# Sending a Winlink Message

1. Open RMS Express (or Winlink Express)
2. If a pop up window asks you to register, click "Remind me later"
   - A. *You only need to do this once on this laptop/TNC:*
     - a. *Click "Settings"*
     - b. *Click "Winlink Express Setup"*
     - c. *Change "My Callsign" to your own callsign*
     - d. *Change "My Password" to your own password. If you don't already have one, you can create it right here.*
     - e. *IF you check the "Show password" box, you will see your password, so you don't have to remember it.*
     - f. *Enter your email address in the "Password recovery e-mail:" box*
     - g. *Click "Update" (You can leave the contact Information on the right side of the window blank)*

**TELNET:** You do not need a TNC or radio

3. In the Winlink Express (version and your callsign) window, click the down arrow in the "Open Session" box and click on "Telnet Winlink"
4. Click "Message"
5. Click "New Message" in the drop down menu
6. In the Message window, If your callsign is not in the "From" box, click the down arrow and click on your callsign.
7. In the "To:" box, enter a callsign, station callsign or email address of the <u>station</u> or person that will receive the message; (NOT the name in the "TO on a 213) Add other addressees if any in the "Cc:" box
8. Enter the subject, examples: "Rockwood neighborhood damage report" or ICS 213 Sit Rep
9. Type your message in the in the large message box below the header
   - a. OR TO USE A TEMPLATE:
   - b. Click "Select Template"
   - c. Double click "Global Templates"
   - d. Click on desired template to highlight
   - e. Click "Select"
   - f. Enter all information in the proper fields
10. Click "Post to Outbox"
11. In Winlink Express window, click "Open Session"
12. In Telnet Winlink Session window, click "Start"

Your message will be sent and any messages for you will be received. When you see "Disconnected at (date and time) Click "Exit"

Back in the Winlink Express window, your received messages will be waiting for you in the Inbox. Your sent message will have moved from Outbox to Sent Items

PACKET

1. In the Winlink Express window to the right of "Open Session," click the down arrow and click on "Packet Winlink"
2. Click "Message"
3. Click "New Message" in the drop down menu
4. In the Message window, If your callsign is not in the "From" box, click the down arrow and click on your callsign.
5. In the "To:" box, enter a callsign, station callsign or email address of the <u>station</u> or person that will receive the message; (NOT the name in the "TO on a 213) Add other addressees if any in the "Cc:" box
6. Enter the subject, examples: "Rockwood neighborhood damage report" or ICS 213 Sit Rep
7. Type your message in the in the large message box below the header
   a. OR TO USE A TEMPLATE:
   b. Click "Select Template"
   c. Double click "Global Templates"
   d. Click on desired template to highlight
   e. Click "Select"
   f. Enter all information in the proper fields
8. Click "Post to Outbox"
9. In Winlink Express window, click "Open Session"
10. Wait for "Initialization Complete" and "Ready"
11. Connection Type should be "Direct"
12. Type callsign of **gateway** you will connect to in box to right of "Direct" This should be a callsign followed by -10
13. Tune radio to selected gateway frequency
14. Click "Start"
15. Wait for "Disconnect reported"
16. Click "Exit"
17. Click Inbox to see any received messages. Double click on the message to view.
18. Click "Settings" then at bottom of drop down list, click "Exit"

Gateways to try:
K7MCE-10  145.070,  KA7CTT-10  144.920 in Clark County,  K7LJH-10  145.070 in Portland,  KD7ZDO 145.570 in Oregon City

**PEER-TO-PEER**

1. In the Winlink Express window to the right of "Open Session," click the down arrow and click on "Packet P2P"
2. Tune radio to agreed-upon simplex frequency
3. Click "Open Session" You can leave the session open and you will receive any P2P messages as they come in.
4. In the Winlink Express window, click ""Message" then "New Message"
5. Click "Peer-to-Peer Message" button
6. In the "To:" field, enter callsign of station you are calling
7. Enter a subject
8. Type your message
9. Click "Post to Outbox"
10. In Packet Peer-to-Peer Session window in field to right of "Direct" enter callsign of station you are sending to
11. Click "Start"