

# RMS EXPRESS – A QUICK GUIDE TO INSTALLATION AND/OR UPDATE – INCLUDES NEWEST FORMS

- If you already have RMS Express installed, connect to the Internet and open the program. If it does not give you the update option and you do not have a later version (at least v1.5.6.0), close the program and uninstall it before proceeding.
- If you do not already have a Winlink Account and a Password:  
Download, Install, and Configure RMS Express (per instructions below) and follow the Account Creation Instructions presented by the program.
- **Install RMS Express <RMS Express.exe>**  
Navigate to RMS Express Software: <http://www.winlink.org>  
Select: [Client Software] at the top, then [RMS Express] on the top/right side of the list of software programs.  
Download <rms\_express\_install\_1-5-6-0.zip> (or latest version) (2/3 way down, on the left side of the page).  
“Open” the “zip” file.  
Run <RMS Express Setup.exe>. Install wherever your computer chooses. That should be <C:\RMS Express>.
- **Open the RMS Express program.** The configuration dialog box should open. If not, Click [Settings] [Winlink Express Setup...]  
Fill In the following fields: My Callsign; My Password if you have one, (click “Show Password”); Password Recovery Email; My Grid Square; Path to propagation forecast program: <C:\itshfbc\>; Service Codes: PUBLIC EMCOMM; Name; City; State; Country; Postal Code; and Non-Winlink Email. (Defaults should be okay on others).
- Click [Update]
- Click [Settings] [Preferences]  
Change Distance Units to [Miles], then click [Update]
- Click [Message] [Set favorite templates....]  
Favorite Template 1: Fill In Display Name: ICS-213  
[Browse] to [+] ‘Standard Templates’ [+] ‘ICS\_USA\_Forms’. Click Once: [ICS213\_Initial.txt] to highlight, then [Double-Click] to select the path.  
Favorite Template 2: Fill in Display Name: Radiogram  
[Browse] to [+] ‘Standard Templates’ [+] ‘ARRL\_Forms’. Click Once: [ARRL\_Radiogram\_Initial.txt] to highlight, then [Double-Click] to select the path.  
Click the [Save] Box to save your favorite templates.
- **To Send a Message WITHOUT a Form**  
Click [Message] [New Message]. Fill in [TO]: (Enter valid callsign, [CC], [SUBJECT], [Your message text]  
Make sure [●] Winlink Message is Selected, then Click [Post to Outbox]  
Select [Telnet Winlink] (next to “Open Session” at top), then Click [Open Session], then Click [Start].  
The program will connect to a CMS Server, Send Message(s) from your Outbox, and download any messages addressed to you.
- **To Send a Message WITH a Form (ICS-213, Radiogram, Etc.)**  
Click [Message] [New Message]  
Click [ICS-213] or [Radiogram] at top of page. Or, to select another Template, Click [Select Template] [+] ‘Standard Forms’, Etc.  
Fill in the Form and Click [Submit].  
Fill in [TO]: (Enter a valid Callsign)  
Make sure [●] Winlink Message is Selected, then Click [Post to Outbox]  
Select [Telnet Winlink] (next to “Open Session” at top), then Click [Open Session], then Click [Start].  
The program will connect to a CMS Server, Send Message(s) from your Outbox, and download any messages addressed to you.

## HELPFUL HINTS / ADDITIONAL INFORMATION

- **ALWAYS use “ICS-213\_TwoWay\_Initial” Form to ORIGINATE an ICS-213 message! (A very good reason to make it a favorite).**  
The “TwoWay SendReply” is self-activating (it opens itself automatically when you reply to a message that contains a form).
- **Install the ITS Propagation Software <itshfbc\_161207.exe>**  
You will need this program later when you connect your computer to your radio for RF connections to an HF RMS Station.  
Navigate to: <http://www.greg-hand.com/versions>  
Click [itshfbc\_161207.exe] (or latest version), and install the program.  
You may delete the ITSHFBC icon from your desktop. You will never need it because the RMS Express program runs this software seamlessly.
- **If you plan to be a Winlink NCS (Net Control Station):**  
Because RMS Message Form Templates are now automatically installed in the Standard Forms folder (beginning with v1.4.3.0), and kept updated, there is no need to update them from the forms library.  
HOWEVER, if you are a NCS, you will still need to keep the “old” forms in your Global Folder (in case someone sends you an old form).
- **To View a Message (with or without a file attached):**  
Click the message to highlight it and read the message in the preview window.
- **To View a File that is attached to a message (ICS213, Etc.):**  
Click on the “Paper Clip” next to the message.
- **To Send a Message to Multiple Recipients:**  
Use a semi-colon (;) between callsigns in the [TO] or [CC] Fields.
- **To [Acknowledge] or [Forward] a message WITH or WITHOUT a form:**  
Click [Message] [Then select what it is you want to do]...
- **To [Reply] or [Reply All] to a message WITHOUT a form:**  
In your message list (Inbox), highlight the entire line of the message.  
Click [Message] [Then select what it is that you want to do]...
- **To [Reply] or [Reply All] to a message WITH a form:**  
In your message list (Inbox), highlight the entire line of the message.  
Click [Message] [Then select what it is that you want to do]  
Fill in the [Reply] portion of the message.  
Click [Submit]