# Use Winlink Express with Telnet

## Write and Post a 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 your 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
    d. Double-click the desired Template
    e. Fill out the template
    f. Click SUBMIT
    g. Close the browser window
7. POST the message to your OUTBOX

## Sending a Message and Checking for Incoming Messages via Telnet:

1. Launch Winlink Express
2. Select TELNET WINLINK and click OPEN SESSION
3. Click START
    a. Winlink will connect, download any new messages, send any messages in your outbox and disconnect.
4. When the session is complete, close the session window and review any new messages in your inbox.

Note: 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.