

## **Send Radiograms via Winlink for out of state traffic**

Follow these steps:

1. Open up Winlink Express
2. Select New Message
3. Select Templates
4. Select Standard Templates
5. Select Radiograms and RRI Forms
6. Select Radiogram.TXT
7. Fill out the form
8. At the bottom of the page, click on the link to select a liaison station.
9. A pop up window will appear with a list of regional hubs and their associated states/provinces
10. Select the region you want based on the state/province the radiogram is going to. For example, select region 9 for a radiogram headed to Illinois.
11. After selecting the region close out the pop window
12. Select submit from and the bottom of page
13. This should bring up the regular Winlink email message screen with the message already addressed to the RRI Region you selected. You can copy yourself by adding your own email to the copy list if you wish.
14. Put the message in the outbox and send it as you would any regular Winlink message.
15. The regional hub mailboxes are monitored frequently and they will forward your message to the appropriate traffic nets in those areas.