How to Send a Message with Outpost

Updated for SCCo Packet Installer v61

Step 1: Verify your setup

• Setup > Identification
  o Go to: Setup > Identification
  o Legal:
    ▪ User Call Sign: Enter your FCC Call sign
    ▪ User Name: Enter your full name
  o Tactical: If (and only if) you are configuring Outpost for your agency's EOC or other location which has been assigned a tactical call, then:
    ▪ Check the box next to "Use Tactical Call for all BBS interaction"
    ▪ Tactical Call Sign: Enter the 6 character tactical call sign you have been assigned.
    ▪ Additional ID Text: Enter a description associated with the tactical call sign
  o Message ID:
    ▪ Tactical ID: Enter three characters to be used as a prefix in the message IDs generated by Outpost. Recommended values are:
      • For individuals: Set to your initials or other identifier
      • For agency EOCs: Set to the three-letter tactical ID assigned to your agency.
      • For tactical calls: Set to the three-character value assigned by your agency.
    o Make sure "Show this form on startup" is checked

• Setup > TNC
  o Interface Type tab:
    ▪ Verify “Device Name” is set to your TNC type
  o TNC Comm Port tab:
    ▪ Comm Port: matches the port to which the TNC is connected
    ▪ Data Bits: 8 (make sure your TNC is also set to 8 bits)
    ▪ Flow Control: RTS/CTS is selected
    ▪ All other parameters match your TNC settings

• Setup > BBS
  o Verify Connect Name is set to the correct BBS callsign-SSID for your city/agency
  o Verify “Let Outpost determine the BBS and set up the prompts” is selected
  o Remember to set your radio to the proper frequency for the selected BBS
Step 2: Prepare the Message
  
  - Create the body of the message
    - Plain Text Message
      - Click on the New button
      - Fill in the message body
    - PacFORMS Message
      - Select a form from the "Forms" menu
      - Fill in the form using your web browser
      - Click on the "SUBMIT Message Form to Outpost" button
  
  - “BBS:” should already be set to the proper BBS configured above
  - “From” should already be set to the proper ID (FCC or tactical call sign) configured above
  - “To:” field
    - Enter the address of the recipient.
    - For individuals on the Santa Clara County, enter their FCC call sign
    - For EOCs and other locations, enter the tactical call. Consult your local EC for the proper tactical calls to use.
    - Messages can also be addressed to recipients on other BBSs and Internet e-mail users. For complete details of how to address messages, consult the Packet Network Addressing page of our website: http://www.scc-ares-races.org/packet/packet-addressing.html
  
  - Subject field:
    - Properly configure the subject line.
    - If you are sending a PacFORMS message, the subject line will already be formatted properly.
    - Instructions for configuring the subject line can be found in the "Standard Format for Packet Message Subject Line" document on the packet page of our website: http://www.scc-ares-races.org/packet.html
  
  - 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.