

## Multiple Winlinks on the Desktop

### Exercise Message Submission Window

April 11 00:00 UTC - April 17 08:00 UTC

Difficulty Level: **Intermediate**

**Purpose:** Sometimes it would be nice to have more than one Winlink on your desktop. There are many reasons to have multiple Winlinks. For instance, if you use Tactical addresses, you can have a Winlink for each. Additionally if multiple people use Winlink, each could have their own version. This would save wading through all their messages to get to yours. My wife and I do this so that when she sends her monthly exercises, they are all stored in her instance of Winlink and vice versa, mine are in my instance. Likewise, multiple radios could each have their own instance to save changing settings when you change radios.

It turns out it is pretty easy to do, so we will try it out this month. We will create a second shortcut on the desktop. For this exercise we will simply call it RMS Express Test, but the same procedure can be used to set up as many as you want and give them any name you want.

Unlike most of our exercises, this one does not create a form or other data. Instead it is helping you increase the usefulness of your Winlink application, so feedback for this exercise will be based on evidence you have created the new Winlink instances.

This exercise will ask you to delete many messages copied into the Winlink Test version created. If you are not comfortable deleting the messages, read over the instructions and decide if you want to do the deletions. If the answer is no, go ahead with the instructions to create the new Winlink instance, but skip deleting messages.

### Objectives:

- Create a copy of the RMS Express folder on your drive.
- Create a shortcut on the desktop to the newly created folder.
- Remove unneeded messages in the newly created Winlink instance.
- Verify the new instance and send a message to your clearinghouse.

## Resources:

- General Notes on Frequently-Seen Mistakes:  
[https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)
- Finding your ETO Clearinghouse:  
<https://emcomm-training.org/General-Drill-Info.html>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
  - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- How a GIS map-capable form's default position is determined:
  - From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items
- Understanding Window's Known File Move issues
  - Dealing with OneDrive hijacking your personal directories.
    - <https://qsl.net/w/w7owo/MiscWebPages/Understanding%20Windows%20Known%20File%20Move%20Issue.pdf>
- [Groups.io](https://groups.io/g/Winlink/topic/multiple_winlink_radios_on/101942434) posting with instructions on multiple instances:  
[https://groups.io/g/Winlink/topic/multiple\\_winlink\\_radios\\_on/101942434](https://groups.io/g/Winlink/topic/multiple_winlink_radios_on/101942434)
- Gwinnett GA Ares posting on multiple instances:  
[https://groups.io/g/GwinnettARES/topic/multiple\\_profile\\_support\\_in/76005859](https://groups.io/g/GwinnettARES/topic/multiple_profile_support_in/76005859)
- Youtube video on saving screenshots.  
<https://www.youtube.com/watch?v=PsBVxv37ex0>

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

## Exercise Instructions:

### Find the RMS Express Folder

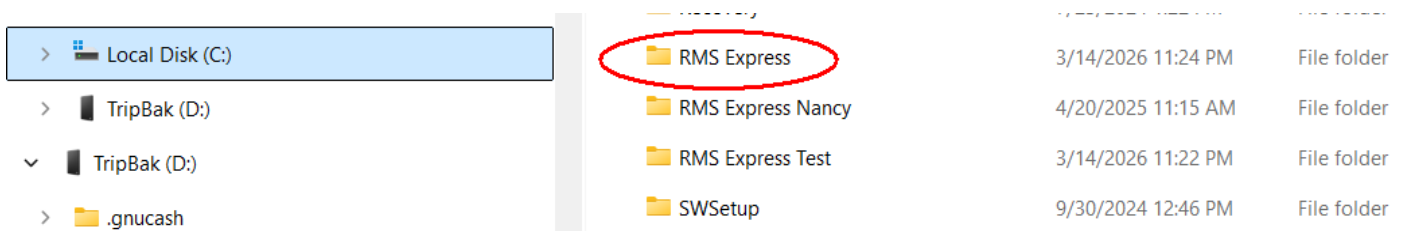
1. In past exercises we discovered that most installations of Winlink create a folder called RMS Express on the C drive of the computer. The exception would be if during installation you told the installer to put the folder somewhere else. If you don't know where your RMS Express folder is, you can easily find it:
  - Go to the icon for Winlink (RMS Express) on your desktop, right click it, and select properties. The properties box will show where your Winlink files are in the field labeled "Start In."

### Create a new folder named RMS Express Test

1. Once you know where your RMS Express folder is, you will create a new folder on the drive to be your Test folder. To create the folder:
  - a. Use Windows File Explorer or your favorite explorer app to navigate to the drive location holding RMS Express. For most computers that will be C:.

(A screenshot showing the RMS Express folder follows these instructions. )

  - b. In the pane to the right that shows the folder names, right click on the RMS Express folder name and choose copy or use Ctrl-C to copy the folder.
  - c. Find a blank area to the right of the folder list and right click and choose paste or use Ctrl-V to paste the copy of the RMS Express folder. Windows will name it RMS Express - copy.
  - d. Change the folder name of the copy to RMS Express Test by right clicking the copied folder and selecting the Show More Options item. In the new menu click Rename and change the name to RMS Express Test. (Note-Windows 11 uses the Show More Options method - if you are using an earlier operating system just look for Rename.)



### Create a Desktop Shortcut to the RMS Express Test

1. Double click the RMS Express Test folder to show the list of files. Scroll down in the listing to find the RMS Express.exe file. Right click this file and use the Show More Options selection. (Win 11 uses the Show More Options feature - if you are using an earlier operating system, skip the Show More Options part.) In the new listing click on **Create Shortcut**. This will create a new file in the listing named RMS Express.exe - shortcut.
2. Right click the shortcut file and select copy or use Ctrl-C to copy the shortcut file.
3. In the pane to the left in File Explorer, scroll to the top and find **Desktop**. Double click Desktop to show the files in the Desktop folder in the right pane. Find a blank area to the right of the listing and right click and select past or use Ctrl - V to paste the copied file in the Desktop folder.

### Rename the Desktop Shortcut displayed on the desktop

1. Minimize the file explorer and return to the desktop on your PC. If you have a lot of Icons on your desktop, you will need to look around to find where Windows put the new shortcut - on my pc it usually ends up on the left side of the screen. Find the new **RMS Express.exe shortcut**.
2. Under the shortcut Icon, it should say **RMS Express.exe shortcut**. Carefully highlight these words with your mouse and change them to **RMS Express Test**.

### Check the shortcut

1. Find the new shortcut on your desktop and right click on it. In the list displayed, find the **Properties** item and click it.
2. In the box that opens, find the Start In item and make sure it says "**C:\RMS Express Test**"
3. If not, delete the shortcut and repeat the steps to create it. The new shortcut must point to "**C:\RMS Express Test**". (If you created your RMS Express folder in a non-standard folder, it will show a different drive location. The important part is it is named RMS Express Test.)

## Open the new RMS Express Test and adjust settings

1. To test the new shortcut, double click it. The version of Winlink that opens will be an exact copy of your existing Winlink, so we need to adjust it for the new usage. If you are setting up a second user like I did with Nancy, you will need to go into settings and change all the information to the new user. For this exercise, let's keep the user information the same and make this a blank copy of Winlink that we could use for testing features without changing our main Winlink file. To do this, we will leave the settings alone - we still want this to be us. We will delete all the files and folders we may have created in our main version, so we are starting with a blank slate.
2. Start by clicking the Inbox folder in Winlink. If there are any files in the Inbox, select them, right click them, and select **Move to Deleted Items Folder**. Everything we delete will end up in the Deleted Items Folder for now, after clearing all the other folders, we will also empty Deleted Items.
3. Before we go further, let's just make sure this has had no effect on your main Winlink. Close the RMS Express Test window you are working in and on your Desktop, double click your main Winlink shortcut. Check that everything looks normal - that the files you moved in the Test version, are still in their original location in your main version. If not you may have made an error when copying the Winlink Express files and setting up the new shortcut on your desktop. Regardless, you can copy the files in your Deleted Items folder back to the Inbox to return to original condition, then go over the instructions to see where things went wrong. Close your normal Winlink and reopen the RMS Express Test version.
4. After you ensured everything was OK in your normal RMS Express, repeat the process we used to clear Inbox for each of the folders listed in the System Folders area except the Deleted Items folder.
5. If you created folders in your main RMS Express in the Personal Folders, Global Folders, or Contacts areas, you need to decide whether to keep them in this Test version. If you don't want to keep them, use the same process to delete all the folders, For now you can just leave them alone.
6. Once finished deleting, return to the Deleted Items folder, select all messages, and hit the delete key. You will get a warning message that if you proceed you will not be able to recover the deleted messages. Click Yes. You may notice if you had a lot of messages in the folders we previously deleted, that it can take some time to clear them. We moved a lot into the Deleted Items folder and it will take time for Winlink to get rid of them. Don't be surprised if it doesn't look like anything is happening. Take a break and let Winlink do its work.
7. You now have a copy of Winlink that is empty and you can use for testing or other purposes without impacting your main Winlink.

## Create Verification of the new RMS Express Test instance

To verify you have created the RMS Express Test instance of Winlink, we will do a directory check on your drive and copy the lines related to the new instance into a message.

1. Start a new message in your RMS Express Test instance and address it to your regular (ETO-01..10, -CAN or -DX) clearinghouse and add ETO-BK as a CC.
2. Create a directory listing. Left click on the Windows button at the bottom left of the screen. Type **Command** and hit enter to open a command prompt. At the command prompt type **dir c:\** . A listing of the folders on your C: drive will be displayed. We only care about the RMS Express folders. You should see at least two, your original Winlink **RMS Express** and the new one **RMS Express Test** in the listing. (if you have created multiple instances of Winlink in the past, there could be more than two. If you did not install Winlink to the C: drive, you will need to change the **dir** command to the location you installed)
3. Use your mouse to highlight the lines showing the RMS Express folders. Hit **ctrl C** to copy the highlighted lines. (Right clicking to get a copy command does not work on this screen.)
4. Return to the message you opened in RMS Express Test and click in the body of the message. On the first line in the body, type **Test Installed** if you were successful creating **RMS Express Test**. Hit enter to get to the second line and hit **ctrl V** to paste the lines into the message. You could also right click in the message body to get the paste command. Either way the lines you highlighted should now be in the message. An example is shown at the end of this exercise. (If you have trouble getting the Directory lines into the message, you can skip that part and just type the **Test Installed** line.)
5. Post to the Winlink Outbox and send via your favorite session type.

**End of Exercise**

