Send and Receive a Winlink Message via an RMS Gateway

Write and Post the Message:

1. Launch Winlink Express
2. Click MESSAGE, then NEW MESSAGE
3. Either manually fill in the TO field or click on TO and select an address from the address book.
4. Enter the SUBJECT
5. Type the message
6. If you want to send a form:
    a. click on SELECT TEMPLATE
    b. Expand STANDARD TEMPLATES
    c. Expand WA_STATE_FORMS (or another applicable folder)
    d. Double-click the desired Template
    e. Fill out the template
    f. Click SUBMIT
    g. Close the browser window
7. POST the message to the OUTBOX

Send the Message and Check for Incoming Messages:

1. Turn on your radio and TNC
2. Launch Winlink Express
3. Select PACKET WINLINK and click OPEN SESSION to initiate the TNC. When initiation is complete, you will see READY. If you do not see READY or it says the initiation failed, click on SETTINGS and:
    a. Verify correct COM port is selected
    b. Verify Packet TNC Type is correct
    c. Verify Packet TNC Model is correct
4. Click on CHANNEL SELECTION -- If the list is empty, click on UPDATE TABLE VIA INTERNET to populate the table.
5. Note the frequency of the gateway you will be using and tune your radio to that frequency.

6. Press the PTT key and verify that the radio frequency is not shifting

7. Double-click the selected gateway station

8. If you will be connecting through a digipeater:
    a. Click on CONNECTION TYPE and change the connection type to digipeater; otherwise leave CONNECTION TYPE as DIRECT.
    b. Enter the ID of the digipeater in the VIA field

9. Click START
    a. Winlink will connect, download any new messages, send any messages in your outbox and disconnect.

10. When the session is complete, close the session window and review any new messages in your inbox.

You can send and receive emails between Winlink and any regular email account. To send emails to a Winlink address (for example, wa7dem@winlink.org), from a non-Winlink address, you need to have first received an email from that Winlink address. As an alternative, you can send email to a Winlink address by starting the subject line with //WL2K. This is an anti-spam feature.