Winlink Cheat Sheet

Note: These instructions describe how to send Winlink messages once you already have Winlink set up and configured properly. Initial set up and configuration is beyond the scope of these instructions.

Place a Message in the Outbox for sending via Winlink
1. Start Winlink Express if it Is not already open
2. Either press the "New Message" button or select Message > New Message
3. In the new message window:
    1. Fill out (at a minimum) the To, Subject, and Message fields
    2. Ensure the dropdown next to "Send as:" has "Winlink Message" selected
    3. Hit the "Post to Outbox" button

Place an ICS-213 Message in the Outbox for sending via Winlink
1. Start Winlink Express if it Is not already open
2. Either press the "New Message" button or select Message > New Message
3. In the new message window:
    1. Either press the "ICS-213" button (if present) or the "Select Template" button
    2. If you hit select template, in the window that popped up:
        1. Hit the "+" next to "Standard Templates"
        2. Hit the "+" next to "ICS USA Forms"
        3. Double click "ICS213.txt"
4. In the browser window that pops up:
    1. Fill out the form
    2. When done, hit the "Submit" button
    3. Hit ok on the model window that pops up
    4. Close the browser window if it does not do so automatically
5. Back in the (now partially populated) Winlink new message window:
    1. Fill out the To (and CC if desired) field(s), leave the rest of the fields as is
    2. Ensure the dropdown next to "Send as:" has "Winlink Message" selected
    3. Hit the "Post to Outbox" button

Send Outbox (or Receive) Messages via Telnet (internet) Winlink
1. Start Winlink Express if it is not already open
2. In the dropdown to the right of "Open Session:", insure "Telnet Winlink" is selected
3. Click the "Open Session" button
4. In the Telnet Winlink Session window:
    1. Click the "Start" button
    2. Wait until you get a line that says "Disconnected…"
    3. Hit the "X" to close the window
5. Back in the main Winlink window, select the outbox and ensure all Winlink messages have sent.
6. Look in your inbox for any received messages

Send Outbox (or Receive) Messages via Packet (vhf packet) Winlink
1. Start Winlink Express if it is not already open
2. In the dropdown to the right of "Open Session:", insure "Packet Winlink" is selected
3. Click the "Open Session" button
4. In the Packet Winlink Session window:
    1. Click the "Channel Selection" button
    2. In the window that pops up, double click the gateway you wish to connect to
    3. Ensure your radio is set to the frequency specified in the window
    4. Click the "Start" button
    5. Wait until you get a line that says "Disconnected…"
    6. Hit the "X" to close the window
5. Back in the main Winlink window, select the outbox and ensure all Winlink messages have sent.
6. Look in your inbox for any received messages

View a Received ICS-213 Message
1. Start Winlink Express if it is not already open
2. Locate a received ICS-213 in your message folders (Inbox, Read Messages, or Other Folder)
3. Click the paperclip icon (to the left of the message listing) to open the form view of the ICS-213 message. It will open in your web browser.

Reply to a Received ICS-213 Message
1. Start Winlink Express if it is not already open
2. Locate a received ICS-213 in your message folders (that is a message, not a message reply).
3. Double click on the message to open it, then click "Reply" in the menu bar. OR Highlight the message in the message list then either click the reply icon or go to Message > Reply.
4. In the browser window that pops up:
    1. Fill out the form
    2. When done, hit the "Submit" button
    3. Hit ok on the model window that pops up
    4. Close the browser window if it does not do so automatically
5. In the Winlink new message window that pops up:
    1. Ensure the dropdown next to "Send as:" has "Winlink Message" selected
    2. Hit the "Post to Outbox" button