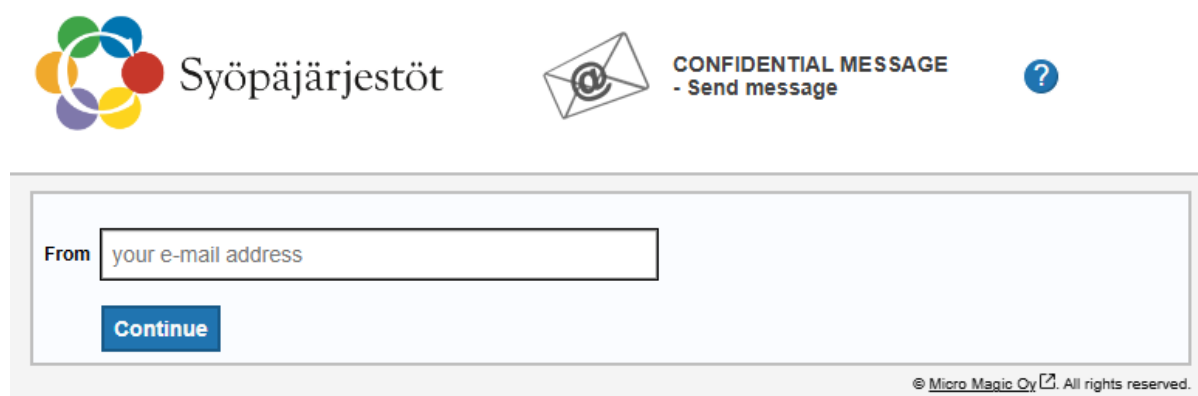
The 7-Zip program will create a new password-protected file called "data_example.7z".



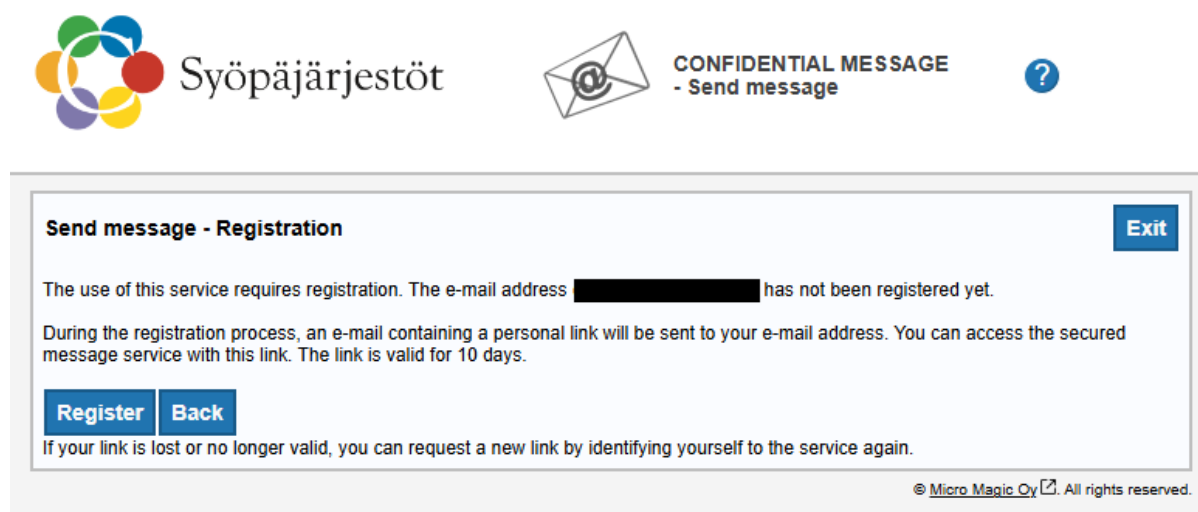
3. Secure transfer of files to the Finnish Cancer Registry

Go online to <https://safemail.cancer.fi/>. Before you can send the encrypted message, you must register your email address. Registration does not require any other information except your email address.

The page should look like this (the page may also be in another language depending on your browser's language setting):



Enter your email address in the required field and click “Continue”. Then you will see the following view, where you need to click on the “Register” button.



You will receive confirmation that the registration was successful. Go to the email address you provided, where the sending link will be sent. If you can't find the message in your “Inbox” folder, check the “Spam” folder.

The email message should look like this:



noreply@cancer.fi

Vastaanottaja: [REDACTED]

FI

Osoitteesi on rekisteröity palvelimelle safemail.cancer.fi salatun postin lähettäjäksi.
Rekisteröinti on voimassa 10 päivää.
Käytä alla olevaa linkkiä salatun postin lähettämiseen.

SV

Din e-postadress har registrerats på servern safemail.cancer.fi för att skicka krypterade meddelanden.
Registreringen är giltig i 10 dagar.
Använd länken nedan för att skicka krypterade meddelanden.

EN

Your address is registered on the server safemail.cancer.fi for sending secured mail.
The registration is active for 10 days.
Use the link below to send secured messages.

[Jatka Palveluun →](#)

Click on the “Jatka Palveluun” button, which will open the website for sending the message.

The view should look like the one below. Select the desired recipient from the dropdown menu. For files sent to the Finnish Cancer Registry, the recipient is usually “Kirjaamo - Suomen Syöpärekisteri”.

If you are sending materials related to screenings, select “Seulonta - Suomen Syöpärekisteri”.

If you need to send materials directly to Katja Lehtinen, select “Katja Lehtinen - Suomen Syöpärekisteri”.



Syöpäjärjestöt



CONFIDENTIAL MESSAGE
- Send message



New message

Exit

From [Redacted]

To* Kirjaamo - Suomen Syöpärekisteri ✕ +

Subject*

Request read receipt

Message*

Attachment Add attachment

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Add a subject and a short mention of the submitted material as the message, along with any additional information.

Select the files to be delivered and password-protected 7-Zip files by pressing the “Choose Files” button. Then click on the “Attach” button. Finally, press the “Send” button, after which you will receive confirmation that the message has been sent successfully.



Finnish Cancer Registry