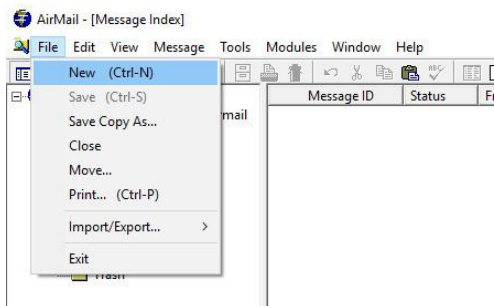


# Sending a Radiogram Using Airmail

Greg Bennett KC1CIC

I use Airmail specifically for HF Factor operations. To reduce connection time with the MBO and to give other stations a chance to connect; automating the sending and receiving process is extremely helpful. I create messages ahead of time, post them to Airmail, and when ready connect to the MBO. In this way, my radiograms are sent “automatically” when connected to the MBO. This document describes how to create a Radiogram in Airmail.



To create a new radiogram launch Airmail. From the top menu select **File** then **New**. The Address Book will open. You don't need that so just click **Cancel**.

## Step 1 - Filling out the To: Field



The To: field matches the first line of a manual NTSD message. For example: ST 85008@NTSAZ. However, in Airmail we do not use the ST command.

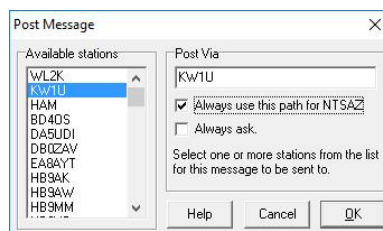
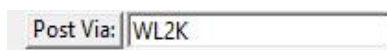
We only use zipcode@NTSXX. For example 85008@NTSAZ.

Type that in to To: field and the hit return. Noticed what happened? The format in the To field changed and the Cc field disappeared. That is supposed to happen.



## Step 2 - The Post Via: Field

The Post Via: field is likely pre-populated with WL2K by default. We need to change that to KW1U which is what we post to here in Eastern MA. Click on the Post Via: button and select KW1U. Check the box “Always use path...” and Airmail will remember this. When you click on the OK button you will get a warning message. Ignore the message. It is a known bug in Airmail.



### Step 3 - The Subject: Field

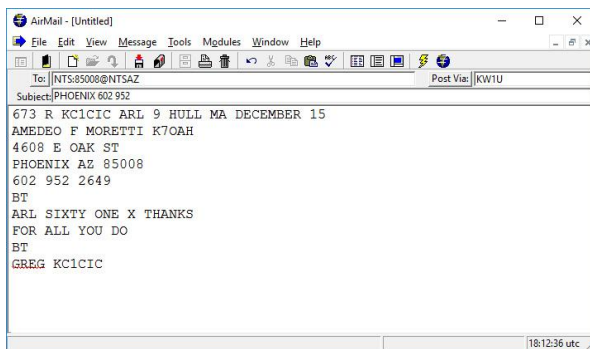
The Subject field consists of the town, the area code, and the first three digits of the phone number. For this example I am sending this to Phoenix with a phone number of 602-952-2649. With that information the Subject field would look like this:

Subject: PHOENIX 602 952

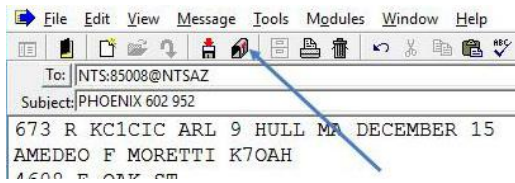
or, if there was no phone number it would look like this:

Subject: PHOENIX NO PHONE

### Step 4 - The Radiogram



This is the easy part. In the body of the Airmail message screen you would simply type in your complete and properly formatted message:



*The next step is important!* Now that the message is ready you must **post** it to Airmail. Simply saving the file will not **post** it for delivery! Click on the mailbox icon to post it.



Click on your Outbox folder and you should see the message you just composed with a status of Posted.

The next time you connect to the MBO the message will automatically be sent!