

Winlink Express, WoAD (Android), and RadioMail (iOS)

Message Creation & Submittal

VERSION / DATE: V1.0 / 4/08/26

Michigan ARPSC / ARES District 8

WHO: Any Amateur Radio Operator with Winlink capability

WHEN: Sending any message, including template

WHAT/WHY: “Winlink is a premier, volunteer-run, worldwide radio email system that provides critical, robust, and asynchronous data communication for amateur radio operators. It enables sending and receiving emails over RF (radio frequency) when the internet is unavailable, making it indispensable for emergency, disaster relief (ARES/RACES), and remote maritime communications.” <https://winlink.org/>

WHERE: Via preferred Winlink application:

- Winlink Express <https://winlink.org/WinlinkExpress>
- WoAD for Android <https://woad.sumusltd.com/>
- RadioMail for iOS <https://radiomail.app/>

PREREQ: Having one of the above applications installed and operational on PC or phone.

ADDITIONAL RESOURCES: [WaveTalkers YouTube](#)

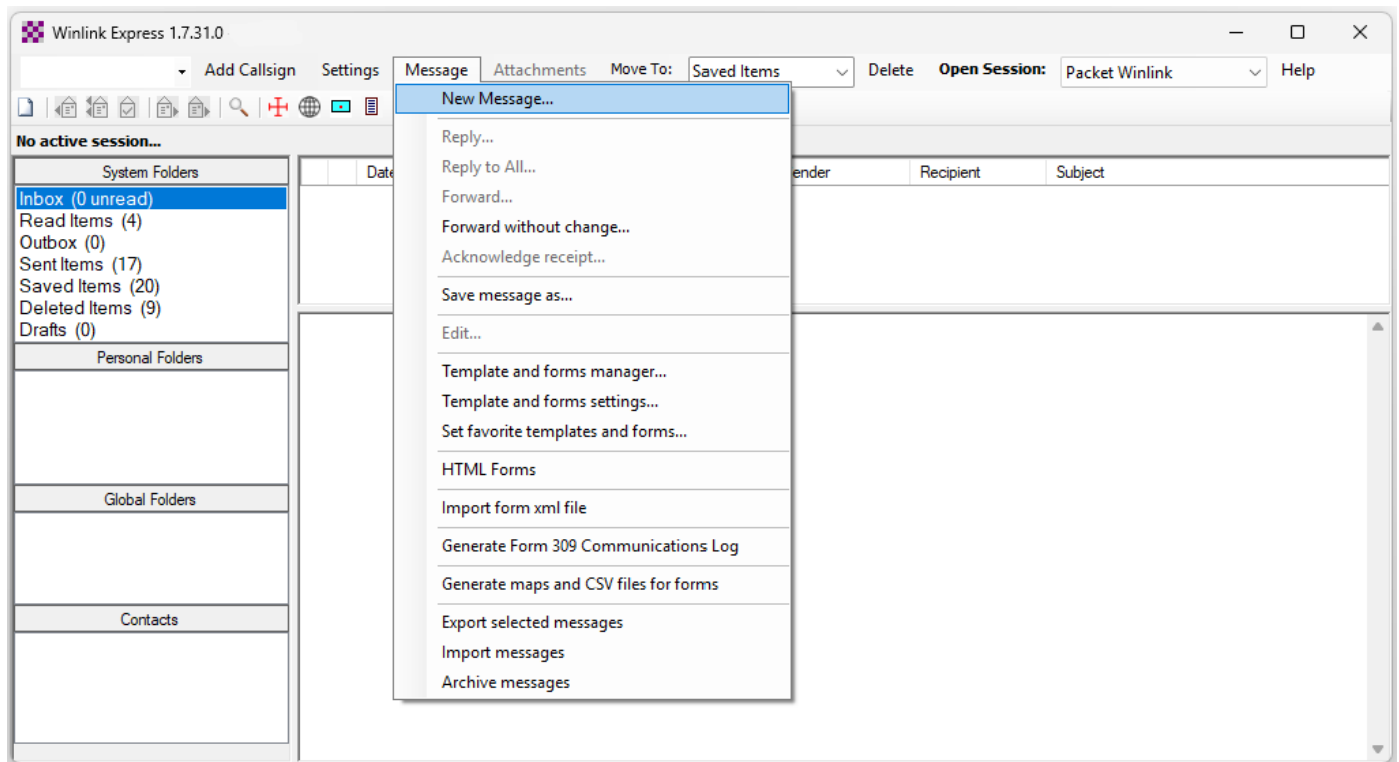
HOW: Winlink Express

a) Open app from desktop or search bar



b) Select

1. “Message” from the header and
2. “New Message” from the drop-down menu.



- c) **For Text Email with or without attachments** - Enter the appropriate information (corresponding to red numbers on screenshot):
1. Ensure your callsign is correct from initial setup.
 2. Enter callsign(s) or email addresses, separated by semi-colons, of those to receive via “To”.
 3. Enter callsign(s) or email addresses, separated by semi-colons, of those to receive via “Cc”.
 4. Enter the “Subject”
 5. Attach files as needed.
 6. Enter the email body text.

Enter a new message

Post to Outbox Select Template Attachments Spell Check Save in Drafts Close

1 From: Send as: Winlink Message ☐ Request message receipt Set Defaults

2 To: W8NBY;

3 Cc:

4 Subject: Winlink Training

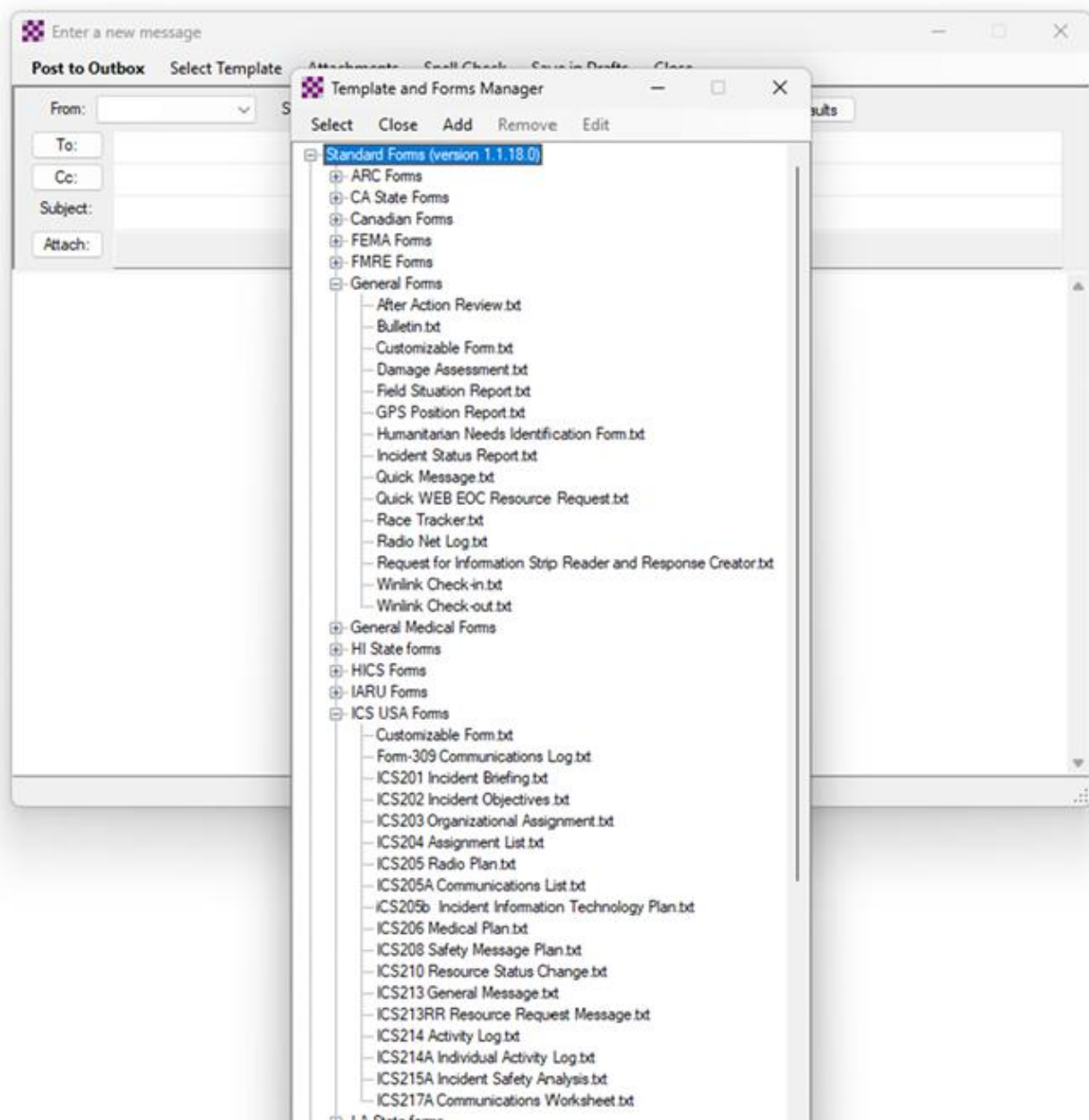
5 Attach:

Example Text

73 6

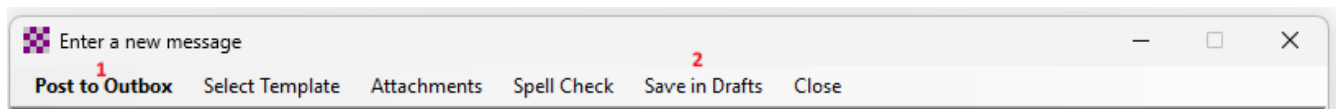
d) For Template based emails

1. Ensure your callsign is correct from initial setup.
2. Click “Select Template” from the menu bar, then:
 - i. Standard Forms
 1. NOTE: Most commonly used Templates are under “General Forms or ICS USA”
3. Complete form per instructions
 - i. NOTE: Some forms accept “To” and “Cc” directly in the form, others require entry on the “New Message” screen.
 - ii. NOTE: See “Winlink Field Situation Report (SITREP) Creation & Submittal” for a specific example



e) When complete, you can either:

1. Select “Post to Outbox” or
2. Select “Save in Drafts” for revision at a later time.

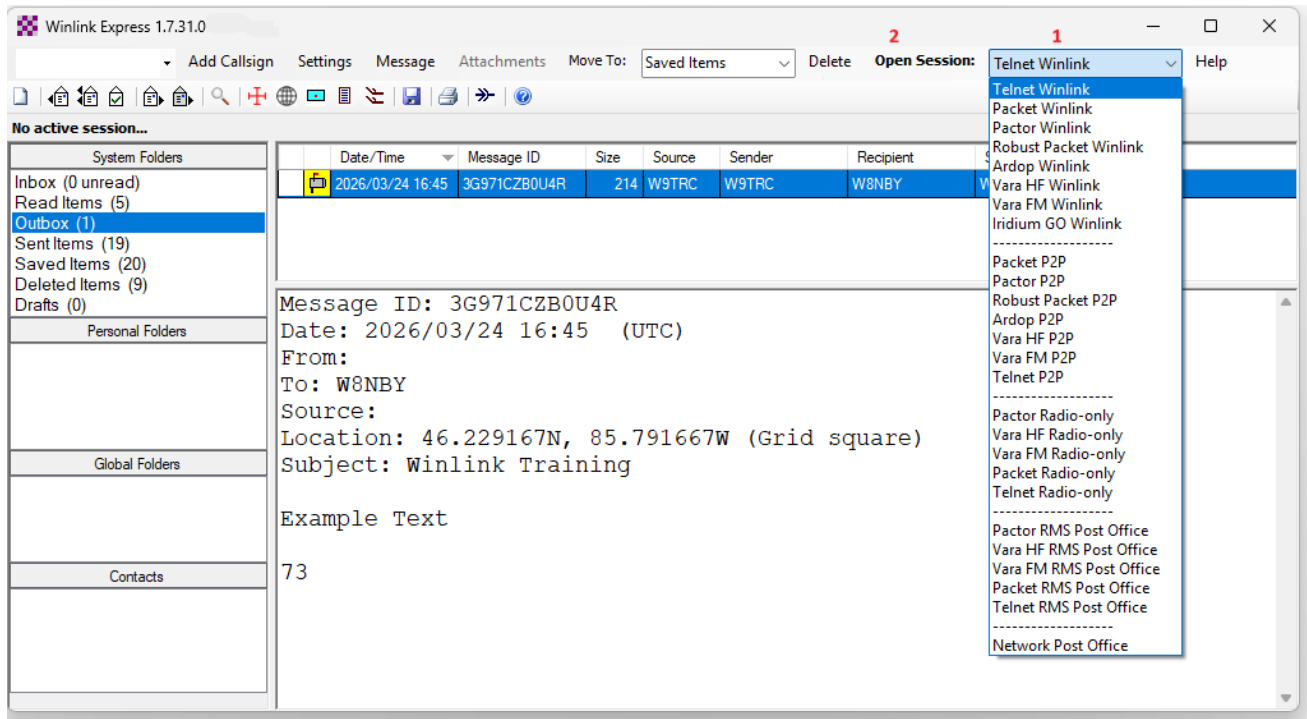


f) When ready to send the message

1. Select the appropriate Session Type from the dropdown menu.
Some common examples include:
 - i. “Telnet Winlink” which only requires an Internet Connection

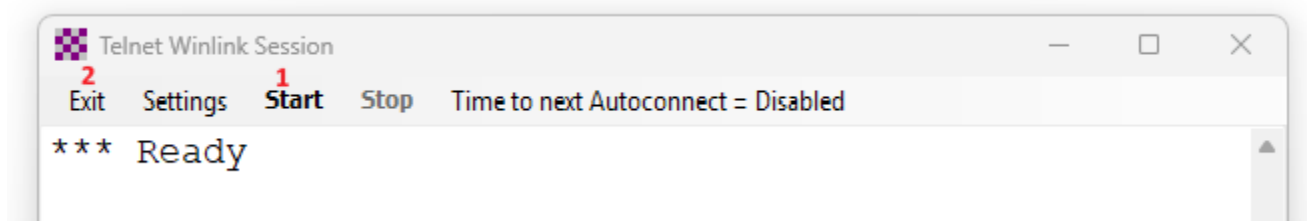
- ii. “Packet Winlink” which is used to connect to locations like the W8NBY 145.07 Gateway
- iii. “VARA HF” which is used to connect via a Gateway via an HF radio.

2. Click “Open Session” from the top menu bar.



g) Send Message

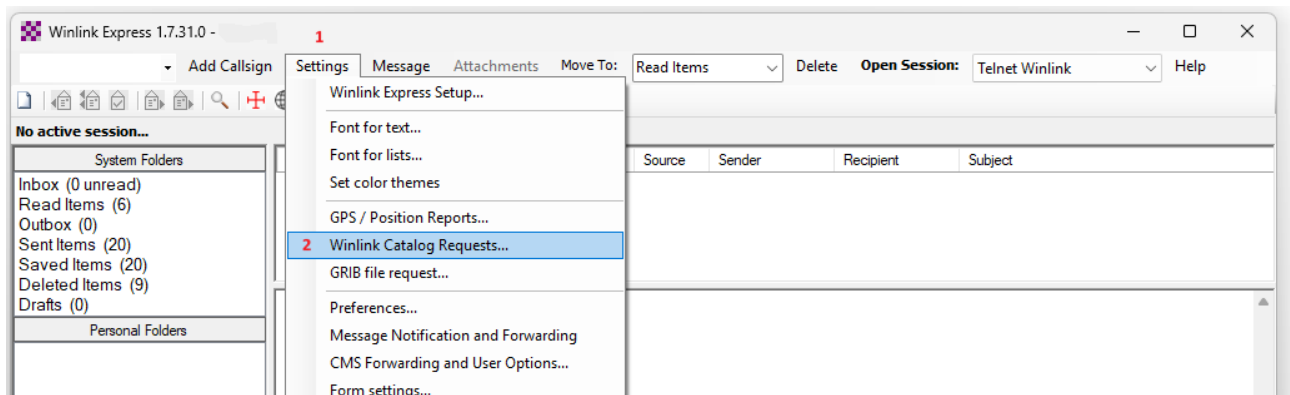
1. Click “Start” – the session method will connect and the message will send.
2. Click “Exit” out of the session when completed.



h) Click “X” to get out of the Winlink application window.

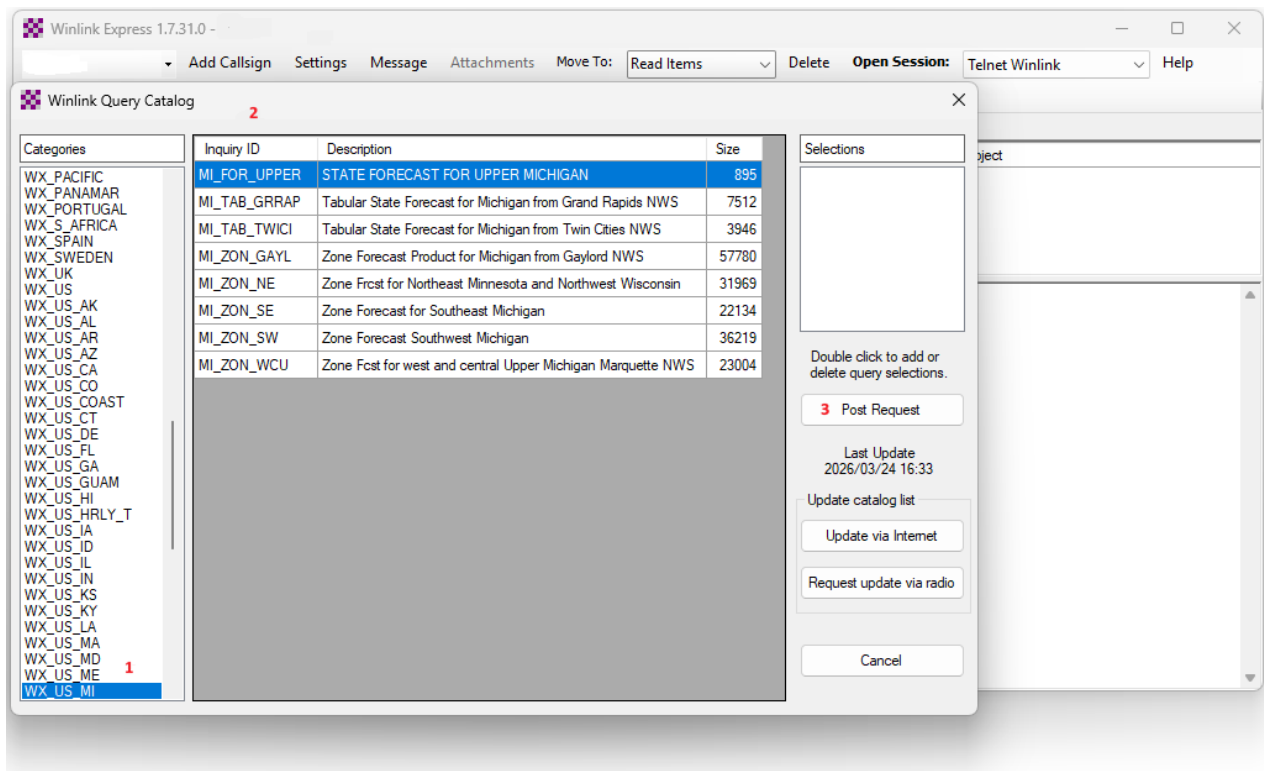
BONUS TIP – Using Catalog Requests

- a. Click “Settings” from the Menu Bar
- b. Click “Winlink Catalog Requests” from the drop-down menu.



b) Select:

- a. A category
- b. Double click on a specific Inquiry ID(s) to move them to “Selections”.
- c. Click “Post Request”. This moves the Request to the Outbox.



- c) Follow the steps above for selecting a session type and sending message.
- d) Click “X” to get out of the Winlink application window.

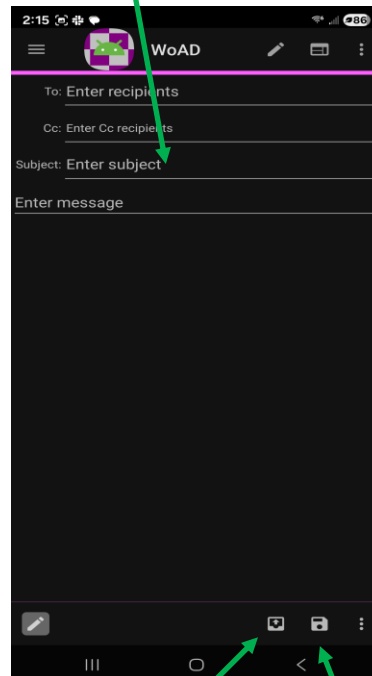
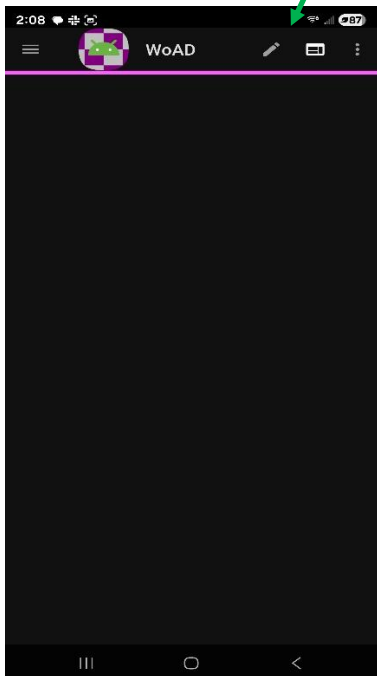
HOW: WoAD

a) Open WoAD on your phone

b) For regular message:

a. Click on “New Message”

& Fill out email.

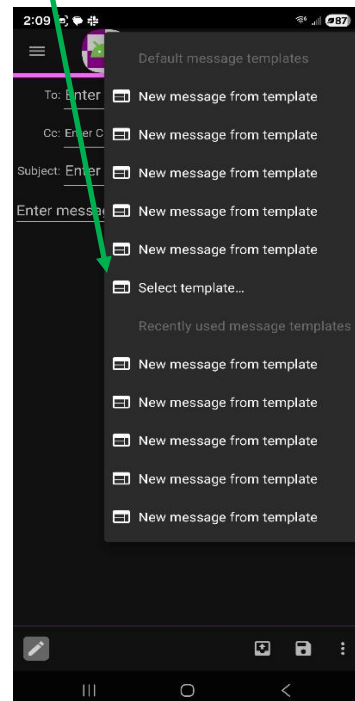
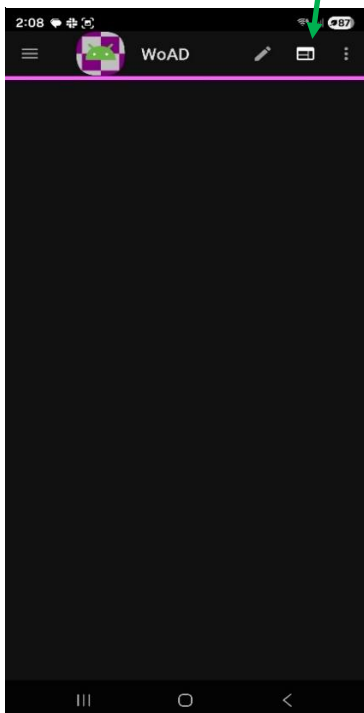


After complete, either

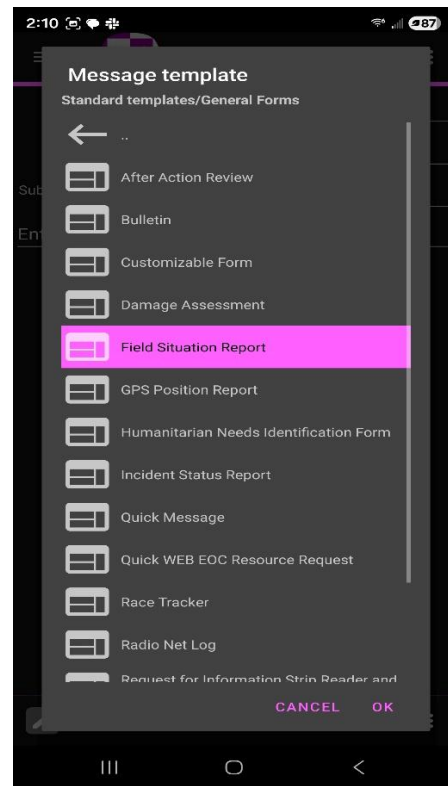
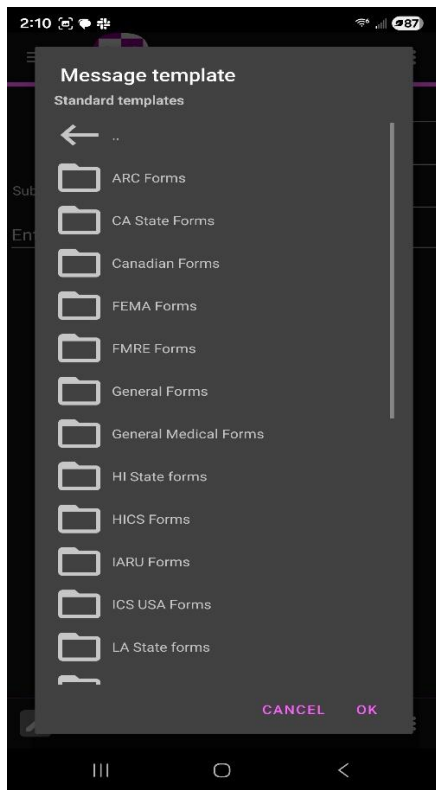
“Post to Outbox” or “Save to Draft”.

c) For templates:

a. Click on “Template” and “Select Template”



d) Select Form, Template, and fill out the template:



A screenshot of the "Field Situation Report" form. The form has a header with "WoAD" and a "FIELD S" label. Below the header, there are fields for "PRECEDENCE" (set to "R/ Routine"), "DATE/TIME" (set to "2026-03-24 18:18"), "FROM:", "TO:", and "INFO (CC):". A section titled "1. Is there an EMERGENT/LIFE SAFETY Need" has radio buttons for "YES" and "NO" (selected). Below this are fields for "2. City" and "County:". A section titled "3. Latitude and longitude" has fields for "LAT" (0.0000) and "LON" (0.0000). A note below this section states: "LAT and LON are required to map this SpotRep. If entering manually use By default, LAT, LON and MGRS to the center of the grid square listed in 3". Below this are questions "4a. POTS landlines functioning?" and "4b. VOIP landlines functioning?", both with radio buttons for "YES", "NO", and "UNKNOWN" (selected). A green arrow points to the "4b. VOIP landlines functioning?" question. At the bottom, there are icons for a list, a checkmark, a refresh, and a menu.

e) Click the check box to create a message from the form and send like a regular message in "b" above

HOW: RadioMail *TO BE DEVELOPED BY TBD iOS USER*