

## September 2019 SDG Winlink Desktop Exercise

Desktop Exercise steps:

### SET UP

0.0 If you have not already done so, download and install the free Winlink software from:

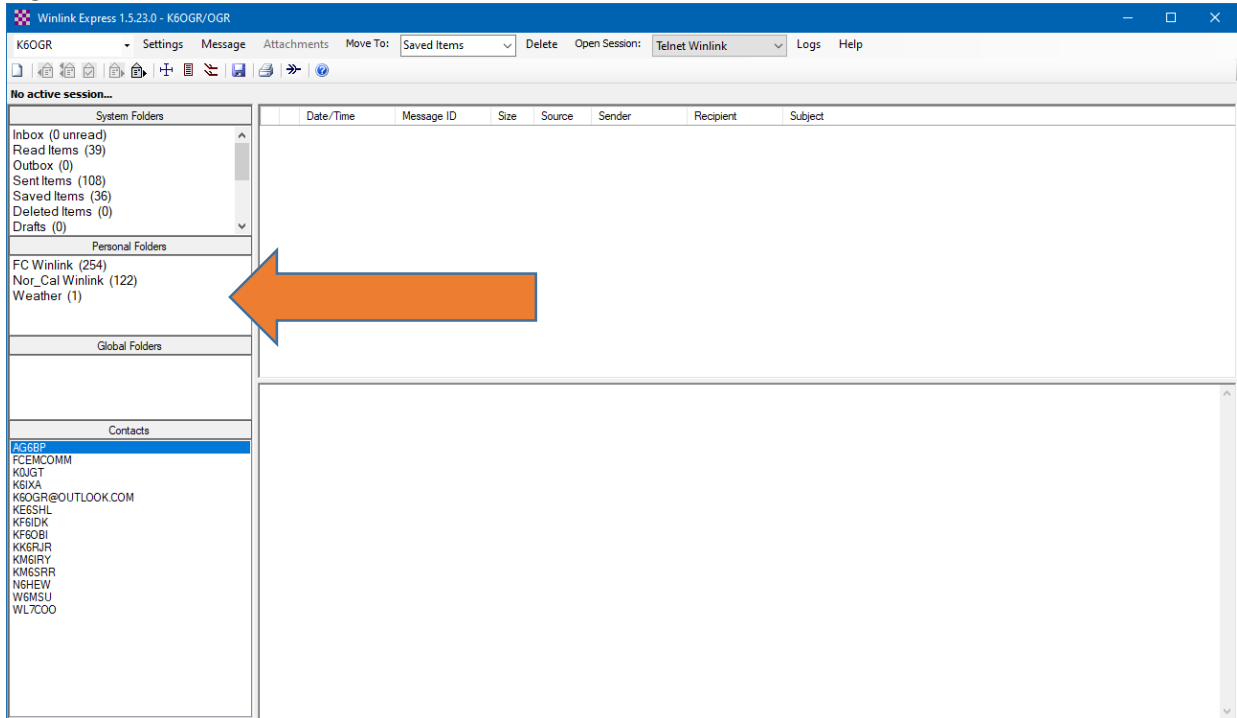
<https://winlink.org/WinlinkExpress>

0.1 Using the help documentation set up Winlink normally

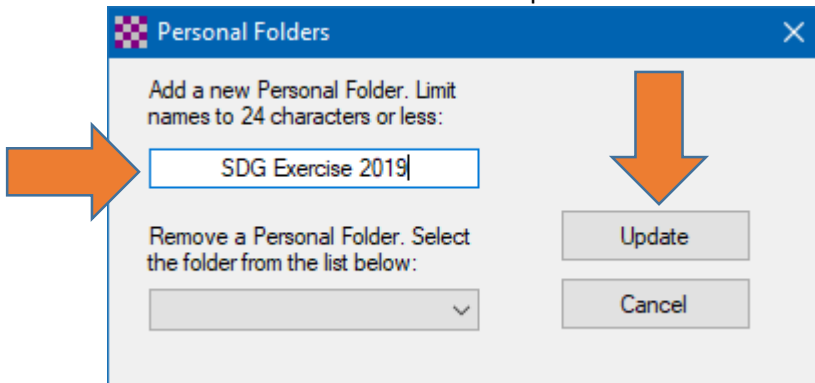
0.2 test your Winlink software by sending and receiving emails via Internet to and from your regular email account (e.g., gmail)

1.0 In your Express software, create a "Personal Folder" for this exercise so that you have control over which messages appear in your ICS Form 309, and so that you can filter irrelevant ragchew messages out of your 309.

1.1 Right click in the box underneath "Personal Folders"



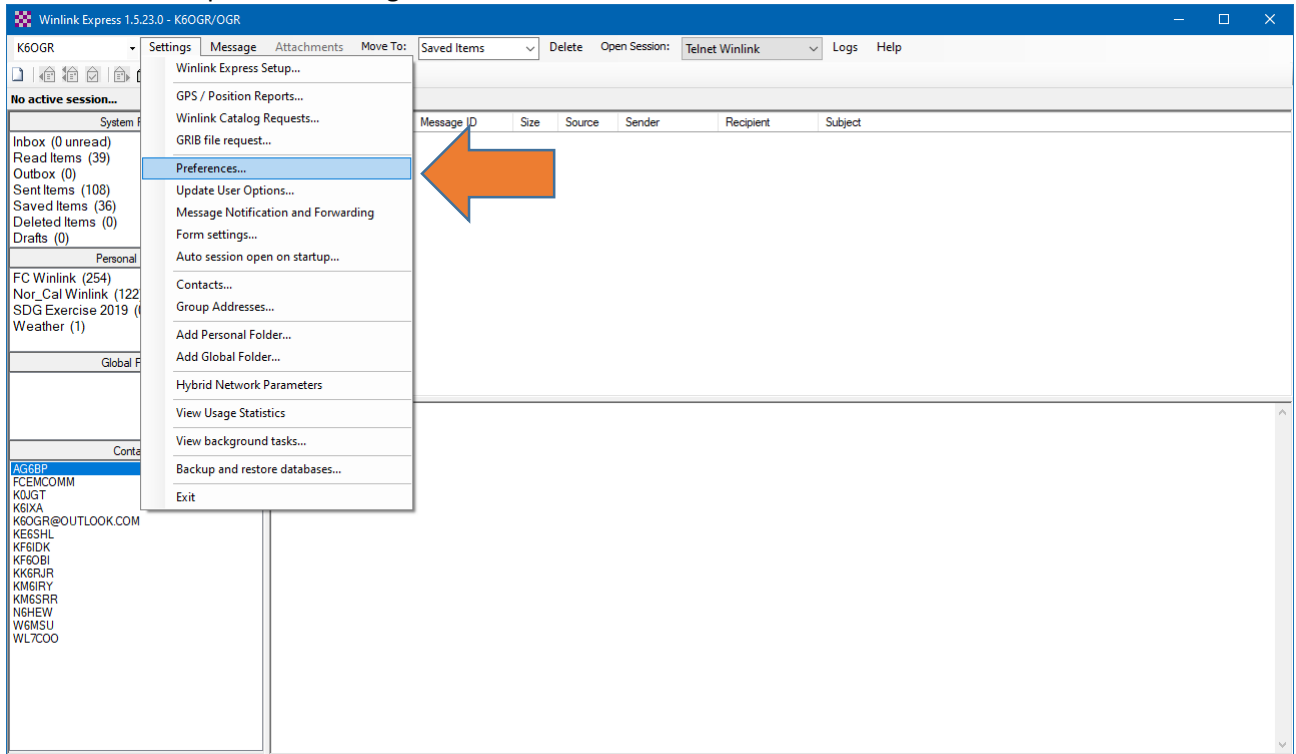
1.2 Enter a folder name and click on "Update"



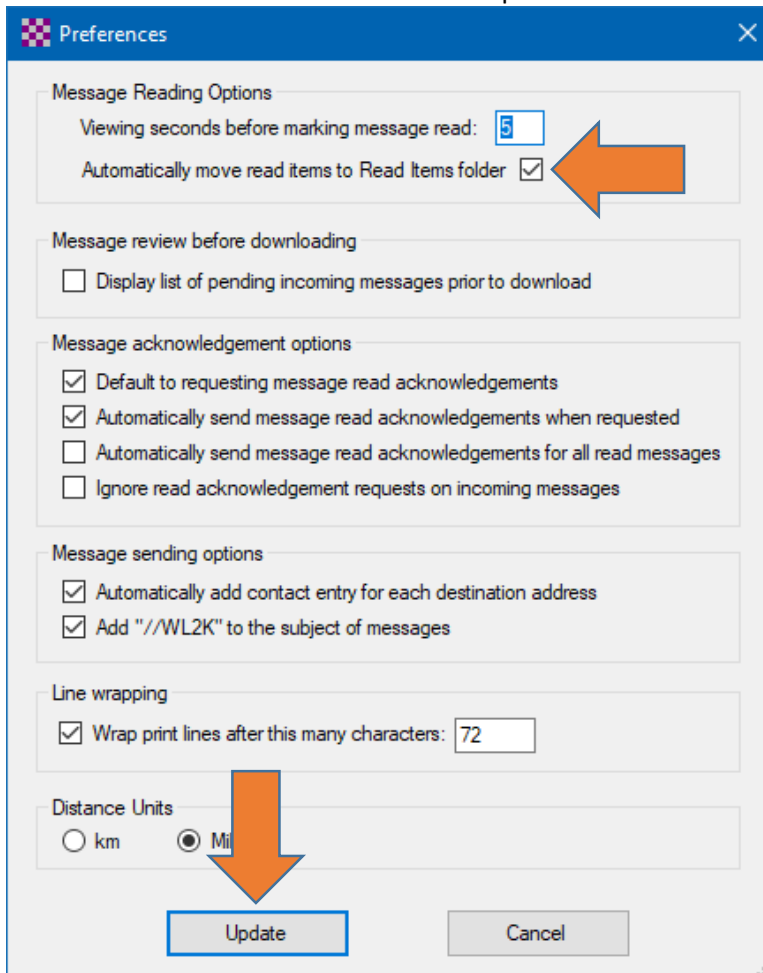
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2.0 Turn off the automatic "send read messages to read messages folder" option (if it happens to be on).

2.1 Under the top menu "Settings" click on "Preferences"



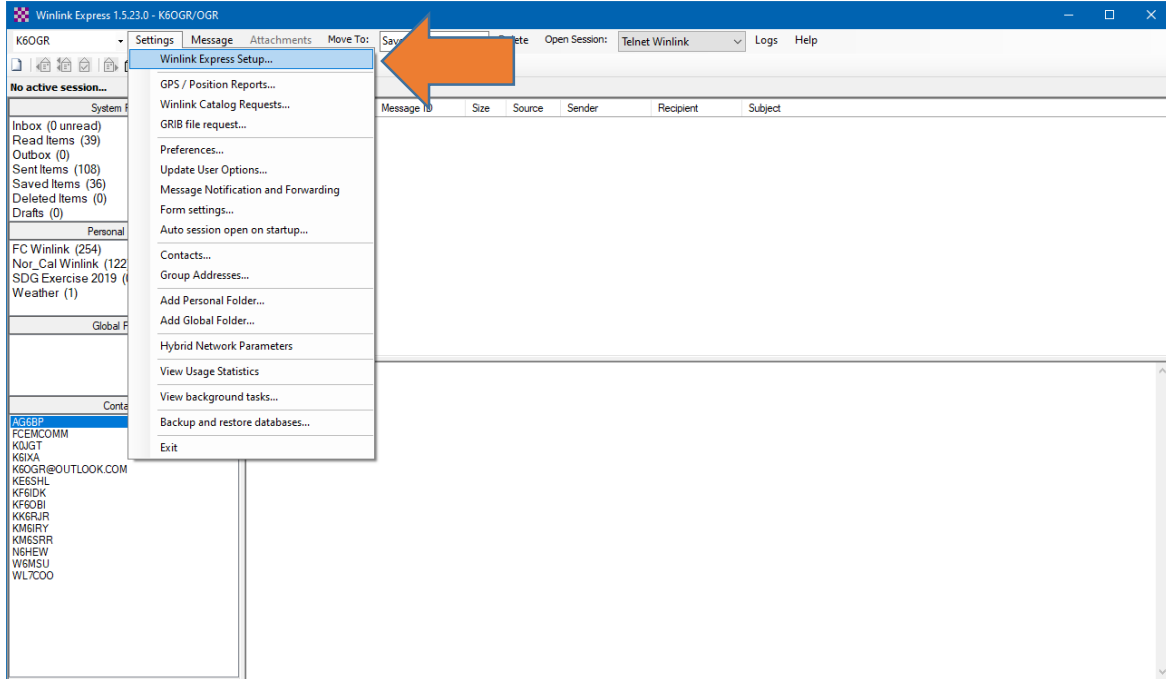
2.2 Remove the check mark here and click "Update"



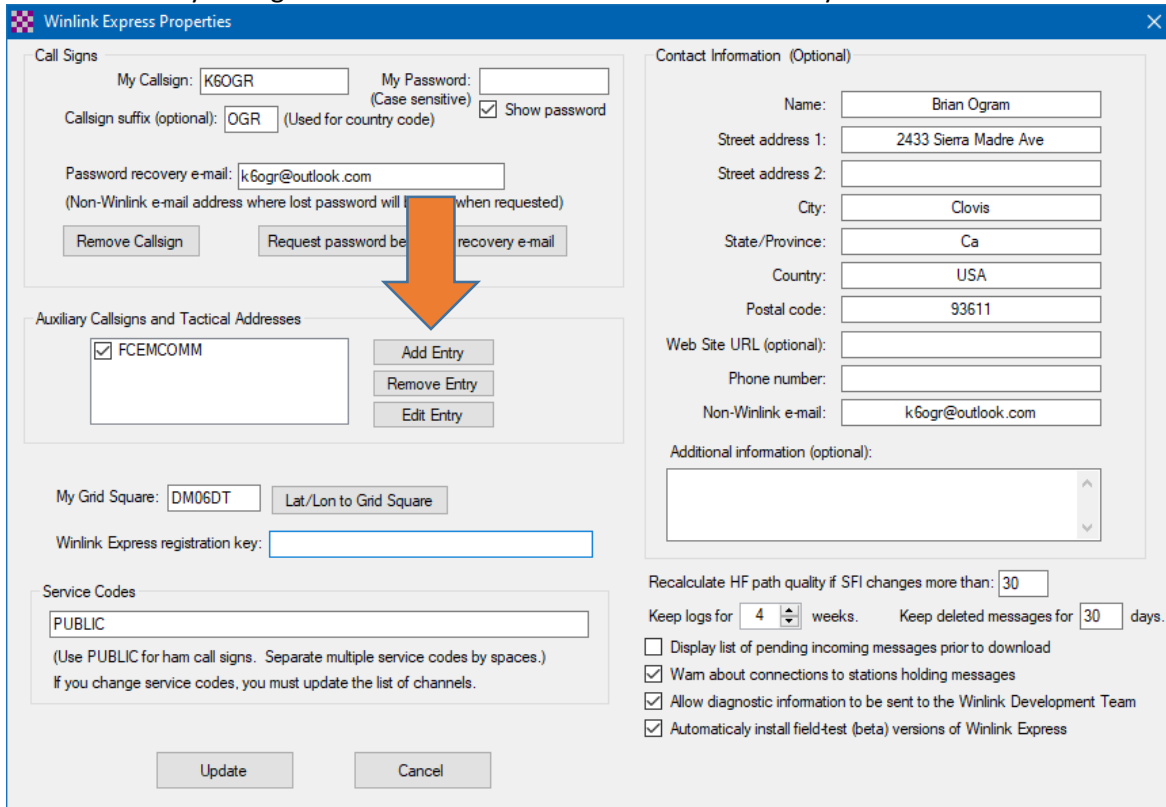
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3.0 Create a Winlink tactical address formatted as "DRILL-your call sign suffix", such as "DRILL-RJF" or "DRILL-KU" and enable that tactical address.

3.1 Under the top menu "Settings" click on "Winlink Express Setup..."

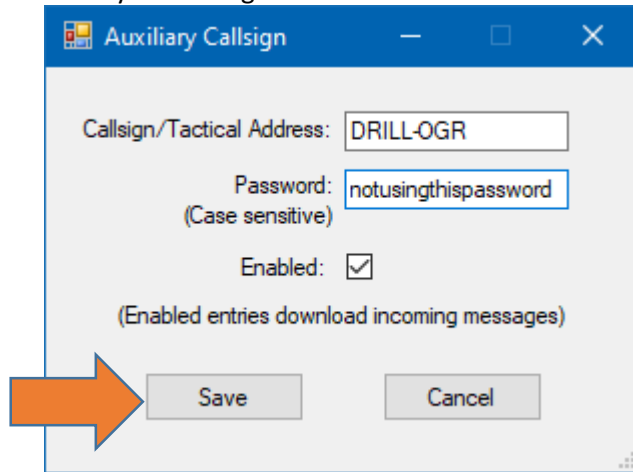


3.2 Under "Auxillary Callsigns and Tactical Addresses" Click on "Add Entry"



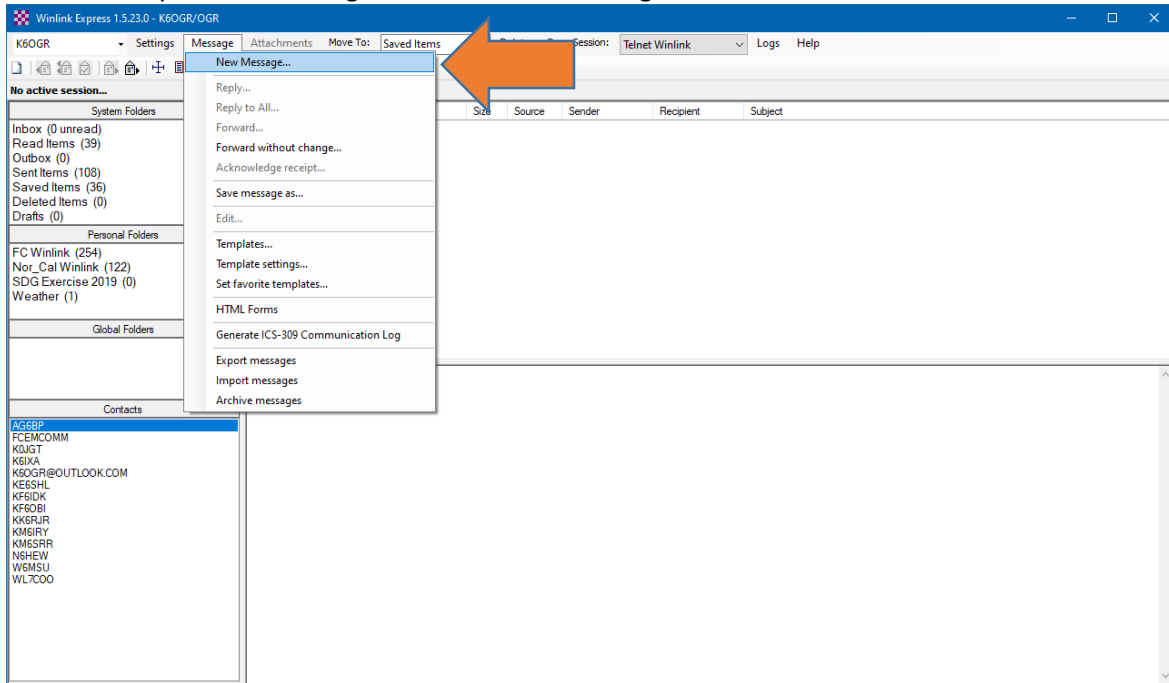
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3.3 Enter your call sign as “Drill-suffix” and set an easy to remember password then click “Save”

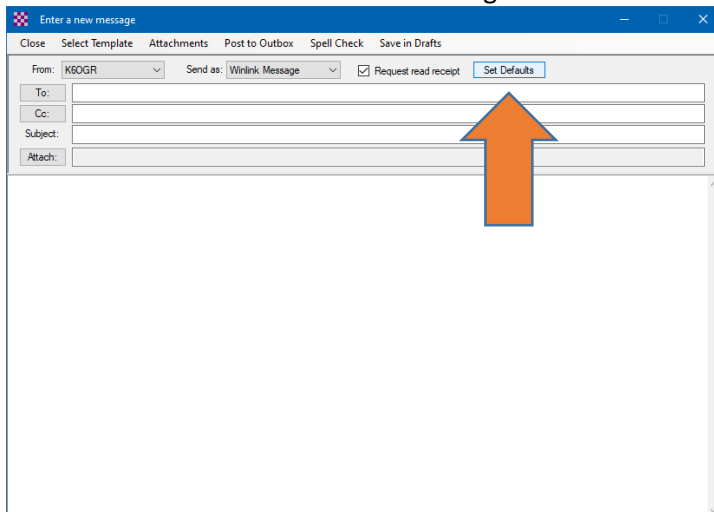


4.0 Set Defaults. Select your tactical address as the default sending address, and for this exercise, send all Winlink traffic from your tactical address.

4.1 Under the top menu “Message” click on “New Message”

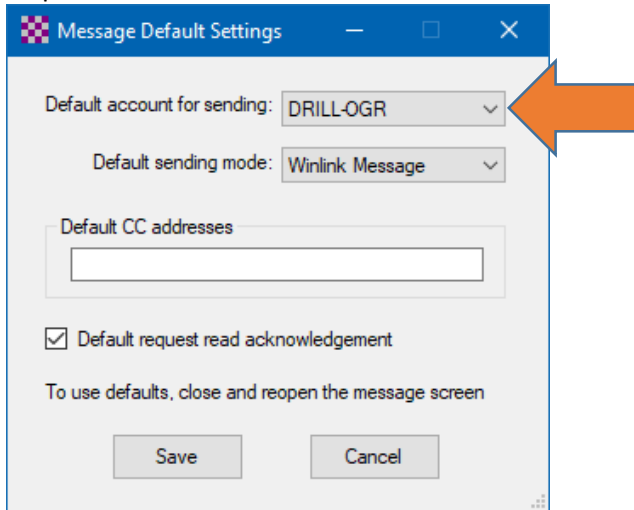


4.2 Click on “Set Defaults” within the message window



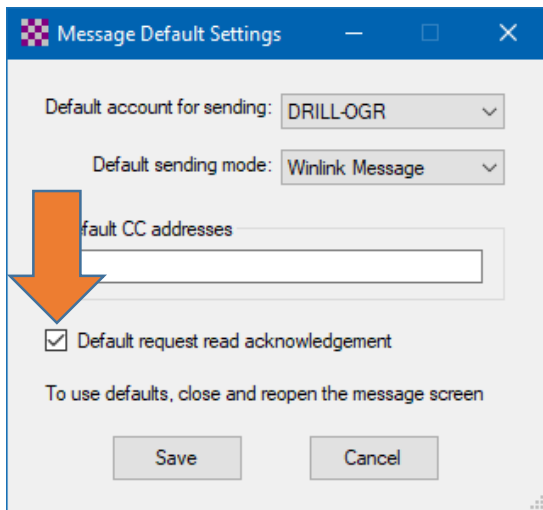
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4.3 Change the “Default account for sending” to your exercise tactical call sign DO NOT click “Save”, proceed to step 5.0



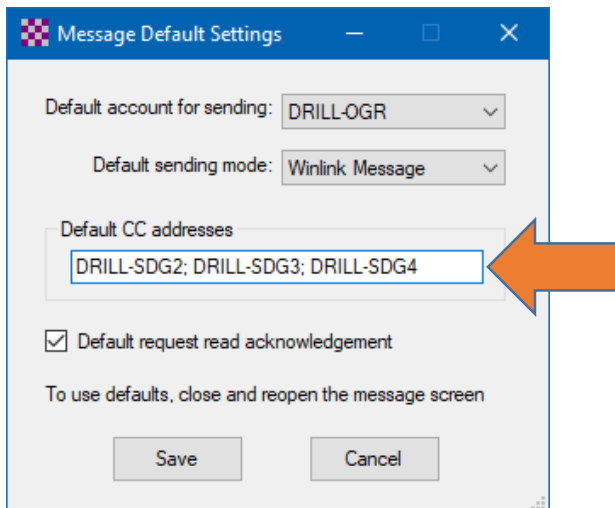
5.0 Set Defaults. Set your tactical address default to always request a read receipt ACK.

5.1 Here:



6.0 Set Defaults. Add as automatic CCs the Winlink addresses: DRILL-SDG2, DRILL-SDG3, DRILL-SDG4. Also, add your personal Gmail or Yahoo email address as an automatic if you would like to receive confirmation copies of your own traffic.

6.1 Here and NOW click “Save”

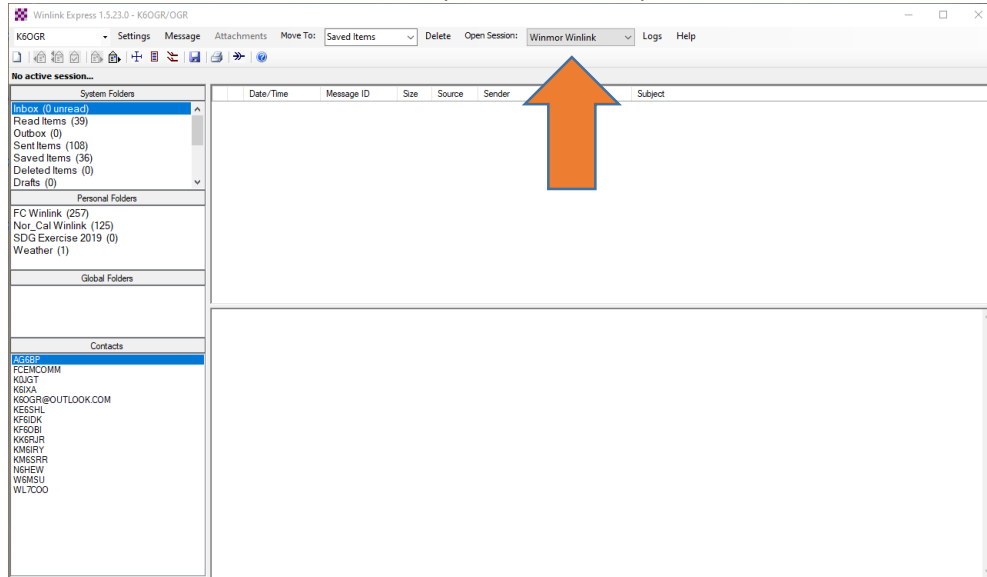


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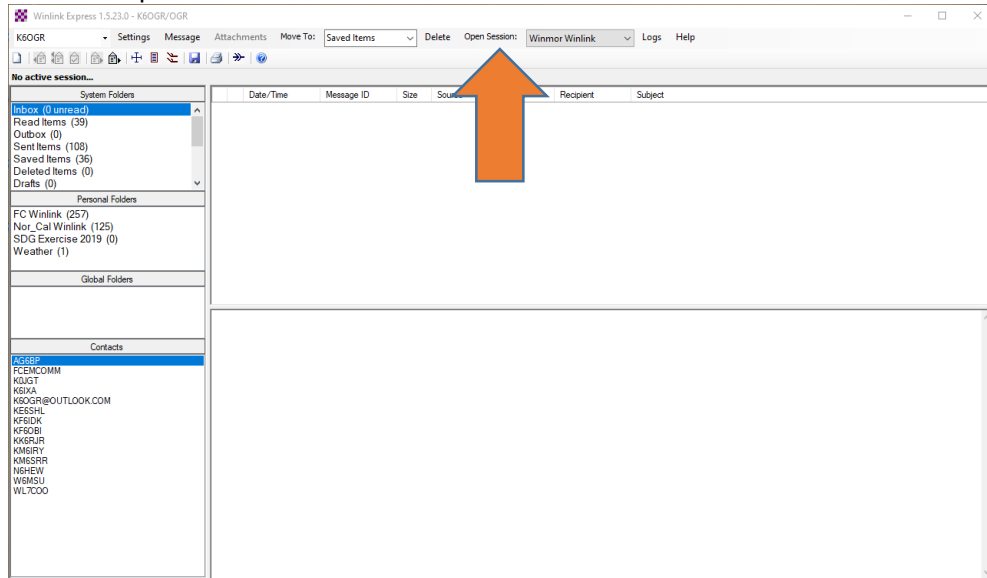
7.0 Update your VHF and HF channel selection tables. (You do not need to connect to a radio or TNC to update the tables through the Internet.)

7.1 Update HF channel selection tables:

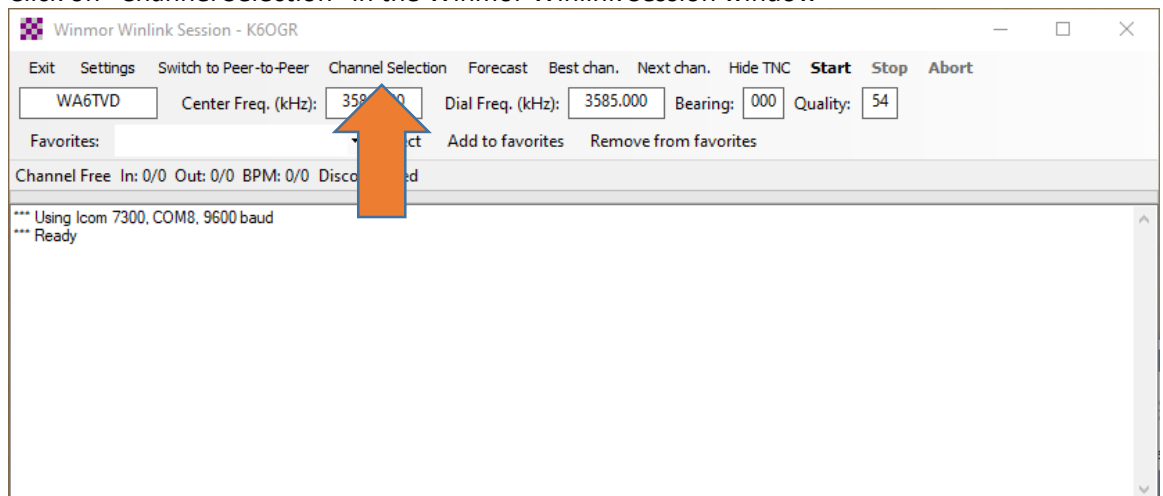
7.1.1 Select "Winmor Winlink" from the Open Session: drop down



7.1.2 Click on "Open Session:"



7.1.3 Click on "Channel Selection" in the Winmor Winlink Session window



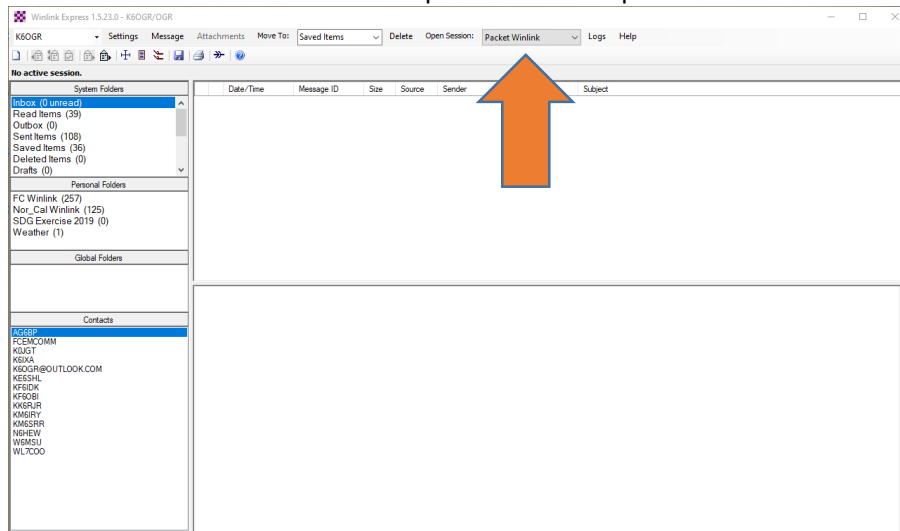
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### 7.1.4 Click on "Update Table Via Internet"

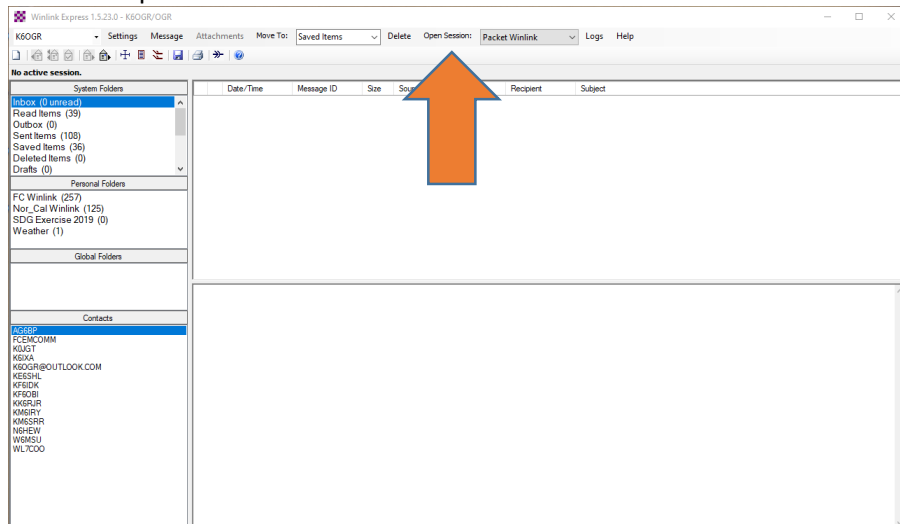
HF Channel Selector										
Exit Select <b>Update Table Via Internet</b> Update Table Via Radio Forecast SFI All RMS										
Callsign	Frequency (kHz)	Power (W)	Grid Square	Hours	Group	Distance (mi)	Bearing (Degrees)	Path Reliability Estimate	Path Quality Estimate	
3B8DU	7052.500	1600	LG89SQ	00-23	PUBLIC	11274	009	0	0	
3B8DU	10144.500	1600	LG89SQ	00-23	PUBLIC	11274	009	0	0	
LA5G	7053.500	1600	JP50IS	00-23	PUBLIC	5134	023	0	0	
3B8DU	21080.000	1600	LG89SQ	00-23	PUBLIC	11274	009	0	0	
AB4NX	3588.500	1600	EM73WT	00-23	PUBLIC	2003	085	0	0	
AB4NX	7103.000	1600	EM73WT	00-23	PUBLIC	2003	085	0	0	
AB4NX	10145.000	1600	EM73WT	00-23	PUBLIC	2003	085	0	10	
AB4NX-2	28134.000	1600	EM73WT	00-23	PUBLIC	2003	085	0	0	
AD5EO	3590.000	1600	EM34QN	00-23	PUBLIC	1521	088	0	0	
AD5EO	7103.000	1600	EM34QN	00-23	PUBLIC	1521	088	0	0	
AE5ME-13	3596.500	1600	EM26BA	00-23	PUBLIC	1322	085	0	0	
AE5ME-13	7101.500	1600	EM26BA	00-23	PUBLIC	1322	085	0	10	
AJ4FW	3595.000	1600	FM07BC	00-23	PUBLIC	2180	077	0	0	
AJ4FW	7103.700	1600	FM07BC	00-23	PUBLIC	2180	077	0	0	
AJ4FW	10146.000	1600	FM07BC	00-23	PUBLIC	2180	077	0	0	
LA5G	10146.000	500	JP50IS	00-23	PUBLIC	5134	023	0	0	
LA7F	7049.000	500	JP77QG	00-23	PUBLIC	4868	017	0	0	

### 7.2 Update VHF channel selection tables:

#### 7.2.1 Select "Packet Winlink" from the Open Session: drop down

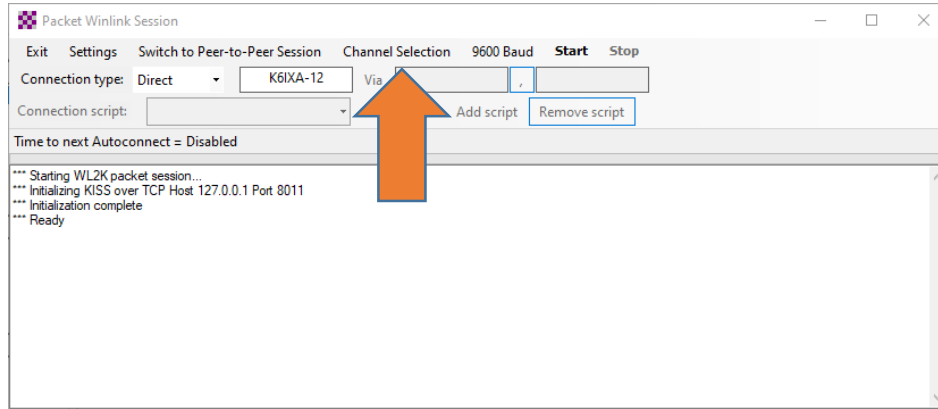


#### 7.2.2 Click on "Open Session:"

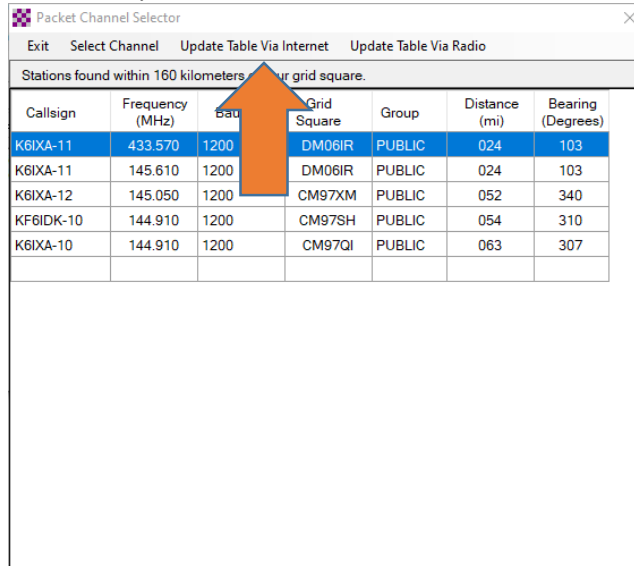


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### 7.2.3 Click on "Channel Selection" in the Packet Winlink Session window

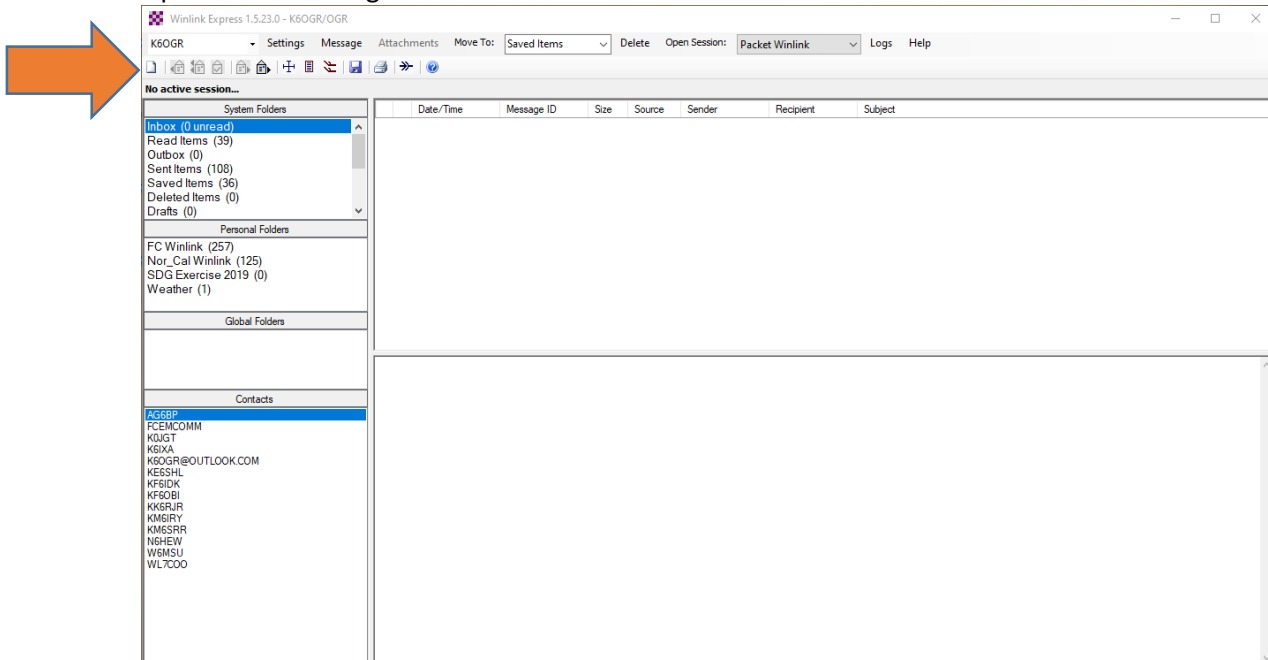


### 7.2.4 Click on "Update Table Via Internet"

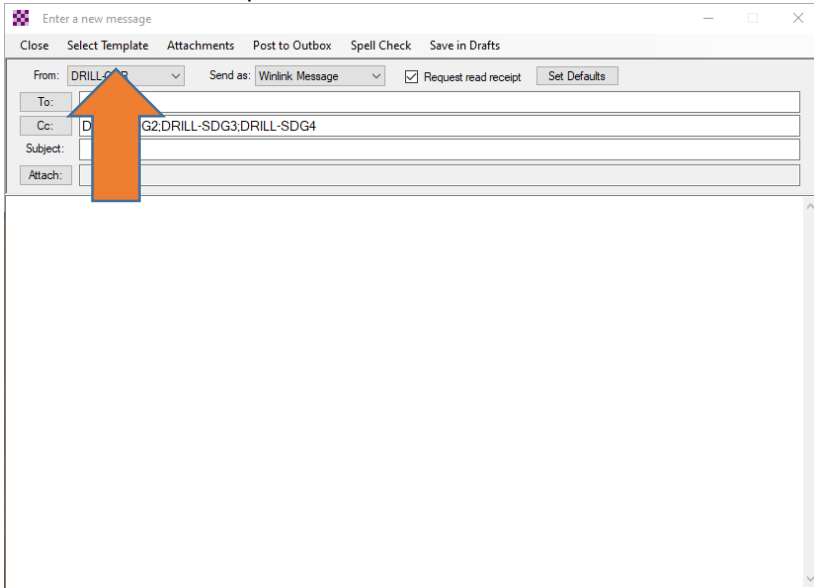


8.0 Using the Winlink software, create an ICS-214A Individual Activity Report, change the header to your call sign, log a couple of entries (such as, "started drill,") then save and close the draft form so that you can work on other forms.

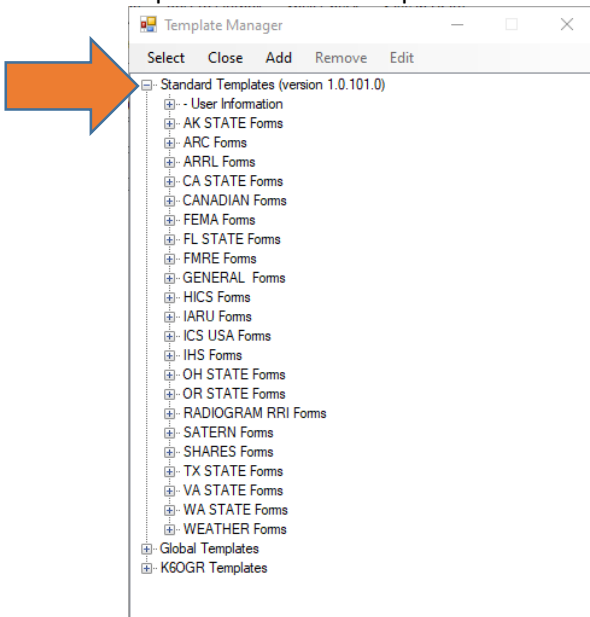
### 8.1 Open a new message



### 8.2 Click on "Select Template"



### 8.3 Expand "Standard Templates"



### 8.4 Expand "ICS USA Forms"

