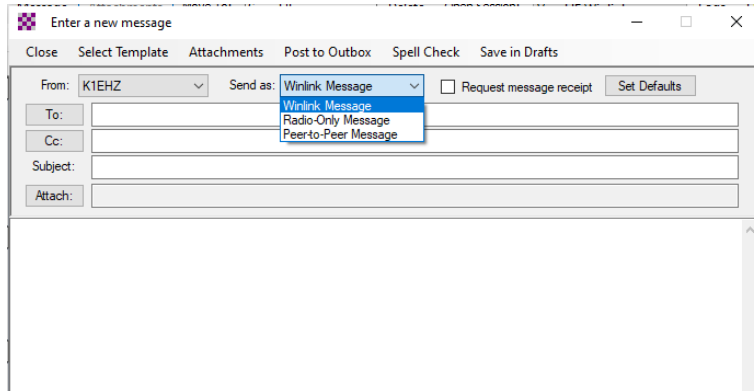


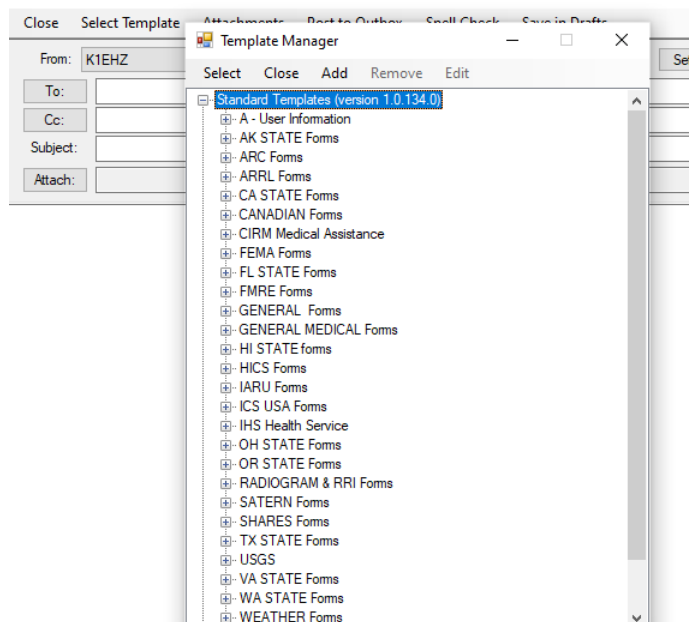
# Getting Started with Winlink Global Email

## 11. Messaging, Logging & Webmail

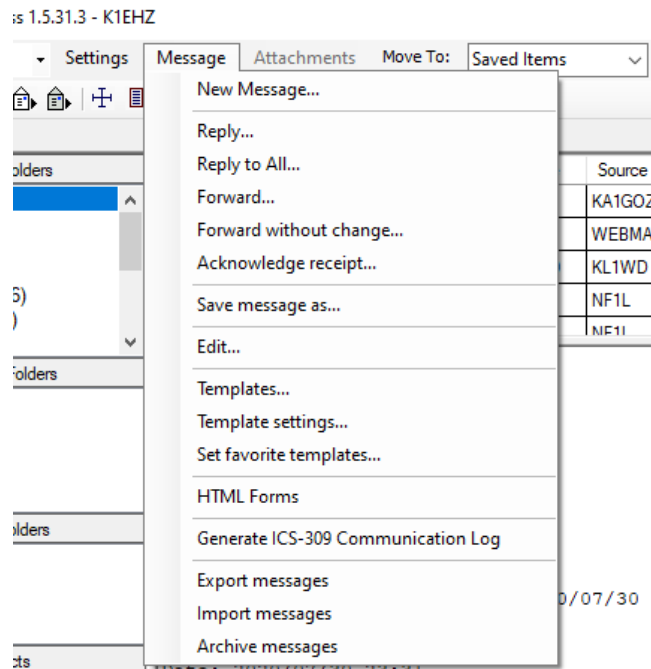
1. There are three Message types in Winlink Express that must match mode types.



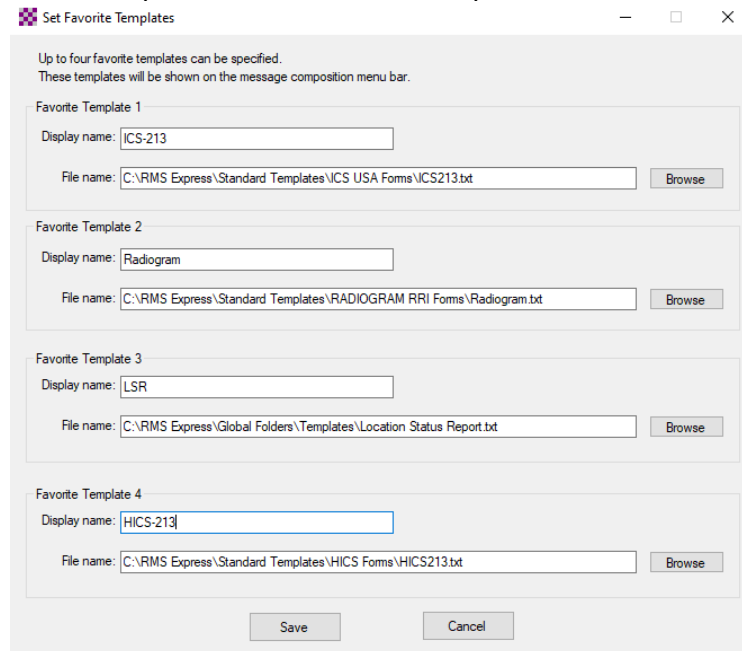
- a. **Winlink Message** for Telnet Internet and RMS Gateway modes.
  - b. **Radio-Only Message** for HF Hybrid Gateway modes.
  - c. **Peer-to-Peer Message** for Peer-to-Peer modes (P2P).
  - d. After composing a message, be sure to select the correct mode before Posting to the Outbox.
2. Winlink provides many templates for customizing message formats.
    - a. Templates are viewed with the **Select Template** menu.



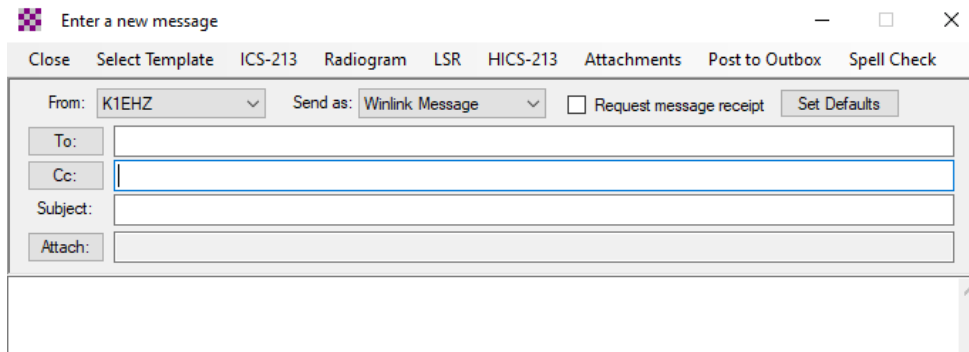
- b. Similarly to NBEMS, message formats reside on the computer and only the text is transmitted by radio. Text is then re-formatted at the receiving station.
  - c. Templates can also be customized and saved for multiple uses.
3. At the top of the Message form there is space for names of four frequently-used **Favorite** templates.
- a. Favorite templates are selected in **Message** → **Set favorite templates**.



- b. Set Favorite Templates screen with examples.



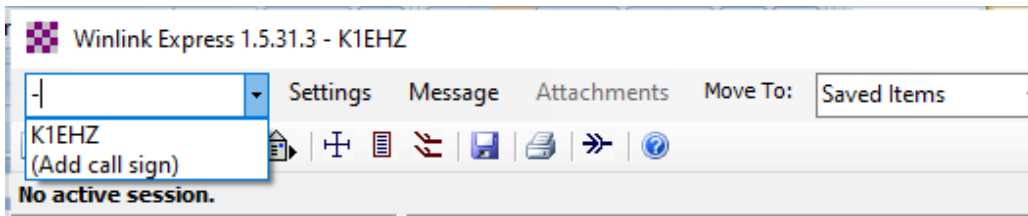
c. Message form showing four Favorite Templates across the top.



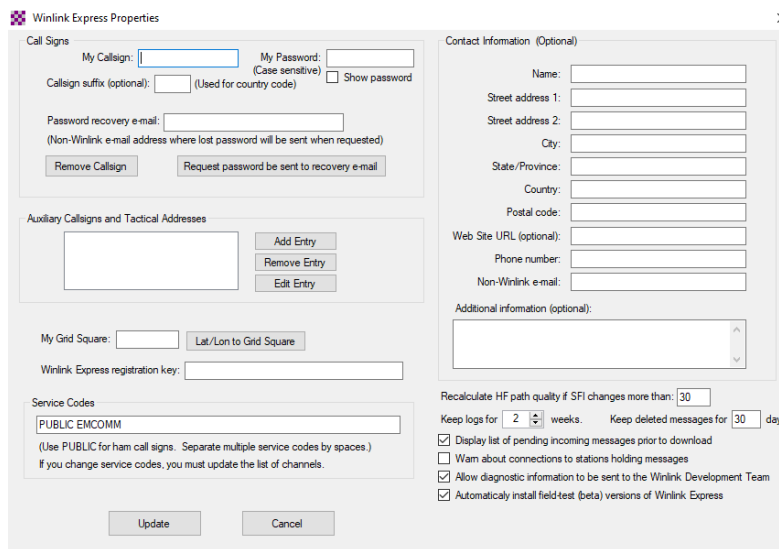
4. Message addresses.

a. Sender

- i. The sender's basic address is [callsign@winlink.org](mailto:callsign@winlink.org).
- ii. Additional sender addresses can be added from the pull-down menu in the upper left corner of the main screen.



iii. Click Add call sign to open the Properties screen



- iv. Use the Auxiliary Callsigns and Tactical Addresses box to add addresses to the callsign pull-down menu.
- v. Spaces are not accepted in Auxiliary or Tactical call-signs, but dashes may be used for clarity.

Password recovery e-mail:   
 (Non-Winlink e-mail address where lost password will be sent when requested)

Street address 2:   
 City:   
 State/Province:

Auxiliary Callsigns and Tactical Addresses

My Grid Square:

Winlink Express registration key:

Service Codes

Auxiliary Callsign

Callsign/Tactical Address:

Password:   
(Case sensitive)

Enabled:

(Enabled entries download incoming messages)

Auxiliary Callsigns and Tactical Addresses  
 MHT-EOC

My Grid Square:

b. Addressee

- i. Address messages to Winlink users with just their callsigns.
  1. Winlink adds @winlink.otg.
- ii. Address non-Winlink users with their full email addresses.
- iii. When a message is sent from Winlink to an external address, that address is added to the White List so Winlink will accept incoming messages from that address.
- iv. Incoming messages from external addresses not on the White List must have //WL2K in the subject line to pass the spam filter.
- v. White List may be managed through your account on **Winlink.org**.



- [> My Account](#)
- [> Tools](#)
- [> News](#)
- [> Positions](#)
- [> User Programs](#)
- [> Book of Knowledge](#)
- [> Download](#)
- [> Support](#)

## Whitelist Manager

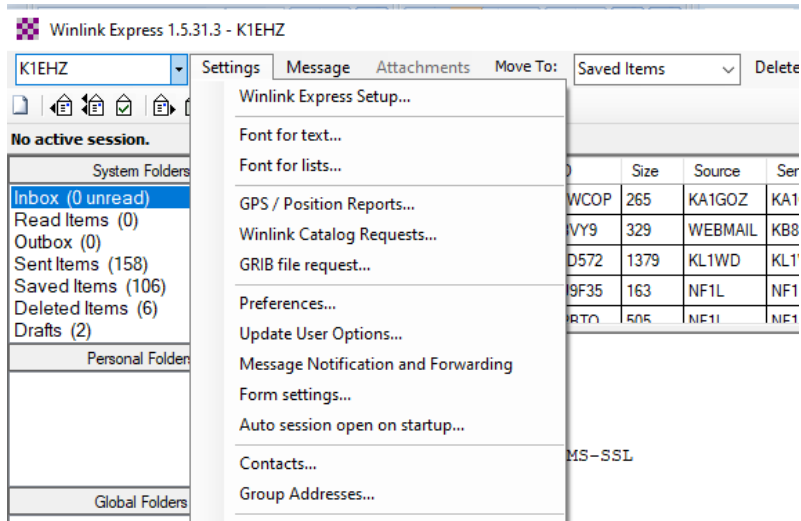
This form permits you to add or change internet-based addresses (name@domain.com) or entire domains (@domain.com) to your anti-spam accept/deny list (your "whitelist"). You can also manage your whitelist using your radio client with command messages as described [in this article](#). This information is also found in the Winlink Catalog (available on-air as item SPAM.CONTROL in the WL2K\_HELP category).

Whitelist entries for K1EHZ

Address: <input type="text"/>	<input checked="" type="checkbox"/> Allow	<input type="button" value="Save"/>
Address	<input type="checkbox"/> Allow	<input type="button" value="Save"/>

## 5. Contacts and Group Addresses

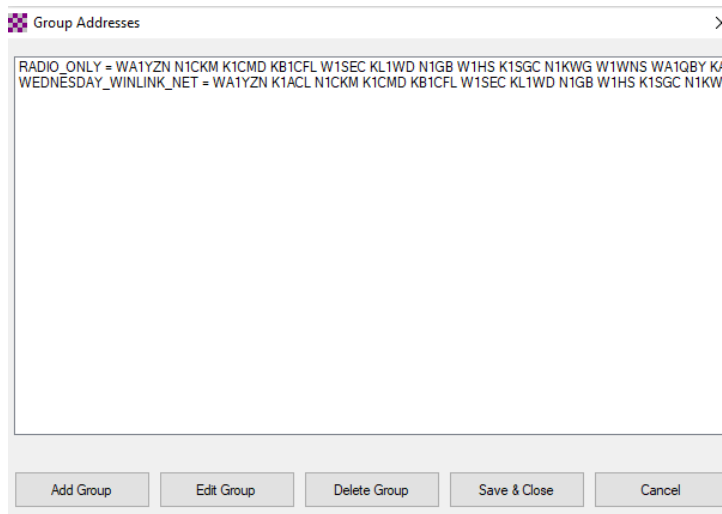
### a. Contacts and Group Addresses are managed from **Settings**



### b. Contacts

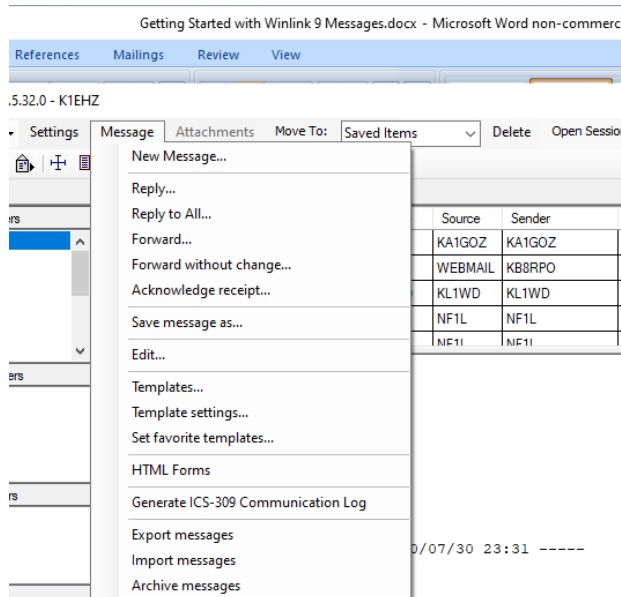
Name	E-mail	Notes	Server
USERS	USERS	Group address	

### c. Groups



## 6. Logging

- Winlink has built-in capability to produce an **ICS-309 Communication Log**
- In the main screen go to **Message** → **Generate ICS-309 Communication Log**



- This opens a screen to set up the ICS-309 header information and time period for the log.

The screenshot shows the 'Generate ICS-309 Communication Log' dialog box. It contains several sections for configuring the log:

- Select Message Mailboxes:** Checkboxes for Inbox, Read, Saved, Outbox, Sent, Deleted, Drafts, Personal 1, Personal 2, and Global.
- Message Date Range:** Checkboxes for 'Limit start date/time' (2018-10-01 09:43) and 'Limit end date/time' (2019-09-13 09:43).
- Page Layout Options:** Radio buttons for 'Separate entry for each recipient' and 'Combine recipients into a single entry'.
- Format of Dates on Report:** A dropdown menu set to 'mm/dd/yy' and a checkbox for 'UTC time'.
- Task Information:** Fields for Task ID (Combined Entry Log), Task Name (Winlink Training), Operational period (11/14/2018 to 9/16/2019), Operator name (jt), and Station ID (K1EHZ).
- Output pdf file:** A text field with the path 'C:\Users\Jay\Desktop\Winlink ICS-309\ICS-309 E' and a 'Browse' button.

Buttons for 'Generate ICS-309' and 'Exit' are at the bottom.

- Click on **Generate ICS-309** to save the log as a PDF. Note where the log is saved so you can open it with your PDF reader.

COMMUNICATIONS LOG		TASK # Combined Entry Log		DATE PREPARED: 09/17/20
OPERATIONAL PERIOD # 11/14/2018 to 9/18/2019			TASK NAME: Winlink Training	
RADIO OPERATOR NAME: jt			STATION ID: K1EHZ	
LOG				
TIME	FROM	TO	SUBJECT	
10/01/18 13:49	KA1UN	K1EHZ	//WL2K ELH	
10/01/18 18:23	W1EAA	K1EHZ	//WL2K winlink	
10/03/18 17:13	K1EHZ	KA1UN W1EAA K1EHZ	//WL2K Digipeater Test Message	
10/03/18 17:17	K1EHZ	KA1UN W1EAA K1EHZ	//WL2K Digipeater Test Message #2	
10/03/18 17:33	KA1UN	K1EHZ	//WL2K Test	
10/03/18 17:40	K1EHZ	KA1UN	Re: //WL2K Test	
10/04/18 10:23	W1EAA	K1EHZ	//WL2K digipeater	
10/10/18 08:48	WQ2H	K1EHZ	//WL2K Test for Pactor	
10/10/18 10:28	K1EHZ	WQ2H	ACK: //WL2K Test for Pactor	
10/18/18 19:07	K1EHZ	KA1UN jtaft@comcast.net	//WL2K Winlink by HT	
10/18/18 20:43	KA1UN	K1EHZ	//WL2K Update	
10/20/18 09:11	jtaft@comcast.net	K1EHZ	Test message 1	
10/25/18 09:24	K1EHZ	jtaft@comcast.net	//WL2K Test Attachment	
10/25/18 09:25	K1EHZ	jtaft@comcast.net	//WL2K Attachment Test	
10/25/18 13:21	K1EHZ	jtaft@comcast.net	//WL2K Attachment test	
10/25/18 13:50	K1EHZ	KA1UN ham1radio@comcast.net	//WL2K Test sending attachment	
10/25/18 19:28	WA1QBY	K1EHZ	//WL2K test	

7. Webmail

- a. Each Winlink account holder also has a Webmail account
- b. Webmail can be accessed through your Winlink account page, left column
- c. Webmail can also be accessed at this url
  - i. <https://webmail.winlink.org:446/>
    - 1. To reach a login page directly

