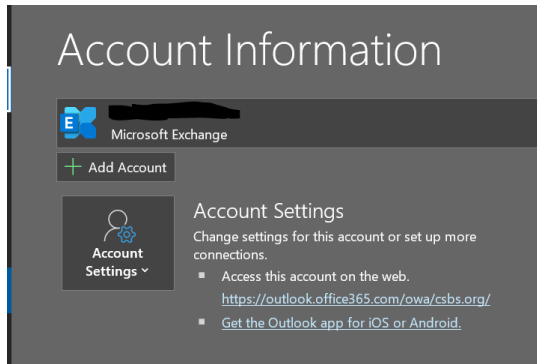


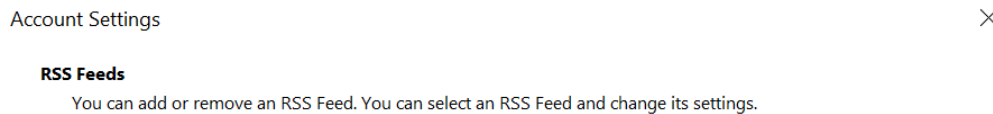
Instructions for Using Outlook as Your RSS Feed Reader

In Outlook:

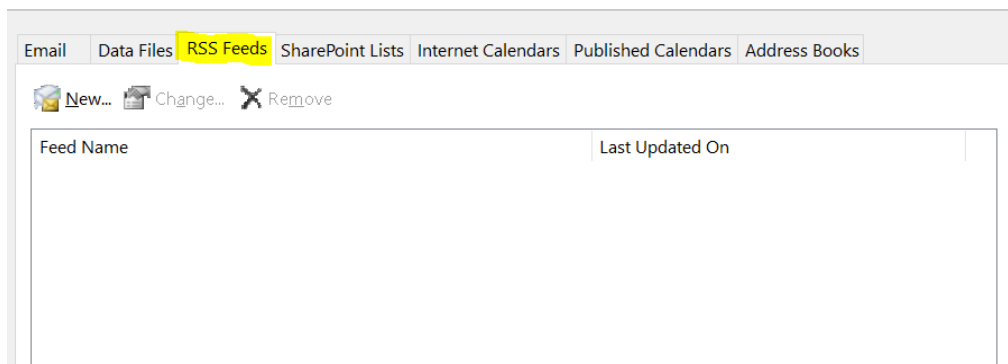
1. Click on FILE.
2. You will see this



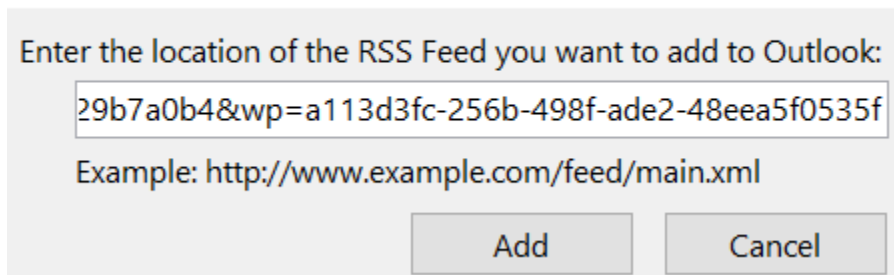
- 3.
4. Choose ACCOUNT SETTINGS from the drop-down menu. You will see this:



- 5.
6. Click on the RSS FEEDS tab. Click on NEW. You will see this:




- 7.
8. Click on the RSS FEEDS tab. Click on NEW. You will see this:



- 7.
8. Copy the URL of the RSS FEED and paste it (CTRL + V) into the field as above. Click ADD. You will get this pop-up window:

RSS Feed Options ✕

 Use the choices below to configure options for this RSS Feed.

General

Feed Name:

Channel Name: NMLS News & Alerts

Location:

Description:

Delivery Location

Items from this RSS Feed will be delivered to the following location:

D:\Users\drodgers\AppData\Local\Microsoft\Outlook\RSS Subscriptions\NMLS News & Alerts

Downloads

Automatically download enclosures for this RSS Feed

Download the full article as an .html attachment

Update Limit

Use the publisher update recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your RSS Feed from being suspended by the content provider.

Current provider limit: 1 hour




- 9.
10. Click OK.
11. Add any other RSS FEED URLs following the steps above. They will appear in the RSS FEEDS tab:

Account Settings ✕

RSS Feeds

You can add or remove an RSS Feed. You can select an RSS Feed and change its settings.

Email | Data Files | **RSS Feeds** | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

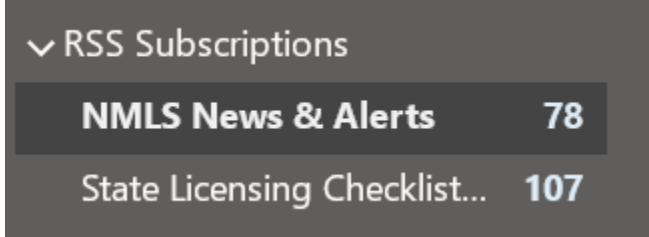
 New...  Change...  Remove

Feed Name	Last Updated On
NMLS News & Alerts	<pending>

12. Click CLOSE on the window above. You should start receiving the feed.



13. In Outlook, scroll down the left side navigation and you will see the RSS SUBSCRIPTIONS folder. Click on the arrow to open the folder and you will see the RSS FEEDS.



14. Click on the feed to see the feed articles.