



**ADDING
ATTACHMENTS TO
YOUR WINLINK
MESSAGE**

KB7RHI



Open up a new message from the main Winlink Express page, click on “Message”

Winlink Express 1.7.23.1 - KB7RHI

KB7RHI Add Callsign Settings **Message** Attachments Move To: Saved Items Delete Open Session: Telnet Winlink Logs Help

No active session...

	Date/Time	Message ID	Size	Source	Sender	Recipient	Subject
System Folders							
Inbox (2 unread)							
Read Items (0)							
Outbox (2)							
Sent Items (356)							
Saved Items (0)							
Deleted Items (15)							
Drafts (0)							
Personal Folders							
Global Folders							
SEAPAC2025 (0)							
Contacts							



Select “New Message...”

Winlink Express 1.7.23.1 - K7CLL

K7CLL Add Callsign Settings Message Attachments Move To: Saved Items Delete Open Session: Telnet Winlink Logs Help

No active session...

System Folders

- Inbox (0 unread)
- Read Items (0)
- Outbox (0)
- Sent Items (7)
- Saved Items (0)
- Deleted Items (0)
- Drafts (0)

Personal Folders

Global Folders

- SEAPAC2025 (0)

Contacts

New Message...

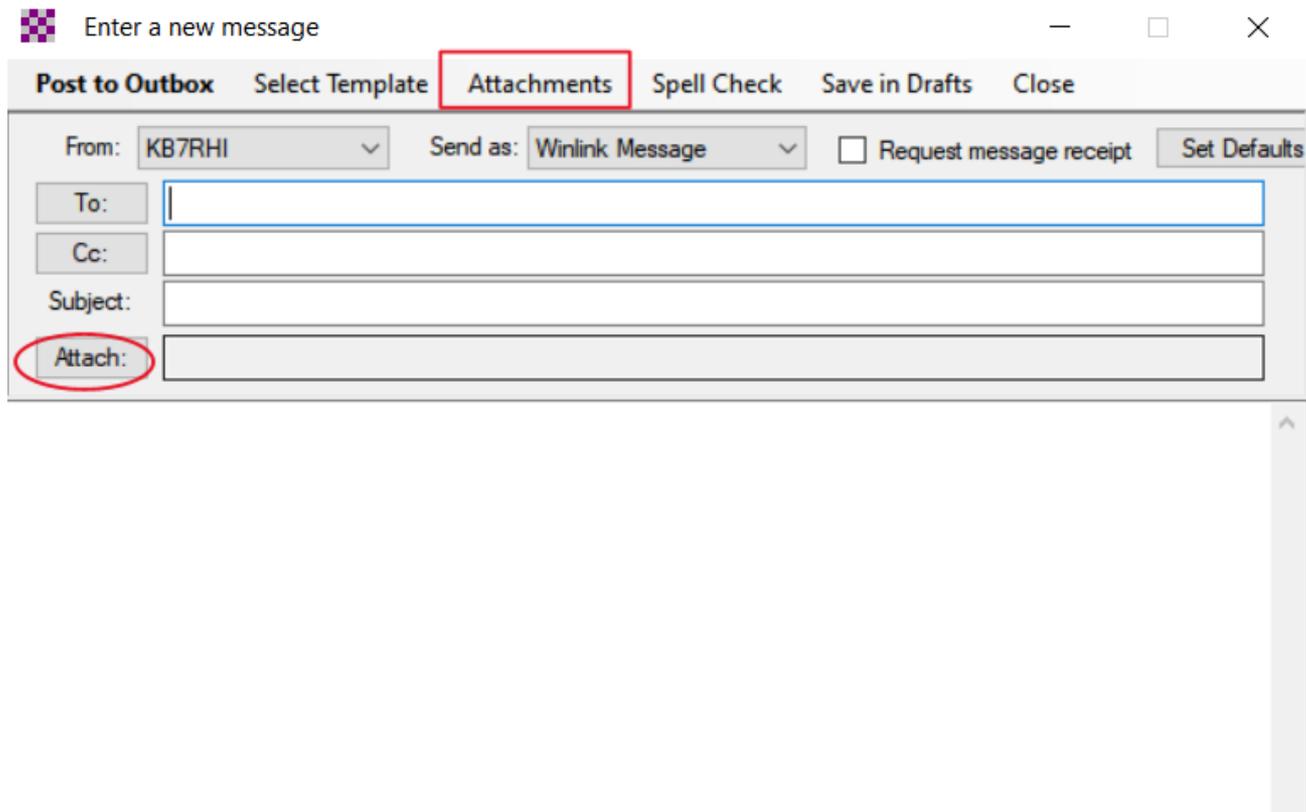
- Reply...
- Reply to All...
- Forward...
- Forward without change...
- Acknowledge receipt...
- Save message as...
- Edit...
- Template manager...
- Template settings...
- Set favorite templates...
- HTML Forms
- Import form xml file
- Generate Form 309 Communications Log
- Generate maps and CSV files for forms
- Export selected messages
- Import messages
- Archive messages

Size	Source	Sender	Recipient	Subject
237	KB7RHI	KB7RHI	K7CLL	Test message with a GPS dongle att
180	KB7RHI	KB7RHI	K7CLL	test
01083	KB7RHI	KB7RHI	K7CLL	test send
46218	KB7RHI	KB7RHI	K7CLL	test

link.org
2W (GPS)
S dongle attached



Click on “Attach” or “Attachments”...both take you to the same next step



Enter a new message

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

From: KB7RHI Send as: Winlink Message Request message receipt Set Defaults

To:

Cc:

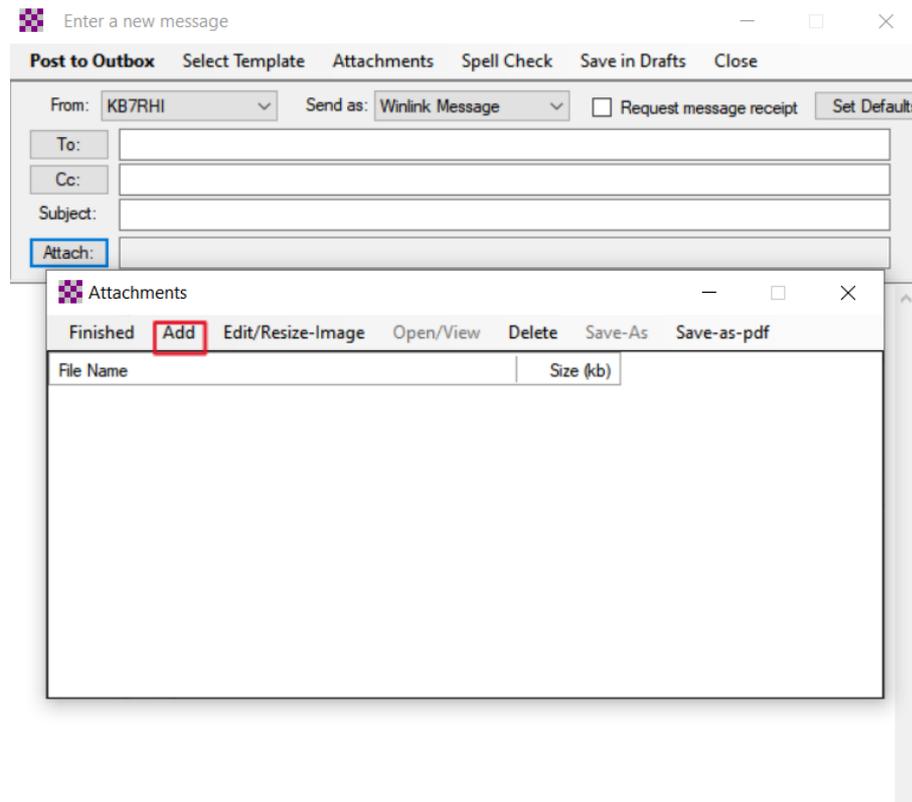
Subject:

Attach:

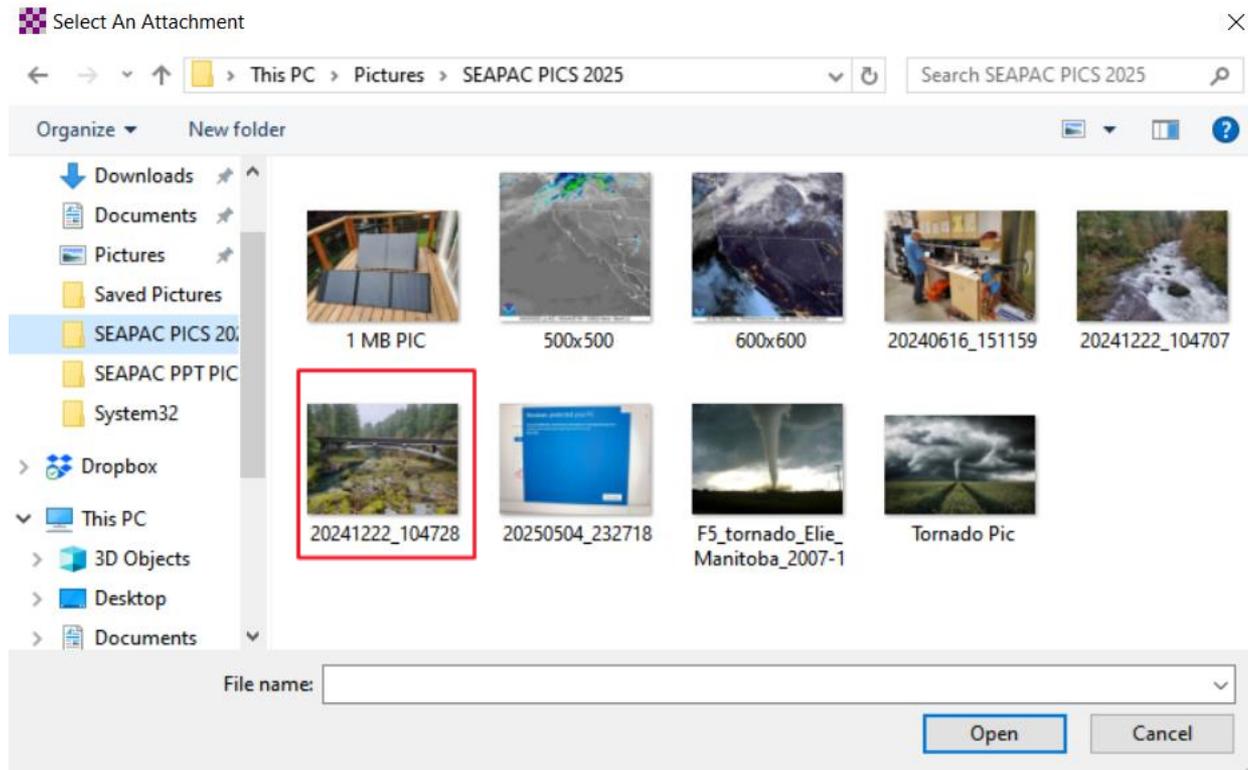
The screenshot shows a software window titled "Enter a new message". The window has a menu bar with "Post to Outbox", "Select Template", "Attachments", "Spell Check", "Save in Drafts", and "Close". The "Attachments" menu item is highlighted with a red box. Below the menu bar are fields for "From:" (KB7RHI), "Send as:" (Winlink Message), a checkbox for "Request message receipt", and a "Set Defaults" button. There are four text input fields labeled "To:", "Cc:", "Subject:", and "Attach:". The "Attach:" label and its corresponding input field are circled in red.



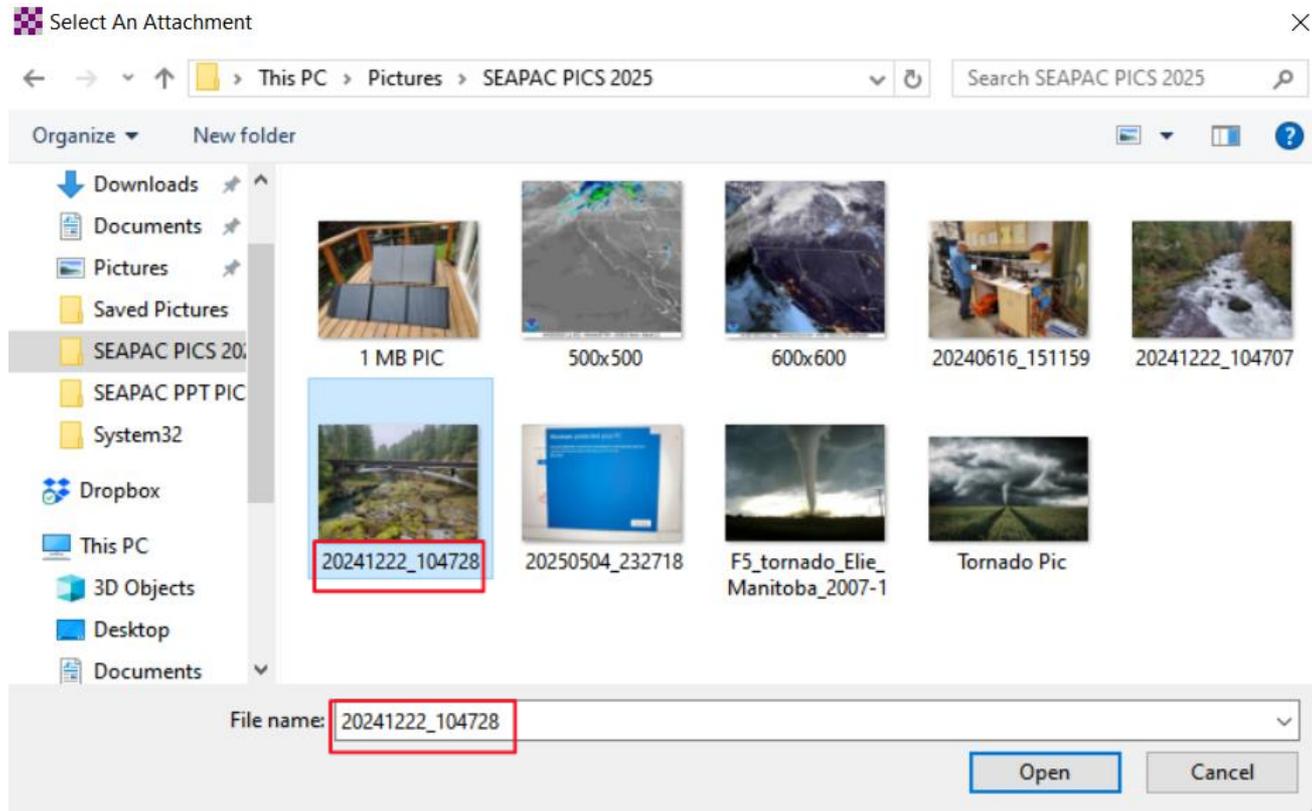
Click on “Add”



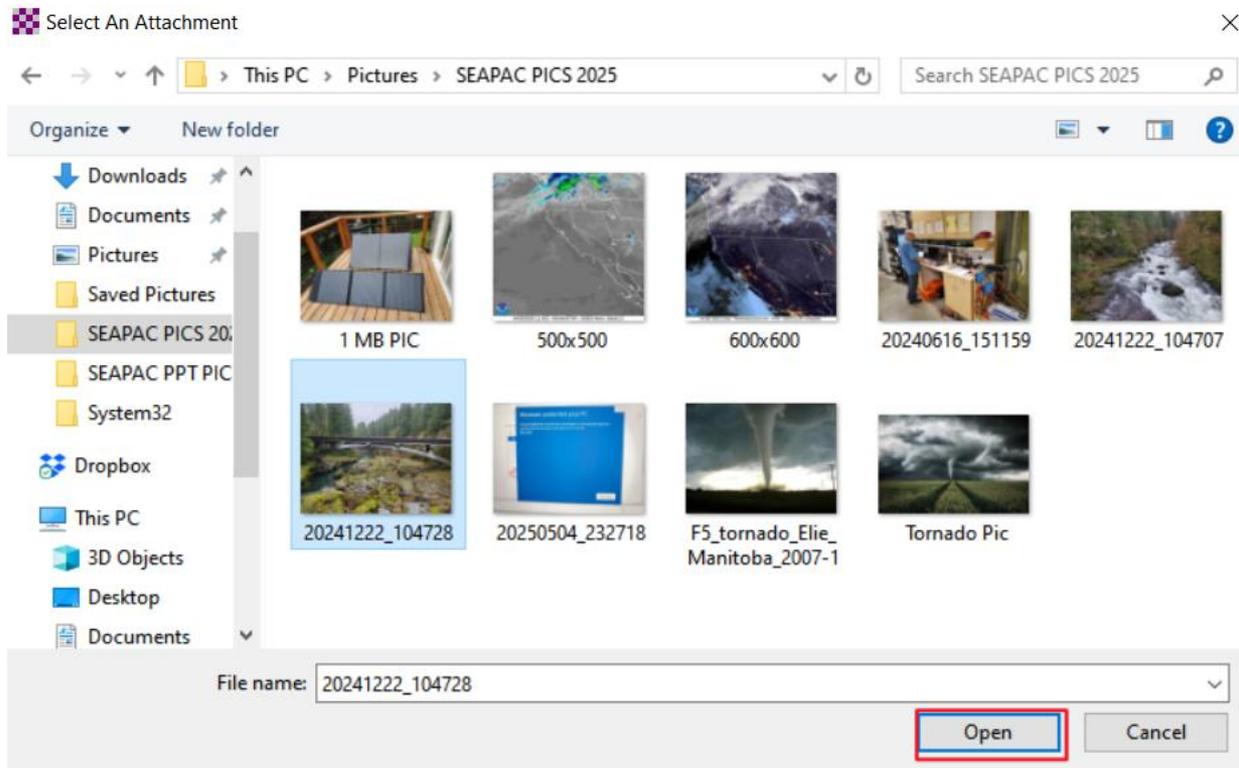
Find the picture/file you want to send



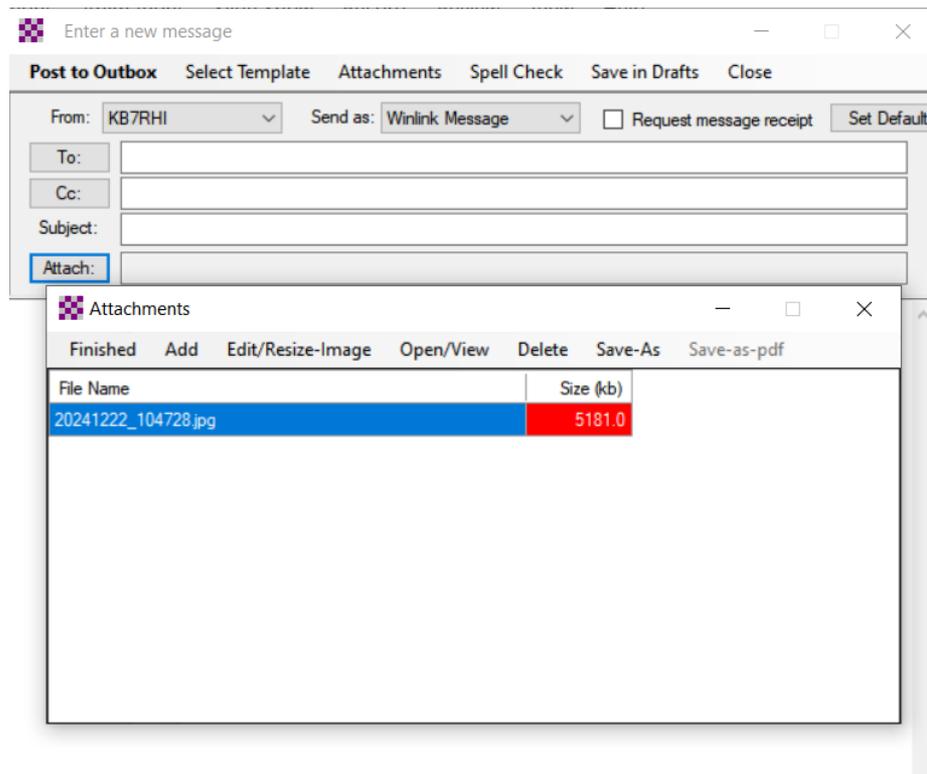
Click on the file(picture) you want to select, you will note “File name” box now has your selection



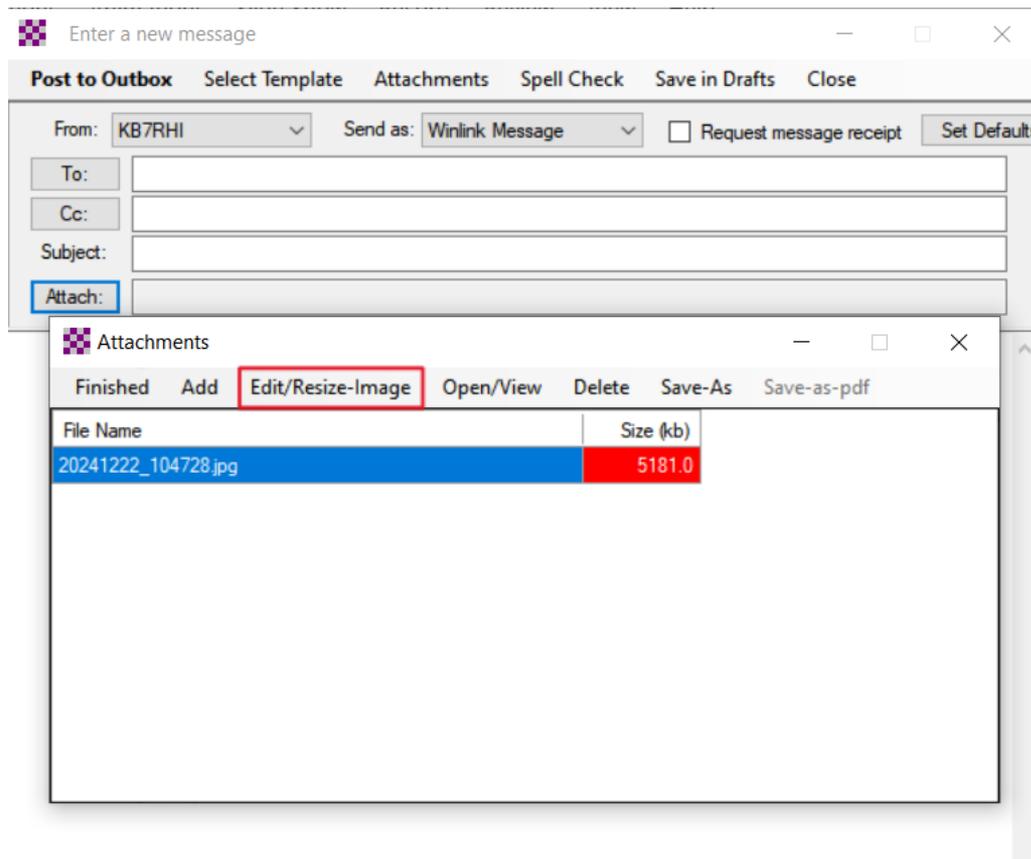
Next click on “Open”



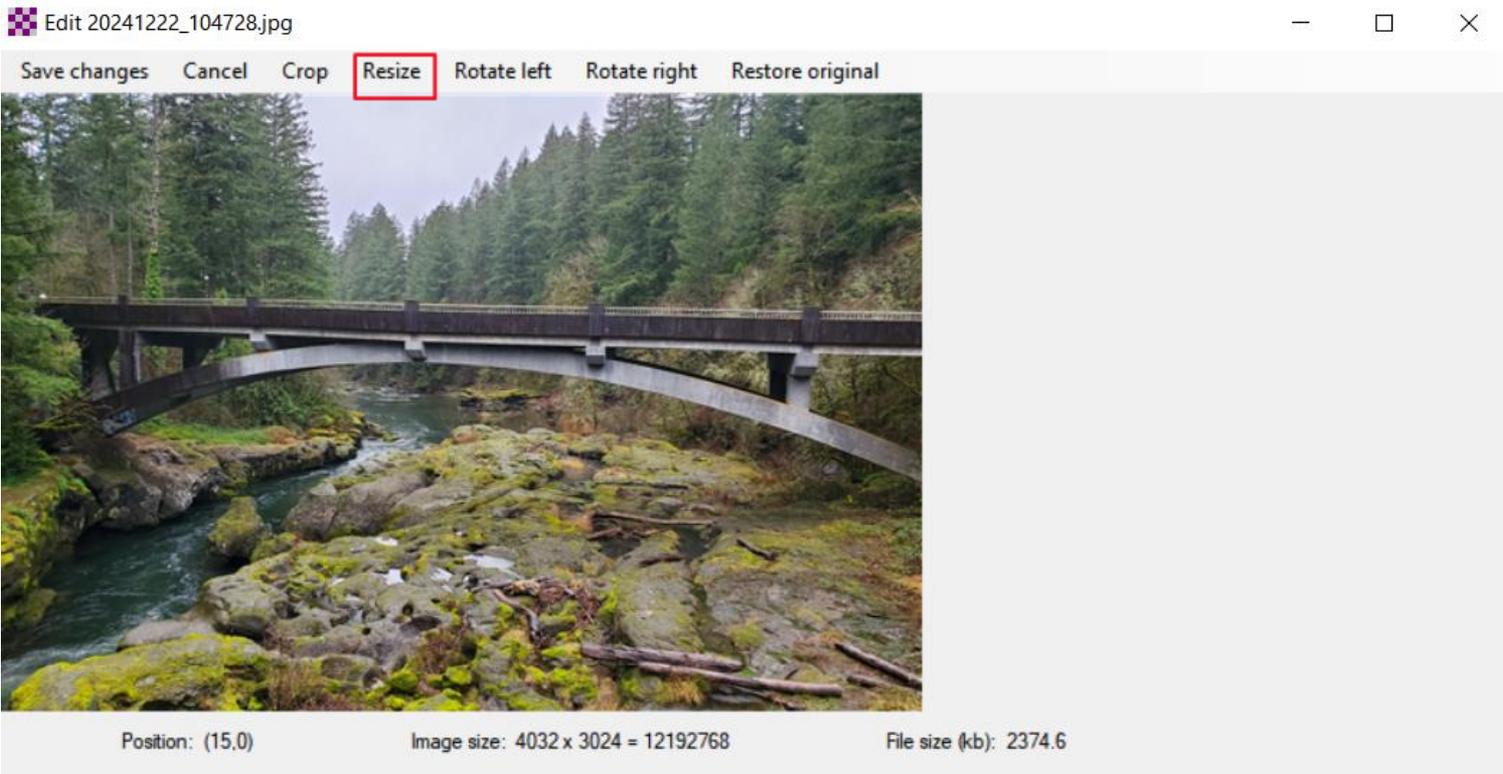
Note that the file size is colored red...your phone pic size is too large to send as a Winlink image...you can resize it...5181 kb is too big



Click on “Edit/Resize-Image”



You will now see the menu of choices you can do with your file...we want to click on “Resize”



Resize image screen, suggest resizing your pic to 100kb or less...this will allow some text in your message and not exceed the total message size

Edit 20241222_104728.jpg

Save changes Cancel Crop Resize Rotate left Rotate right Restore original

Resize Image

Resize file

Change File Size

Current file size (kb): 2374.6

Desired size (kb):

Change Size

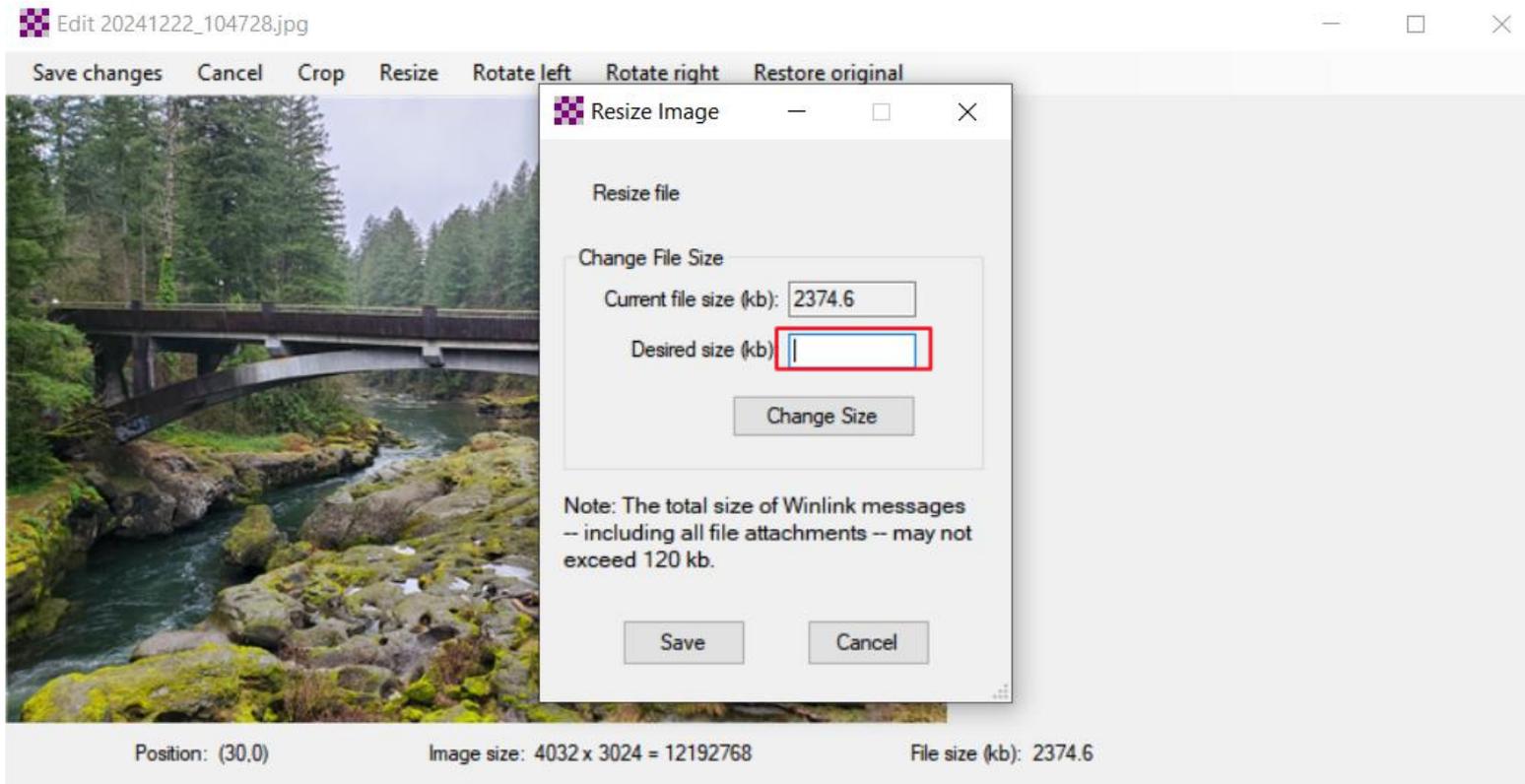
Note: The total size of Winlink messages -- including all file attachments -- may not exceed 120 kb.

Save Cancel

Position: (30,0) Image size: 4032 x 3024 = 12192768 File size (kb): 2374.6



Enter the size you want in the “Desired size (kb)” Box



Edit 20241222_104728.jpg

Save changes Cancel Crop Resize Rotate left Rotate right Restore original

Resize Image

Resize file

Change File Size

Current file size (kb): 2374.6

Desired size (kb)

Change Size

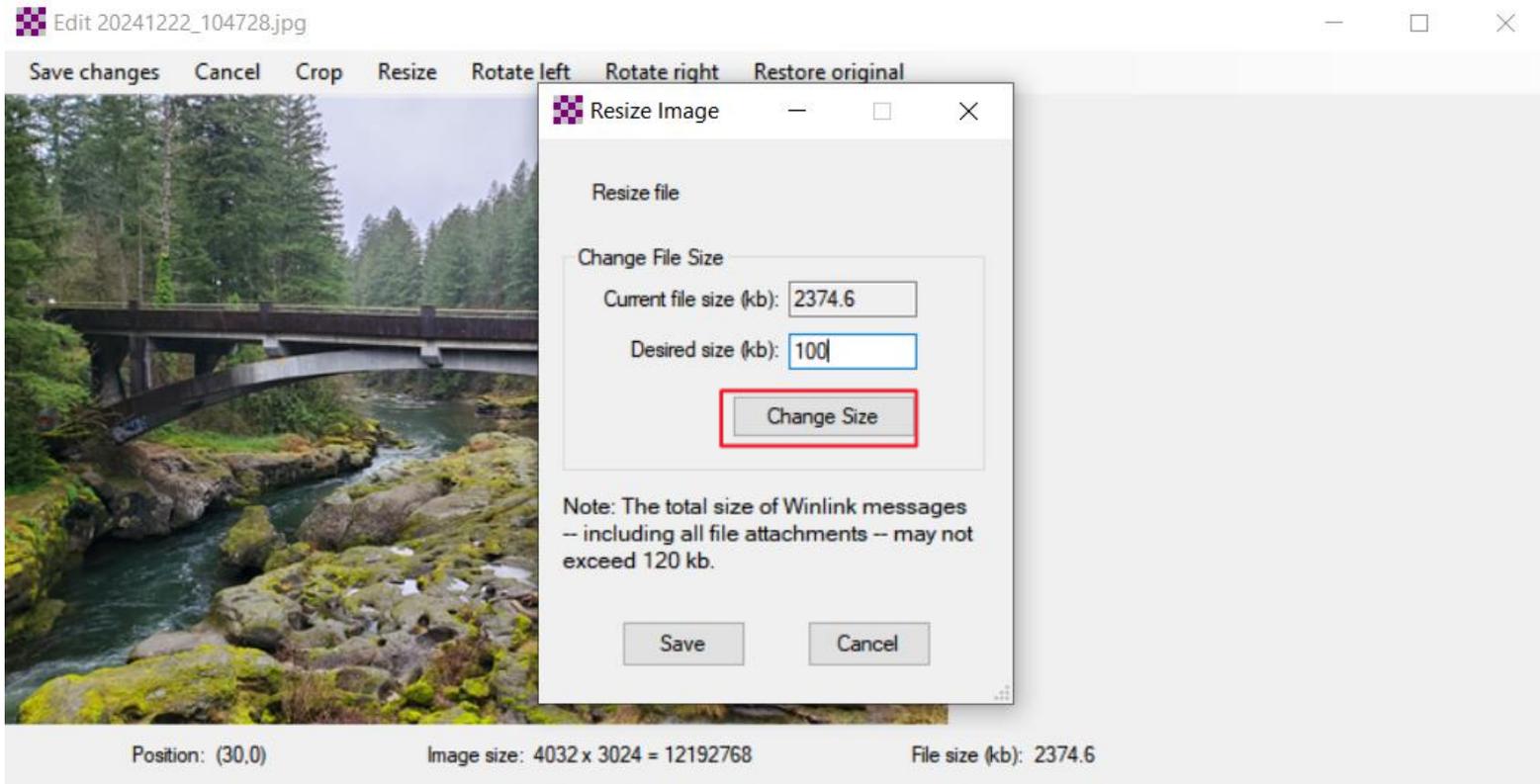
Note: The total size of Winlink messages -- including all file attachments -- may not exceed 120 kb.

Save Cancel

Position: (30,0) Image size: 4032 x 3024 = 12192768 File size (kb): 2374.6



In this example the desired size is 100kb, next click on “Change Size”



Note the current file size is now 99.9 kb

Edit 20241222_104728.jpg

Save changes Cancel Crop Resize Rotate left Rotate right Restore original

Resize Image

Resize file

Change File Size

Current file size (kb): 99.9

Desired size (kb): 100

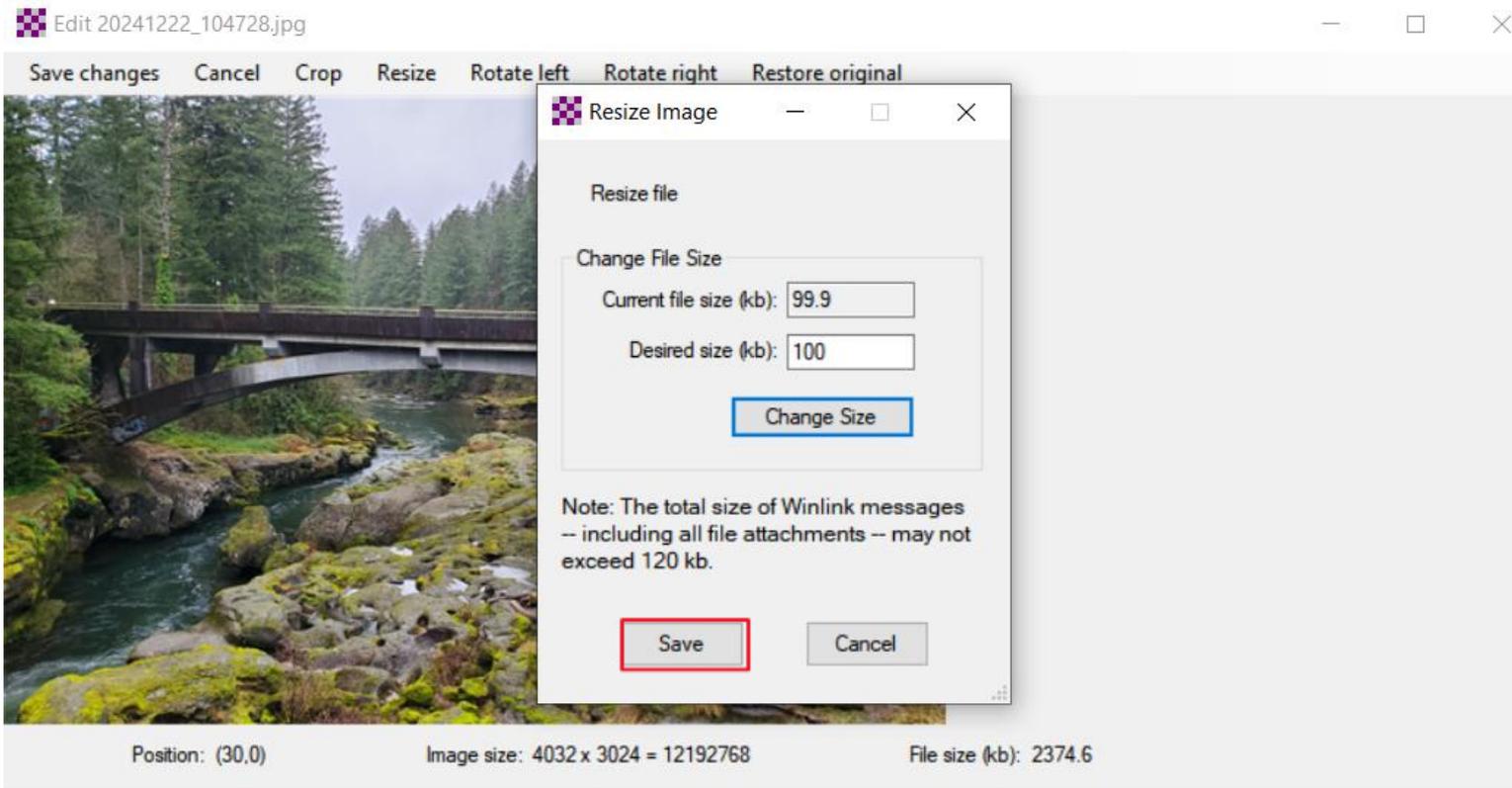
Change Size

Note: The total size of Winlink messages -- including all file attachments -- may not exceed 120 kb.

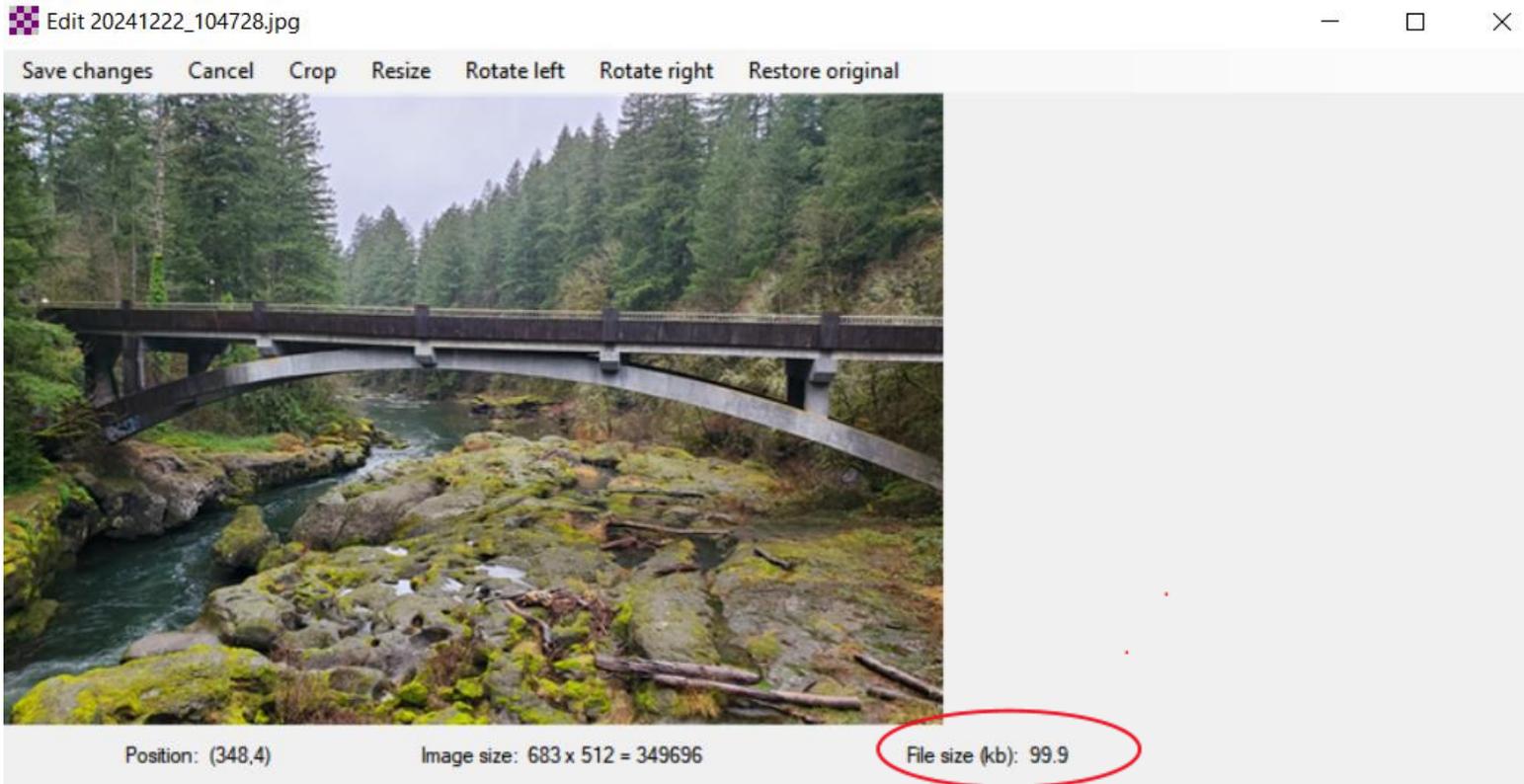
Save Cancel

Position: (30,0) Image size: 4032 x 3024 = 12192768 File size (kb): 2374.6

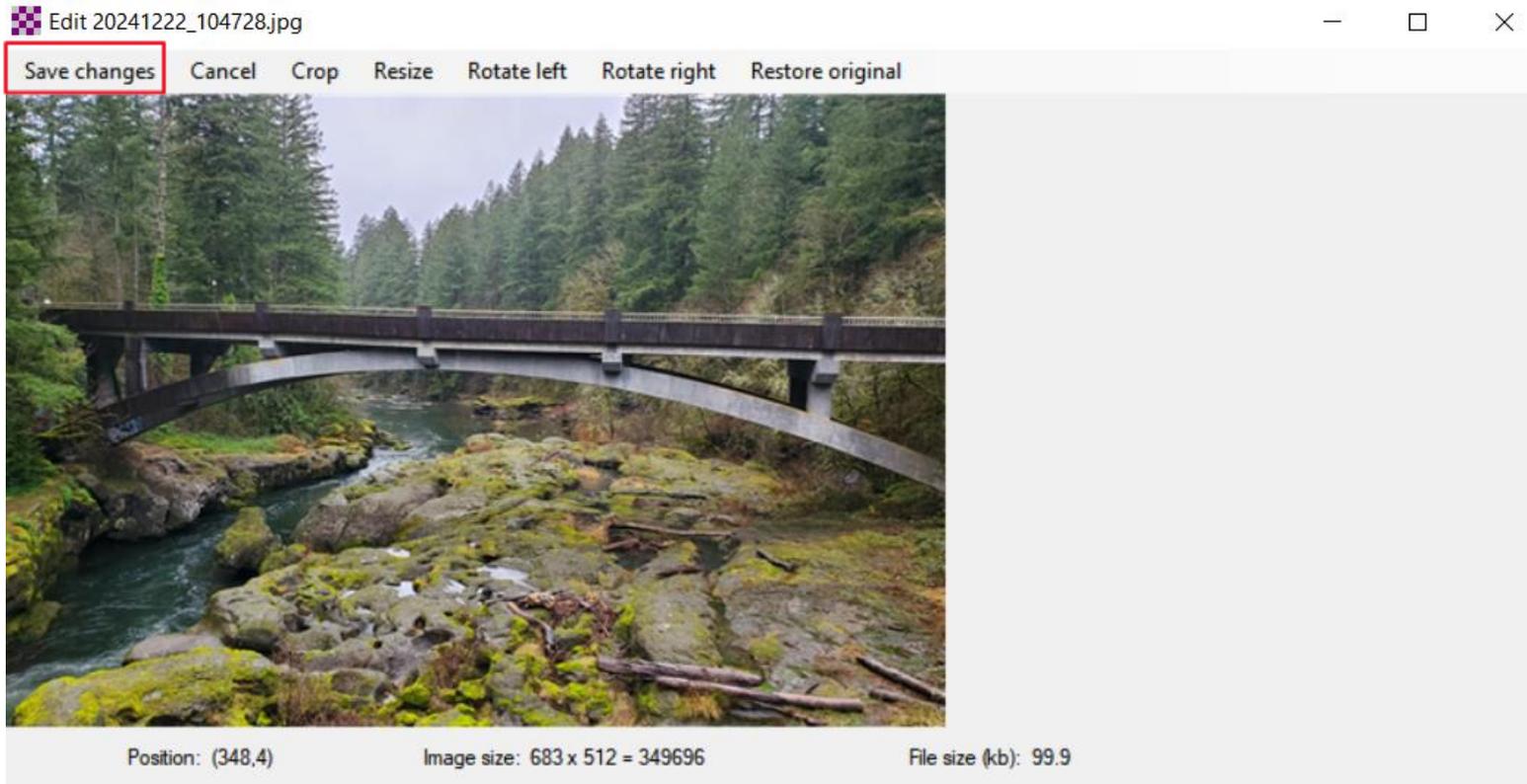
When you are done editing your pic...then click on “Save”



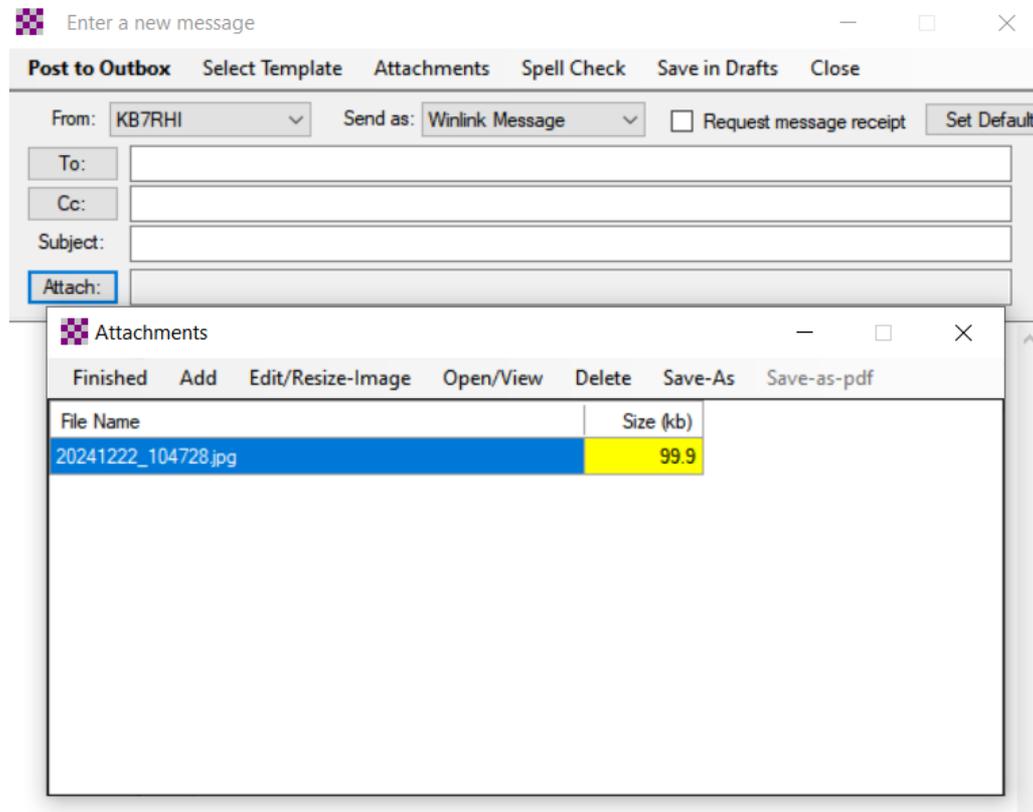
Your editing of the image is now saved...note the image file size in now 99.9 kb



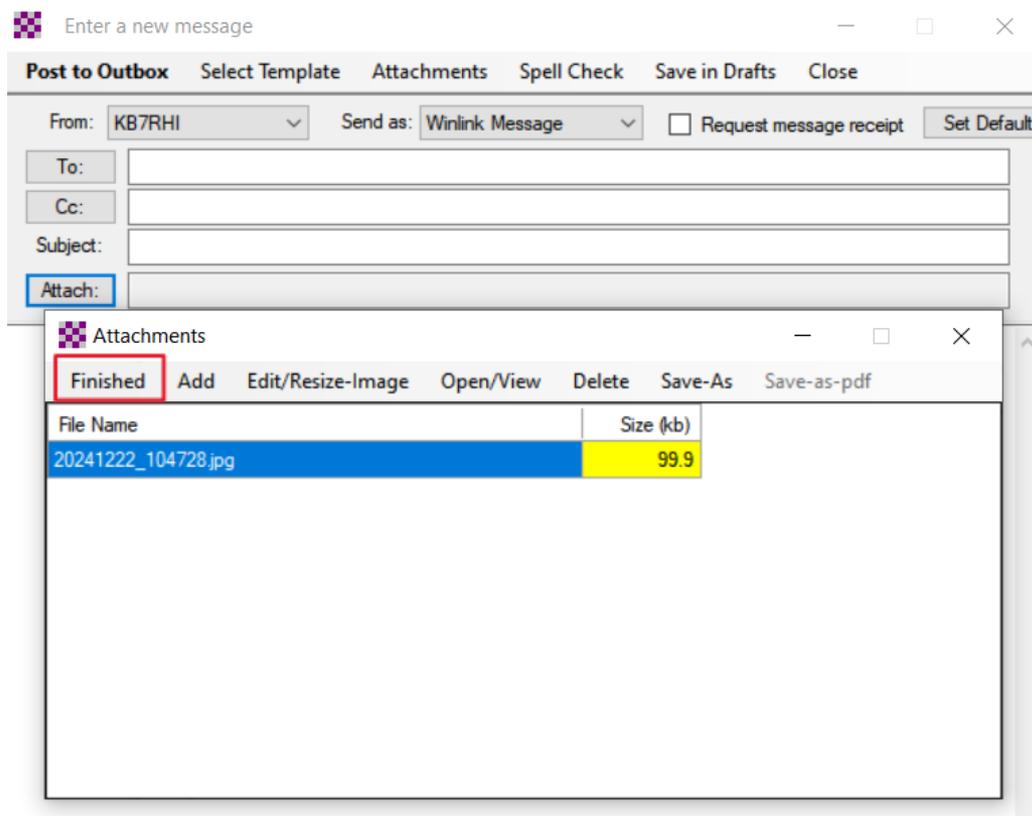
Next click on “Save changes”



You have added one attachment that is 99.9 kb in size...you could add more images so long as you keep the total size under about 100kb



Final step now to complete adding your attachment is to click on “Finished”



You have completed your attachment, now finish filling out your message

Enter a new message

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

From: KB7RHI Send as: Winlink Message Request message receipt Set Defaults

To:

Cc:

Subject:

Attach: 20241222_104728.jpg:



Potential message?...Next step is “Post to Outbox” if the Winlink System is intact...note this is a Winlink Message

Enter a new message

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

From: KB7RHI Send as: Winlink Message Request message receipt Set Defaults

To: KB7RHI;

Cc:

Subject: HEISSEN BRIDGE OVER EAST FORK OF THE LEWIS RIVER ...CURRENT STATUS

Attach: 20241222_104728.jpg;

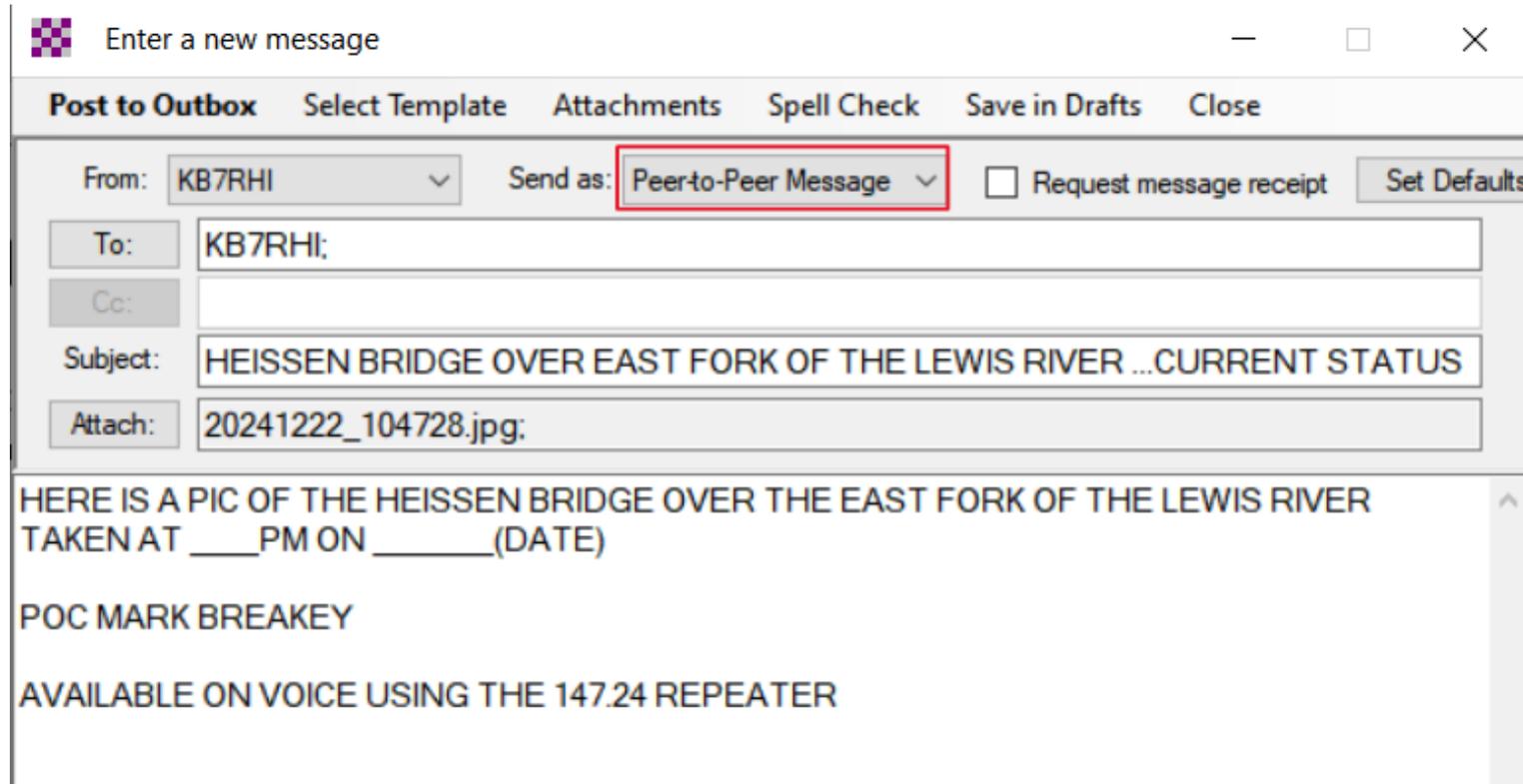
HERE IS A PIC OF THE HEISSEN BRIDGE OVER THE EAST FORK OF THE LEWIS RIVER
TAKEN AT ___PM ON _____(DATE)

POC MARK BREAKY

AVAILABLE ON VOICE USING THE 147.24 REPEATER



**If all communications are down,
you can send a direct “Peer-to-
Peer Message” to another field
station...use drop down menu to
select P2P**



Enter a new message

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

From: KB7RHI Send as: Peer-to-Peer Message Request message receipt Set Defaults

To: KB7RHI;

Cc:

Subject: HEISSEN BRIDGE OVER EAST FORK OF THE LEWIS RIVER ...CURRENT STATUS

Attach: 20241222_104728.jpg;

HERE IS A PIC OF THE HEISSEN BRIDGE OVER THE EAST FORK OF THE LEWIS RIVER
TAKEN AT ___PM ON _____(DATE)

POC MARK BREAKKEY

AVAILABLE ON VOICE USING THE 147.24 REPEATER



P2P message with attachment ready to be posted to your Winlink Outbox

Enter a new message

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

From: KB7RHI Send as: Peer-to-Peer Message Request message receipt Set Defaults

To: KB7RHI;

Cc:

Subject: HEISSEN BRIDGE OVER EAST FORK OF THE LEWIS RIVER ...CURRENT STATUS

Attach: 20241222_104728.jpg;

HERE IS A PIC OF THE HEISSEN BRIDGE OVER THE EAST FORK OF THE LEWIS RIVER
TAKEN AT ___ PM ON _____(DATE)

POC MARK BREAKEY

AVAILABLE ON VOICE USING THE 147.24 REPEATER



Of Note: P2P messages do not have a 120kb limit...not sure of the upper limit

- ★ If a major network outage event happens, with P2P, you can attach **several** good sized images to your message and send them directly to another field station across your county
- ★ Using **VARA FM Wide**, the largest P2P image attachment I have sent was **1MB** with a good pathway **in just 8 minutes**
- ★ Once the Winlink programs finishes the initial handshaking...each 100kb in size sends in about 45 seconds with an excellent pathway



A note of caution if using VARA FM to send large messages that may include file attachments

- ✳ If using a handheld radio and VARA FM to send file attachments...be careful not to try sending too large of a file...handhelds do not have active cooling and some modes like VARA FM will heat up your radio more than you realize
- ✳ Scott Currie NS7C has reported people with Baofeng handheld radios have burned up their radio while trying to send a large file with VARA FM, there is no temperature protection shut down
- ✳ It is best to use a radio with active cooling (Fan) with larger file attachments
- ✳ Mobile radios without active cooling need to be careful...use low power



Your message with attachment is now in your Winlink Outbox...note yellow paperclip attachment symbol

Winlink Express 1.7.23.1 - KB7RHI

KB7RHI Add Callsign Settings Message Attachments Move To: Saved Items Delete Open Session: Telnet Winlink Logs Help

No active session... Message has 1 attached files.

	Date/Time	Message ID	Size	Source	Sender	Recipient	Subject
	2025/05/09 13:34	DFIGRU3UCSLG	101058	KB7RHI	KB7RHI	KB7RHI (P2P)	HEISSEN BRIDGE OVER EAST FORK OF THE LEWIS RIVER ...CURRENT STATUS

System Folders

- Inbox (2 unread)
- Read Items (0)
- Outbox (1)
- Sent Items (356)
- Saved Items (0)
- Deleted Items (17)
- Drafts (0)

Personal Folders

Global Folders

- SEAPAC2025 (0)

Contacts

Message ID: DFIGRU3UCSLG
Date: 2025/05/09 13:34 (UTC)
From: KB7RHI
To: KB7RHI
Source: KB7RHI
P2P: True
Location: 45.770833N, 122.541667W (Grid square)
Subject: HEISSEN BRIDGE OVER EAST FORK OF THE LEWIS RIVER ...CURRENT STATUS

HERE IS A PIC OF THE HEISSEN BRIDGE OVER THE EAST FORK OF THE LEWIS RIVER TAKEN AT ____ PM ON ____ (DATE)

POC MARK BREAKEY

AVAILABLE ON VOICE USING THE 147.24 REPEATER

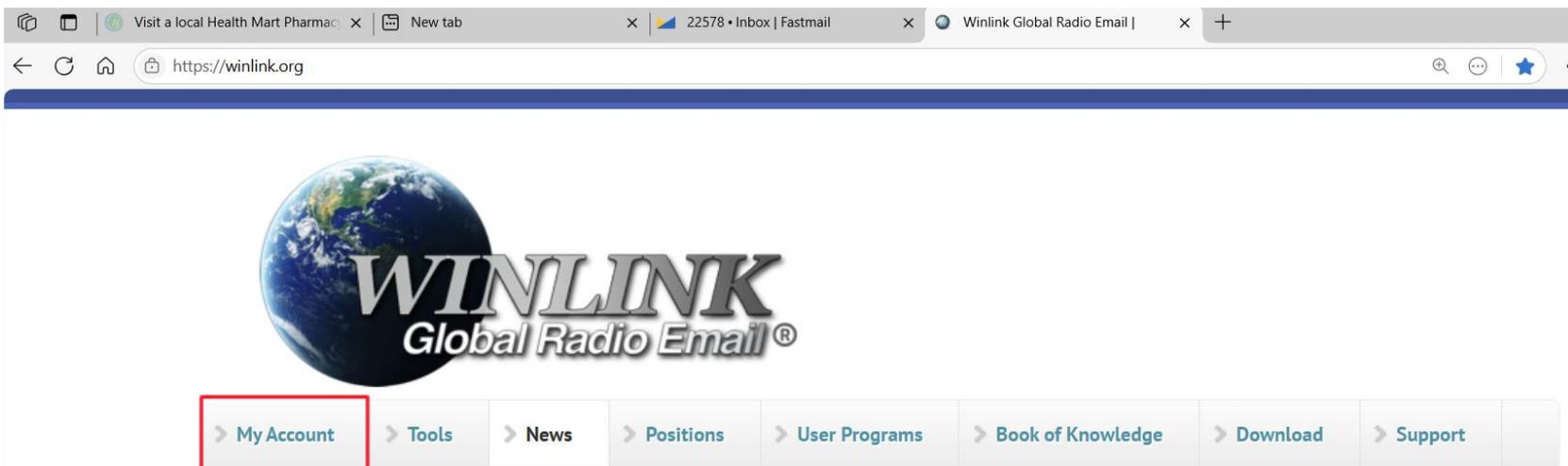


Your ready to open a P2P session, select a station call sign and send your message

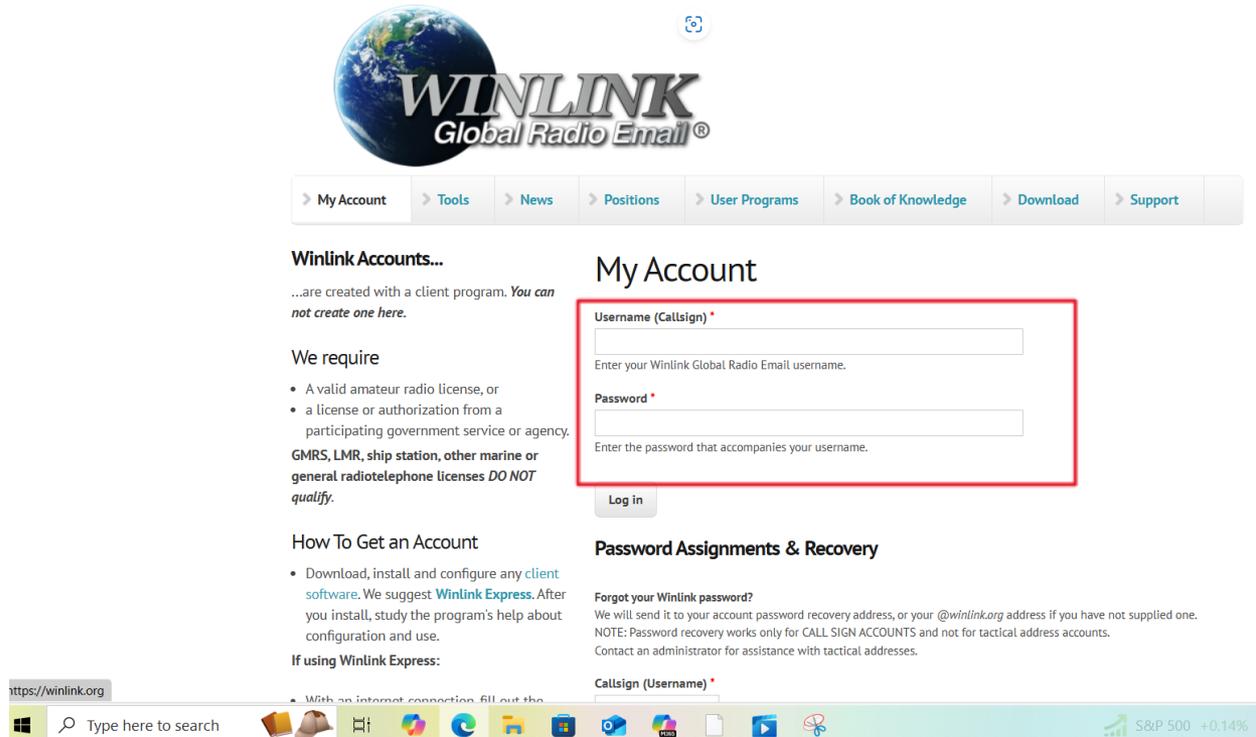
- * A picture is worth a “Thousand Words”
- * If you are able to take a picture of critical infrastructure such as a bridge and send the pic to **local civil authorities**, you are providing situational awareness ground truth
- * Local civil authorities are essentially **blind** as to what extent of damage may have occurred **until they see pics**
- * Local authorities may have **heard** by voice there is damage, you can provide **pictures of the damage**
- * Local roads may be a mess, not a good option to send a “Runner” out and back from an EOC location to take pics



NOTE: If the Winlink system says you have exceeded your personal maximum message size...here is how to change that...Go to the Winlink website and click on My Account



Enter your Winlink callsign and password to login



WINLINK
Global Radio Email®

> My Account > Tools > News > Positions > User Programs > Book of Knowledge > Download > Support

Winlink Accounts...

...are created with a client program. *You can not create one here.*

We require

- A valid amateur radio license, or
- a license or authorization from a participating government service or agency.

GMRS, LMR, ship station, other marine or general radiotelephone licenses DO NOT qualify.

How To Get an Account

- Download, install and configure any [client software](#). We suggest [Winlink Express](#). After you install, study the program's help about configuration and use.

If using Winlink Express:

- With an internet connection, fill out the

My Account

Username (Callsign) *

Enter your Winlink Global Radio Email username.

Password *

Enter the password that accompanies your username.

Log in

Password Assignments & Recovery

Forgot your Winlink password?
We will send it to your account password recovery address, or your [@winlink.org](#) address if you have not supplied one.
NOTE: Password recovery works only for CALL SIGN ACCOUNTS and not for tactical address accounts. Contact an administrator for assistance with tactical addresses.

Callsign (Username) *

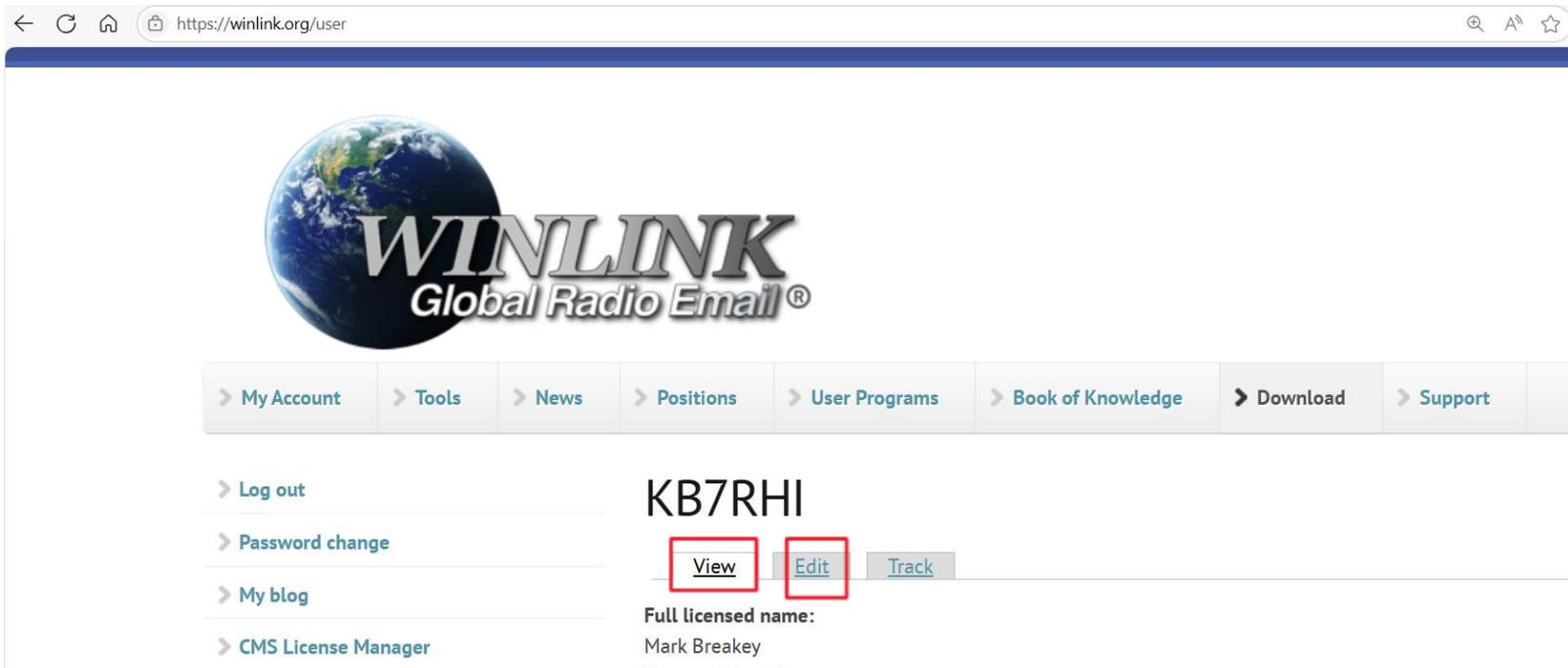
https://winlink.org

Type here to search

S&P 500 +0.14%



Your account will be in View mode and the max message size will be the last entry...click on Edit



The screenshot shows a web browser window with the URL <https://winlink.org/user>. The page features the Winlink logo, which includes a globe and the text "WINLINK Global Radio Email®". Below the logo is a navigation menu with the following items: My Account, Tools, News, Positions, User Programs, Book of Knowledge, Download, and Support. On the left side, there is a sidebar with links for Log out, Password change, My blog, and CMS License Manager. The main content area displays the call sign "KB7RHI" and three buttons: "View", "Edit", and "Track". The "View" and "Edit" buttons are highlighted with red boxes. Below the call sign, the text "Full licensed name: Mark Breakey" is visible.



In the Edit mode at the bottom of your listed profile, you can change your Maximum message size to 120,000, this applies to Winlink internet messages, not P2P messages

Alternate (temporary forwarding) e-mail

E-Mail address to which mail received by your account will be forwarded. This may be a valid internet e-mail address, a Winlink tactical address, or callsign. The entry must include the prefix "SMTP:" if the entry is an internet email address. Leave blank to disable forwarding and allow normal delivery.

Call prefix

Optional prefix or suffix, as required for legal callsign identification when operating portable or mobile in foreign jurisdictions. If entered, the prefix or suffix will be appended to your base callsign during radio ID transmissions. It does not alter your operational callsign or your account e-mail address. Do not enter '/' or other punctuation.

Call suffix

Maximum message size

120000 bytes

Entering a number (120000 bytes or less) will prevent delivery of messages greater than this value. This is the compressed message size, including all attachments. If left blank, messages up to the maximum system limit of 120K bytes will be delivered. This is useful to manage on-air transfer times as needed.

Save

