


Add a RSS Feed to Microsoft Outlook

user guide for CQUniversity Staff

CQUniversity staff can have RSS Feeds sent directly to Microsoft Outlook account. The following example refers to the CQUniTECHNOLOGY blog (<http://cqunitech.blogspot.com/>). For example: once staff subscribe to the CQUniTECHNOLOGY RSS Feed, the introduction of each blog article will be sent to their Outlook account as it is published online.

The following information applies to a **Microsoft Outlook 2007** using a Windows Operating System. *Note:* earlier versions of Outlook are not compatible.

Instructions

1. Open Microsoft Outlook 2007. In the left menu a "RSS Feeds" folder is available. It is located under the "Outbox" folder and looks like this:  RSS Feeds
2. To add a RSS feed, right click on the "RSS Feeds" folder. From the drop down menu select "Add a New RSS Feed".
3. Paste or type in the following URL: <http://cqunitech.blogspot.com/feeds/posts/default>. Click "Add".
4. Select "Yes" when asked to confirm adding this RSS Feed to Outlook?
5. CQUniTECHNOLOGY RSS Feeds will now be available from the "RSS Feeds" folder. As articles are published on the CQUniTECHNOLOGY blog, the introduction will automatically be sent to the "RSS Feeds" folder. This acts similar to an inbox

