RSS Feed Setup
Accessing an RSS feed in Microsoft Office Outlook 2007

1. When the RSS icon is clicked, the RSS feed for the requested page or website will appear.

2. There are a number of ways to do this. The easiest way is to open the Mozilla Firefox web browser and click the link of the RSS icon on the website you want to subscribe to.

3. Do not change the settings in the drop-down box. If you want all of your RSS feeds to be viewed via Microsoft Office Outlook 2007, click the check-box. If not, leave the check-box blank. Click ‘Subscribe Now’.

4. A dialogue box will open confirm you want to add this RSS feed to Microsoft Office Outlook 2007. Click ‘Yes’.

5. RSS feed updates are similar to new email items. When you click on a folder, you will have a list of new messages and the reading pane to the right of the folders.

6. In the RSS feed list in Microsoft Office Outlook 2007, updates which have not been read or viewed appear in bold. Open the RSS feed the same as normal email. If you are interested in the summary of the update, click the ‘View article…’ link and it will take you to the updated website or page.