

## How To Send a Packet Message with Outpost

### Step 1: Verify your setup

- **Setup > Identification**
  - Verify “User Call Sign” is correct
  - If sending from an EOC:
    - Verify “Use Tactical Call for all BBS interaction” is checked
    - Verify “Tactical Call Sign” is filled in with your city/agency tactical call
- **Setup > BBS**
  - Verify Connect Name is set to the correct BBS callsign-SSID for your city/agency
  - Verify “Let Outpost determine the BBS and set up the prompts” is selected
  - Remember to set your radio to the proper frequency for the selected BBS
  - BBS assignments/frequencies: <http://www.scc-ares-races.org/freqs/packet-freqs.html>
- **Setup > TNC**
  - Interface type: Verify “Device Name” is set to your TNC type
  - TNC Comm Port: Verify the proper COM Port is selected and configured

### Step 2: Prepare the Message

- Click on “New” in the Main Outpost window – OR – create a PacFORMS message and SUBMIT to Outpost
- The “New Packet Message” window will open
- “BBS” should already be set to the proper BBS configured above
- “From” should already be set to the proper ID configured above
- “To:” field
  - For city, agency or county EOCs, this is a tactical call. Consult your local EC for the proper tactical calls to use.
- Subject field:
  - Properly configure the subject line. Instructions for configuring the subject line can be found on: <http://www.scc-ares-races.org/packet.html>
  - For PacFORMS messages, be sure to coordinate the message number in the Subject field with the PacFORMS message number
- Message field:
  - Type your text message or cut-and-paste from another application
  - For a PacFORMS message, the message text will already be filled in.
- Press Send (this puts the message in your Out Tray)

### **Step 3: Send the Message**

- Press Send/Receive in the main Outlook window
- Outlook will contact the BBS, send the message, and retrieve any messages for you
- If you are sending the message to yourself (for example, when testing), you may get it back in the same session. If not, simply wait 15-30 seconds and press Send/Receive again.