How to Send a Message with Outpost

Updated for SCCo Packet Installer v61

Step 1: Verify your setup

- **Setup > Identification**
  - Go to: Setup > Identification
  - Legal:
    - User Call Sign: Enter your FCC Call sign
    - User Name: Enter your full name
  - 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
  - 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.
  - Make sure "Show this form on startup" is checked
- **Setup > TNC**
  - Interface Type tab:
    - Verify "Device Name" is set to your TNC type
  - 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**
  - 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

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.