

Outlook and RSS: The internet in your mailbox

Quick Reference Card

Subscribe to an RSS Feed

Display the command bar

1. Start your browser.
2. If you don't display the menu bar, press ALT to show the bar.
3. Open the **View** menu, point to **Toolbars** again and click **Command Bar**.

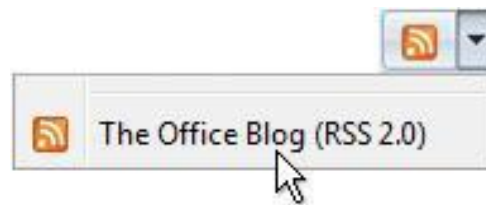
Note To display the menus permanently, on the **View** menu, point to **Toolbars**, and then click **Menu Bar**.

Subscribe to a blog

1. Start your browser and navigate to the web site or blog that provides the Feed you want to use.

If you use Internet Explorer and the site or blog provides a Feed, the **RSS Feeds** button becomes available. 

2. As a rule, it's a good idea to click the down arrow next to the **RSS Feeds** button and see if the site or blog provides more than one Feed. .



Note If you don't use Internet Explorer, you can usually click a link such as **RSS** link on the blog's home page.



3. Clicking the button or the link takes you to the blog. For example:



4. Click **Subscribe to this feed**.



The **Subscribe to this Feed** dialog box appears.

5. Click **Subscribe**.

If you're using Internet Explorer, press CTRL+SHIFT+J to open the **Feeds** pane. The pane lists the new Feed. That's your Common Feed List.

Synchronize Outlook with your Feed

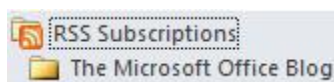
This method synchronizes Outlook with all the Feeds in your Common Feed List. If you only want to synchronize Outlook with one feed, see the next exercise.

1. If you haven't already done so, start Outlook.
2. On the ribbon, click the **File** tab, and then click **Options** to start the **Outlook Options** dialog box.
3. Click **Advanced**, and in the right-hand pane, scroll down to the **RSS Feeds** section.
4. Select the **Synchronize RSS Feeds to the Common Feed List (CFL) in Windows** option.



The second checkbox is optional. Feel free to select it.

5. Click **OK** to close the dialog box.
6. Stop and restart Outlook. When you do, a folder for the Feed appears under the **RSS Subscriptions** folder. For example:



7. Outlook stores the items from that Feed in that folder. You may not see RSS items in the folder immediately, but wait a few minutes and they'll start to appear. You have to wait because RSS Feeds deliver new items on a preset schedule

Subscribe and synchronize from Outlook

You can subscribe to a single Feed and synchronize that feed directly from Outlook. You don't need to use your browser if you know the URL of the feed.

1. Copy the URL of the Feed you want to subscribe to.
2. In Outlook, if you're not already looking at your e-mail, click **Mail** in the Navigation Pane.



3. Right-click the **RSS Subscriptions** folder and click **Add a New RSS Feed**.
4. In the **New RSS Feed** dialog box, position the insertion point in the **Enter the location of the RSS feed you want to add to Outlook box** and press CTRL+V to paste the copied URL.
5. Click **Add**.
6. When asked to confirm the new Feed, click **Yes**.

Note You don't have to stop and restart Outlook to see the new feed, but again you may have to wait a few minutes for items to appear. If you're using Internet Explorer 7 or later, the feed will be added to your Common Feeds Lists as well.

Change the names of Feed folders

Right-click the folder and click **Rename Folder**. Enter the new name and click outside the folder to commit the change.

Find and read articles

1. Click a Feed folder to open it.
2. Notice that the RSS items in the folder summarize longer articles.
3. Double-click the first item in the feed to open it.
4. Click the **View Article** link.

—or—

If you have the Reading Pane open, you can click the **View Article** link in that pane without having to open the message.

Share a Feed

1. Under RSS Subscriptions, click the Feed you want to share.
2. On the **Home** tab, in the **RSS** group, click **Share This Feed**.



3. A new e-mail message appears. That's a sharing message.
4. In the **To** box of the message, enter the e-mail address of the person you want to share the feed with, and then click **Send**.

Subscribe to a shared Feed

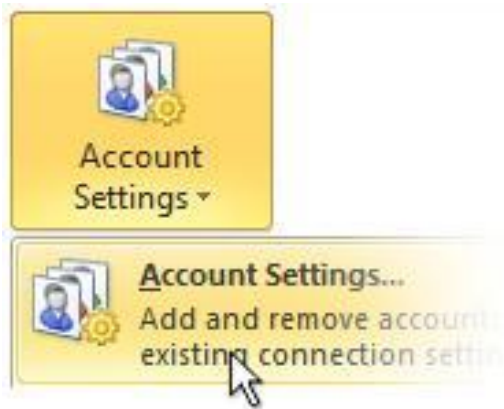
You follow these steps after someone shares a feed with you.

1. In your inbox, open the sharing message.
2. On the ribbon, in the **Open** group, click **Add This RSS Feed**.



Change the folder that receives your Feed items

1. Click the **File** tab, click **Account Settings**, then click **Account Settings** again.



2. The **Account Settings** dialog box appears.
3. Click the **RSS Feeds** tab.
4. Under **Feed Name**, select the Feed you want to change and click **Change**.
5. Under **Delivery Location**, click **Change Folder**.
6. The **New RSS Feed Delivery Location** dialog box appears.
7. Click the folder you want to use and click **OK**. That routes the items sent by the Feed to that folder.

Change the settings for attachments

1. Follow step 1 in the previous exercise to open the **Account Settings** dialog box.
2. In the **RSS Feed Options** dialog box, under **Downloads**, select the check box next to **Automatically download enclosures for this RSS Feed**. Now you'll receive any attachments sent with the Feed items.
3. If you want to receive the full blog post or article as an attachment, select the check box next to **Download the full article as an html attachment**. Now you can view at least some content offline.
4. Click **OK** to close the **RSS Feed Options** dialog box, then click **Close** to close the **Account Settings** dialog box.

Set up a search folder to find just the items you want

For this exercise, you'll create a new search folder, select Feeds that you want to search, and use search criteria to narrow your results. The search folder will then find items that meet the criteria you enter.

Create the search folder

1. With Outlook in Mail view, go to the ribbon and on the **Folder** tab, click **New Search Folder**.
-or-
In the navigation pane, right-click the **Search Folders** folder, and then click **New Search Folder**.
2. In the **New Search Folder** dialog box, scroll down to the **Custom** section and click **Create a custom Search Folder**.
3. Click **Choose**.
4. The **Custom Search Folder** dialog box appears.
5. In the **Name** box, enter a name for your search folder.
6. Click **Browse**.
7. The **Select Folder(s)** dialog box appears.
8. Clear the checkbox at the top of the list of folders (the one next to your mailbox), and either select the checkbox next to **RSS Subscriptions** (if you want to search all your Feeds), or expand the **RSS Subscriptions** folder tree and select the Feeds that you want to search. Click **OK when you're done**.

Clicking **OK** takes you back to the **Custom Search Folder** dialog box, where you complete the rest of the process.

Enter search criteria

1. In the **Custom Search Folder** dialog box, click **Criteria**
2. In the Search for the word(s) box, enter your search criteria. For example: **Outlook**.
3. Optionally, use the choices in the **In** list to broaden or narrow the scope of your search. For example, selecting **subject field and message body** broadens the search by allowing the folder to look for matching terms in the message as well as the subject line.

word(s):	outlook
In:	subject field and message body

4. Click **OK** to close the Search Folder Criteria dialog box, then **OK** again to close the Custom Search Folder dialog box.
5. Your new folder appears and begins searching for items that match your criteria.

Stop a Feed but keep the folders and articles

The process you followed in exercise 5 deleted a Feed and all the items in the Feed's folder. This method stops a Feed but keeps the items you've received.

1. Click the **File** tab, click , then click **Account Settings** again.
2. The **Account Settings** dialog box appears.
3. Click the **RSS Feeds** tab.
4. Under **Feed Name**, select the Feed you want to remove and click **Remove**.
5. Click **Yes** to confirm the deletion.
6. Close the **Account Settings** dialog box.

Unsubscribe from a Feed

1. Start Internet Explorer and press CTRL+SHIFT+J to display the Feeds pane.
2. Click the Feed you no longer want and press DELETE.