**In this Winlink Thursday Exercise for August 4, 2022, you will:**

- Answer the question in Part 1 of the instructions below.
- Send a Winlink Check-in form to your ETO Clearinghouse.

**Some reminders, especially for New Arrivals to ETO:**

- Read and Follow the Instructions **PRECISELY**. Details are sometimes missed in the reading, and some of our assignments can be tricky!

- Make Sure you Address the Correct Clearinghouse for Your Geographic Location (especially if you're temporarily in a different region)
    - Our Tactical Addresses are all formatted as "ETO-nn", where nn is *always* either a 2-digit number ("01", "03", …, "10"), "CAN" for Canadian participants, or "DX" for all others.
    - Make sure you type a ZERO, not the letter "O", in the 2-digit number.
    - If you don't know your Clearinghouse's Tactical Address, Use this web page to look it up: https://emcomm-training.org/More_Info.html#Maps

- For our exercises, we recommend that you always check the "Request message receipt" box in your message before you Post it to your Out Box.

- Another suggestion from our Gurus: put your own "normal" Email Address in the CC box, so that you receive a copy in your non-Winlink Email, as another confirmation that your Winlink message was sent out correctly.

- IMPORTANT! Always restart Winlink Express to ensure that you have the current version and the latest Template update. The Winlink Development Team (WDT) is constantly updating the Templates.Always accept form updates (if offered, when starting up Winlink Express) before starting an exercise. Always accept updates to the Winlink Express executable (if offered) before starting an exercise.

- ETO exercises are designed to be completed using the Winlink Express client in a Windows environment. If you choose to use any other Winlink Client Program, your results may vary, and your response may not be mapped or graded as Correct.

- Avoid common errors as outlined on our website: https://emcomm-training.org/Winlink_Thursdays.html

**Continue to the next page for the instructions.**

## Instructions:

## Part 1:  Answer the Question Below.

**How may dangerous levels of carbon monoxide from an emergency generator be detected?**

**A. By the odor**

**B. Only with a carbon monoxide detector**

**C. Any ordinary smoke detector can be used**

**D. By the yellowish appearance of the gas**

## Part 2: Send Your ETO Check-In With Your Answer.

**Note: (See next page for screenshot)**

1.  Open  the Winlink Express application.
2.  If prompted, update the Winlink forms and/or Winlink Express Software.
3.  Under "Message" open the menu to "New Message".
4.  In the new message window, open the "Winlink Check In" using the following menu choices: "Select Template""Standard Templates"/"General Forms"/"Winlink Check In.txt"
    a.  Note: The template will open in your web browser.
5.  Click on the "Setup" button.
6.  Enter "ETO Winlink Thursday" in the popup window.
7.  Complete the information in the top portion of the form.
    a.  Status should be set to Exercise
    b.  Enter your ETO clearinghouse address in the "Send To:" field
    c.  Use your call sign for the "Calls Signs of Initial On-Site Operator(s)" field.
    d.  Use your name for the "Station Contact Name" field.
8.  Fill out all of the fields in the location section of the form.

9. On the first line of the comments section enter just the <u>single letter</u> (A,B,C, or D) of your answer to the question in Part 1.

    **Important: Enter <u>Only</u> a single letter for your answer! Your submission will be automatically "graded" either as correct or incorrect, based on this single letter. Any other response will cause your response to be marked as "not valid".**

10. Click on the Submit button.
11. Close the browser.
12. Optionally, enter your internet email address in the CC: line.
13. Click on "Post to Outbox" on the menu bar.
14. Check the Outbox folder to verify your message is in the Outbox.
15. Select your session type from the drop-down list to the right of the Open Session button.
16. Click the Open Session Button.
17. The Open Session Window will open. Click Start to send your message.

**Screenshot of the Completed Winlink Check in Form is on the next page.**

**Reminder: Enter <u>Only</u> a single upper-case letter for your answer!**

**This means no quotes or other punctuation marks.**

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***Winlink Check In***
**ETO Winlink Thursday**

| Setup | Click to add your agency/group name to title | Load Check in Data | Form Info |

*This is for an initial check in via Winlink Express. Also sent as plain text in message body for non-Express users.*

Date/Time 2022-08-01 14:23:28   Select Status

Exercise
Net
REAL EVENT

Band

-N/A-
VHF
220

Mode

Ardop
Vara HF
Vara FM

Send To ETO-10   *Clear ALL "Send To" Entries.*
*Entries will remain until you change or clear them*

Calls Signs of Initial On-Site Operator(s) K7ZPJ

Station Contact Name: Bruce Powel   Station Call sign K7ZPJ

Location Home

Latitude and longitude: LAT 45.2708   LON MGRS -122.5417   10TER3595013135   Grid CN85rg

*LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS must be entered manually. Without properly formatted GPS coordinates this form cannot be mapped in Winlink Express.*

Comments  Max Characters 220

A

| Save Check in Data | Submit | Reset Form |   Ver 4.0.8.5