

## WINLINK Telnet Procedure

From the "All Programs" menu or on the windows desktop launch the RMS EXPRESS program.

The "Winlink Express" window will open.

Select "Message" from the main menu.

Select "New Message" from the drop down menu and the "Enter a new message" window will open.

In the menu bar, click "Select Template"

Expand Standard Templates by clicking the +

Expand ICS USA Forms by clicking the +

Click ICS213.txt then click Select.

(You can try other templates like General > Winlink Check In)

The template will open in a browser window.

Complete all fields in the form.

The Subject is "ACS check-in"

The Body is: "Call sign, first name, city or town, state, (HF, VHF or Telnet), TELNET."

Click "Submit"

In the popup window, click "OK"

Close the browser tab.

Navigate back to Winlink Express "Enter a new message." You will see your message in text.

In the To: field, enter KZ6T;AA6BD

Click "Post to Outbox" to place the message in your outbox folder.

To see your message, in "System Folders" selection window on the left of the screen, click "Outbox" to show the message(s) waiting to be sent.

To see the form, click the Left-most paper clip icon. The form will appear in a browser window.

On the main menu, to the right of "Open Session" select "Telnet Winlink" from the drop-down menu.

Click "Open Session".

The "Telnet Winlink Session" window will open.

Select "Start" from the main menu and the Telnet Session will run.

When you receive the "\*\*\* Disconnected at " message,

Select "Exit" from the menu and the focus will be back on the "Winlink Express" window.

In "System Folders" selection window, click "Inbox (# unread)" to show new messages.

Click on any message to read the content.

Select "Settings" and click "Exit" from the drop-down menu to exit Winlink Express.