

# Creating an Email Distribution “Group” in Winlink Express

**VERSION / DATE:** V1.0 / 04/05/26  
**Michigan ARPSC / ARES District 8**

**WHO:** Any Amateur Radio Operator with Winlink Express capability

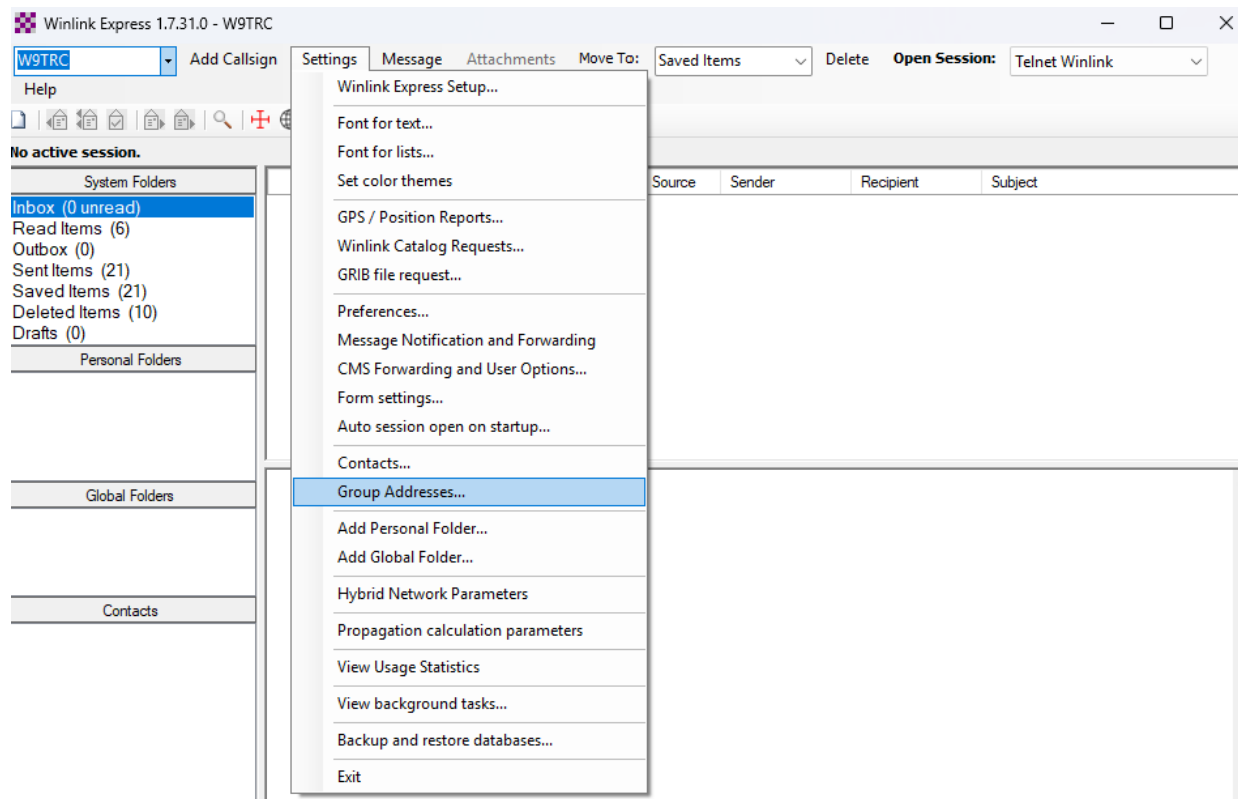
**WHEN:** As needed

**WHY:** To have a standard email distribution group readily available for routine or emergency use. This is a list of multiple email addresses or callsigns (if the address is @winlink.org).

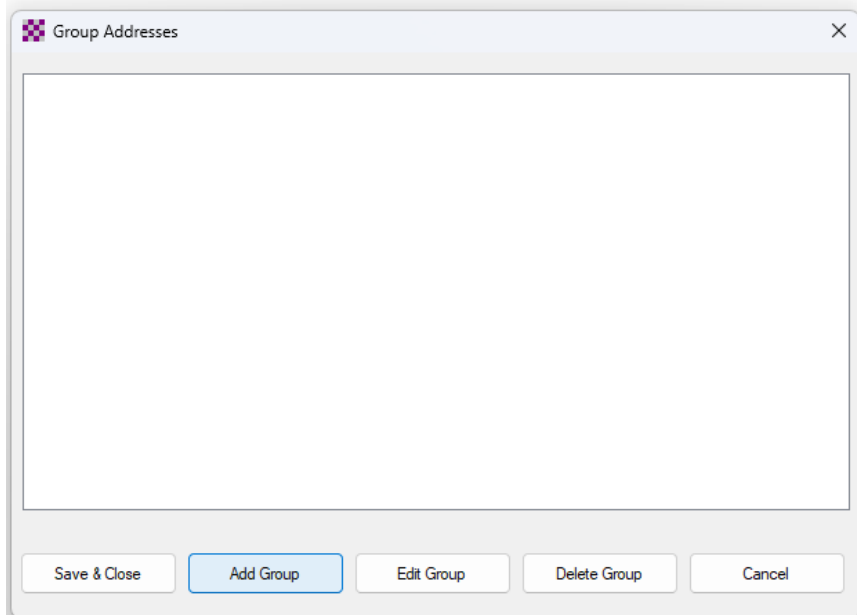
**WHERE:** Winlink Express

**HOW:**

- a) Verify ALL Session windows are closed.
- b) Select “Settings” from the header and click “Group Addresses...” from the drop-down menu.



c) Select “Add Group” from the “Group Addresses” window that opened.



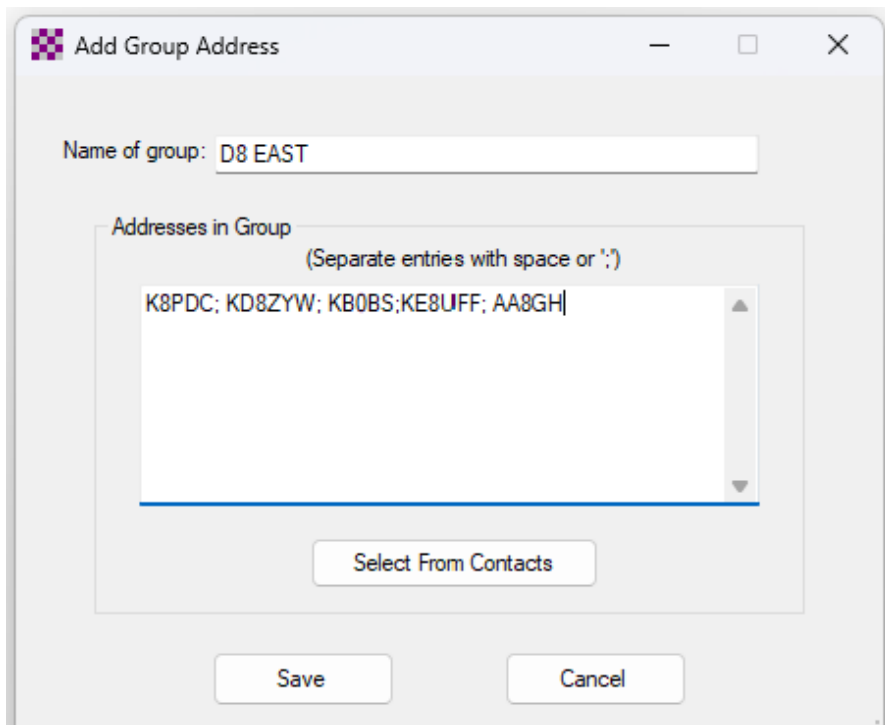
d) Enter a name next to “Name of Group”.

i. Avoid choosing the same name as a call sign or tactical address that you may send a message to.

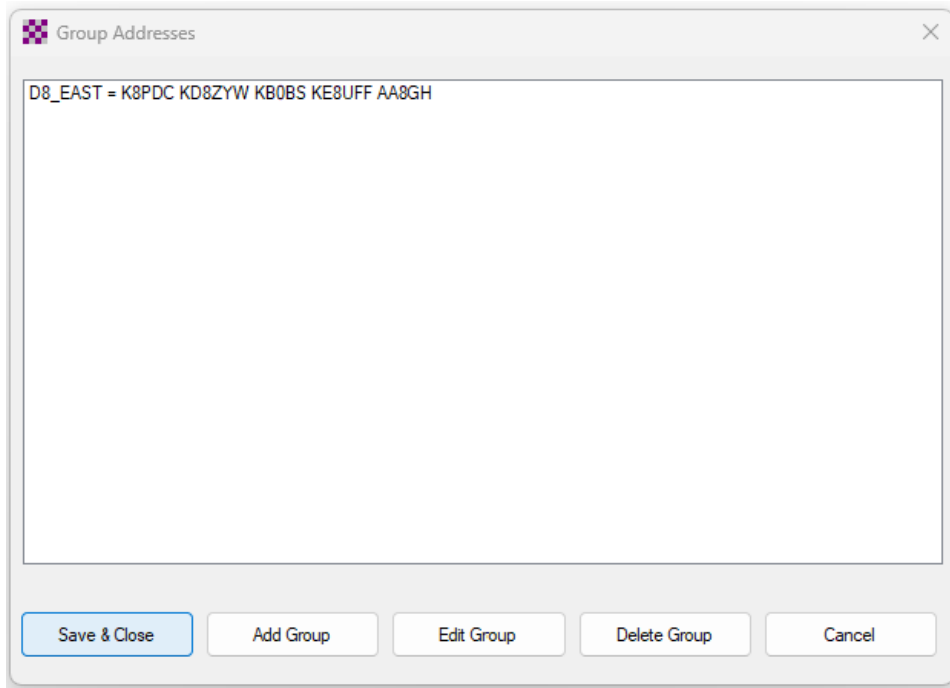
e) Enter a list of callsigns (if @winlink.org addresses) and email addresses in the “Addresses in Group” box.

i. Separate each address by a semicolon (;”).

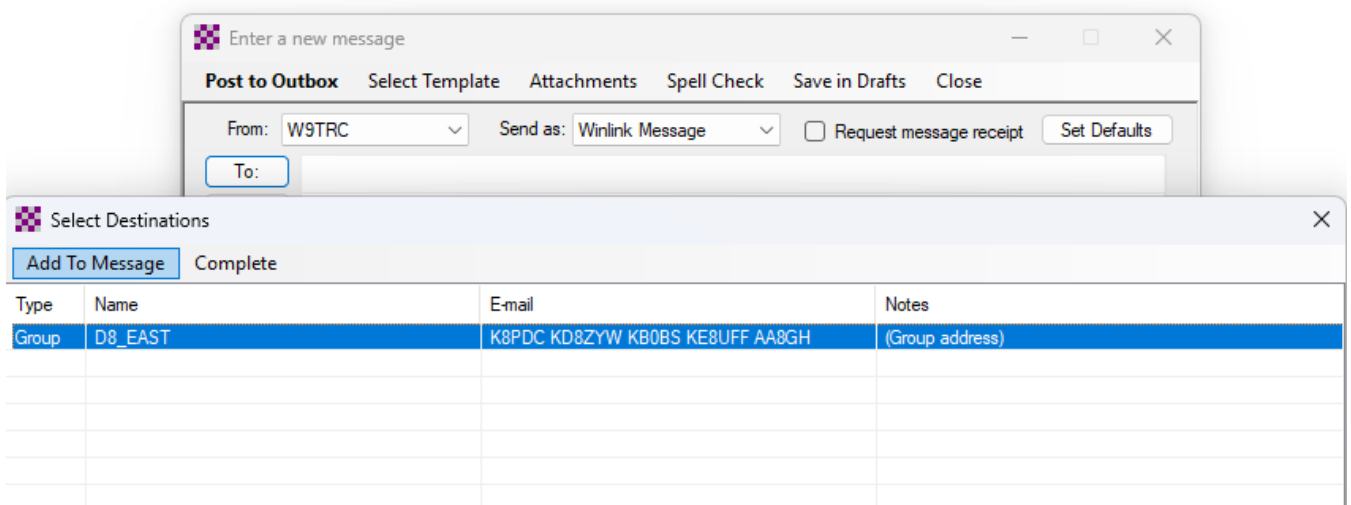
ii. If your “Contacts” list is populated, use the “Select From Contacts” button to add.



- f) When complete, Click the “Save” button.
  - i. The group now shows up in the “Group Addresses” window.
- g) Click the “Save & Close” button in the “Group Address” window.



- h) The group is now available to use.
- i) Groups can be added, edited, or deleted from the “Group Addresses Window”.
- j) When composing a new message, click either the “To:” or “Cc:” to add a group.
  - i. Highlight the group and click “Add to Message.”



- k) The Group name now shows up in “To:” or “Cc:”. You can add additional email addresses or callsigns as needed.
- l) Compose and send message as normal.