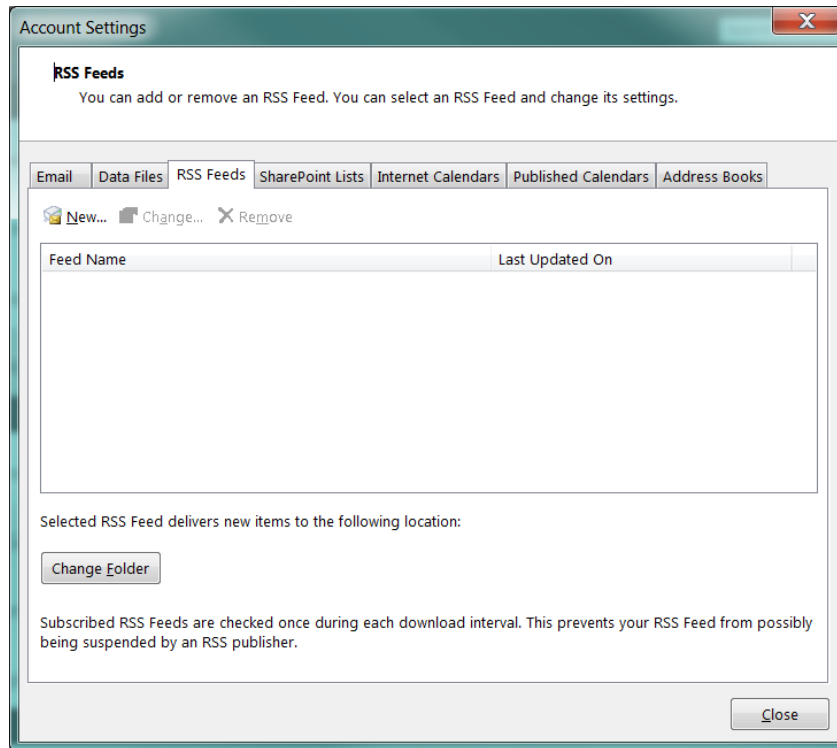


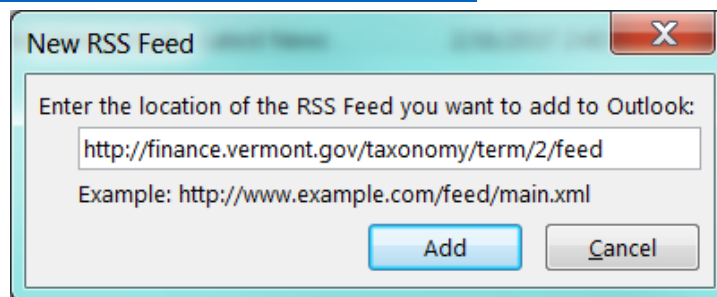
## How to Add a RSS Feed Directly to Outlook E-mail

1. Open Outlook
2. Go to 'File'
3. Go to 'Account Settings'
4. Go to 'Account Settings' again, from that drop-down list
5. Click on 'RSS Feeds' tab

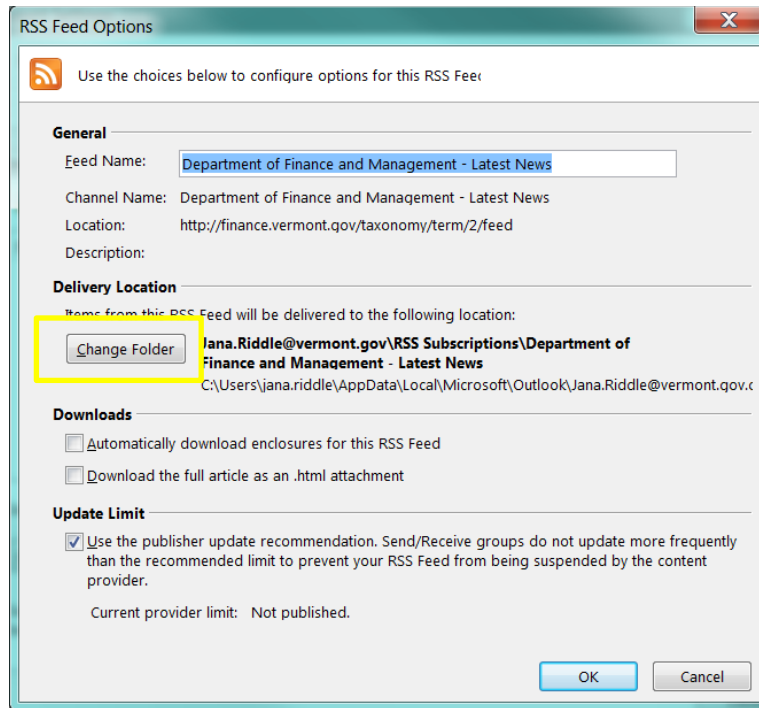


6. Click the 'New...' button
7. Copy this URL and do 'Ctrl+V' to paste it into the 'New RSS Feed' box (right-clicking in the box will not paste):

<http://finance.vermont.gov/taxonomy/term/2/feed>




8. Click 'Add'. This window will appear:

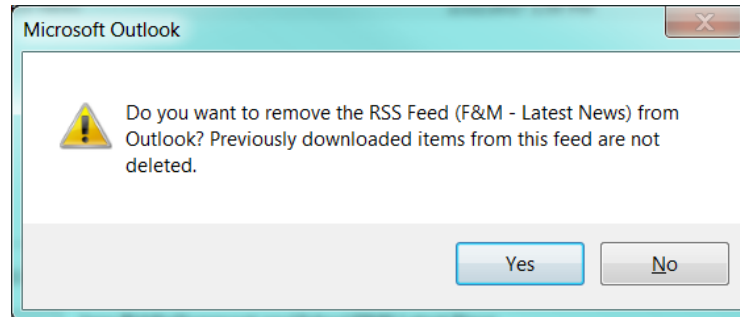


9. You can rename the 'Feed Name' if you would like. This is the name of the folder that will be placed in your Outlook e-mail folder list, under a default of 'RSS Feed'.
10. Delivery Location: The department ***highly recommends*** having these news items sent directly to your ***Inbox***. This way, you will always have the latest news from our department available to you (most visible). To set this up:
  - Select the 'Change Folder' button in the middle of the screen above (box outlined in yellow) and choose your "Inbox" from the folder tree.
  - Should you want this to go to a different e-mail folder, you can select that instead or create a 'New Folder' by clicking that button.
  - Click 'OK'.
11. Click, 'OK' (again).
12. Click, 'Close'.
13. It takes a minute or two for your Outlook to sync with the news feed. You can go to your 'Send / Receive' tab in Outlook and click on 'Send/Receive All Folders' to sync your Outlook.

**Note:** If you decided not to change the folder, you will find a new e-mail folder called 'RSS Feed' with a sub-folder called 'Department of Finance and Management – Latest News' in your list of e-mail folders as this is the default.

## **How to Remove a RSS Feed Directly from Outlook E-mail**

1. Open Outlook
2. Go to 'File'
3. Go to 'Account Settings'
4. Go to 'Account Settings' again, from that drop-down list
5. Click on 'RSS Feeds' tab
6. Select the 'Feed Name' you want to remove, highlight and click the  Remove button.
7. This window will pop up:



8. Click 'Yes'.
9. Click 'Close'.