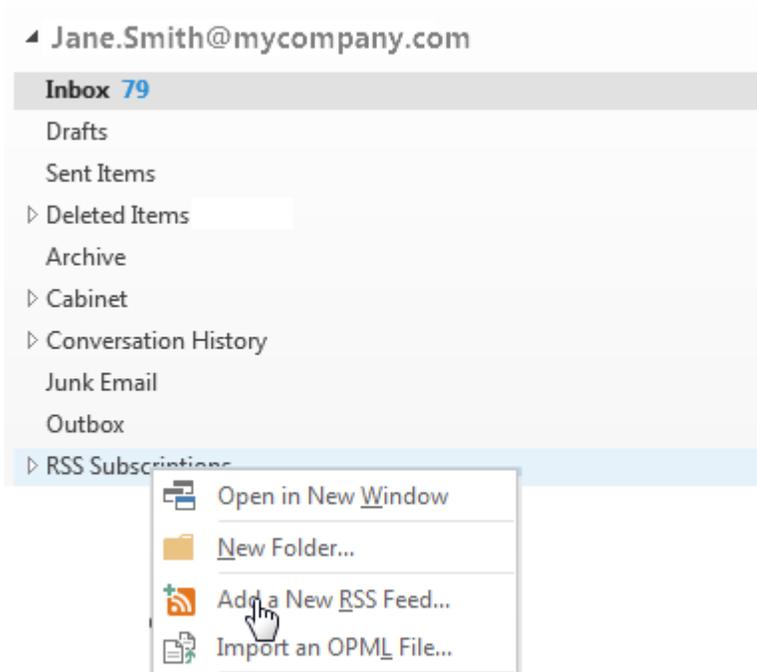


# Using Outlook 2013 or 2016 as your RSS reader

1. Open Outlook 2013 or 2016. Right-click on the **RSS Subscriptions** or **RSS Feeds** folder and choose **Add a New RSS Feed**.



2. In the **New RSS Feed** dialog box, **paste** the URL (link/address) of the RSS feed into the box provided. (If you have difficulty pasting the link, try the following: Click inside the box provided, then press Ctrl-V on your keyboard.)

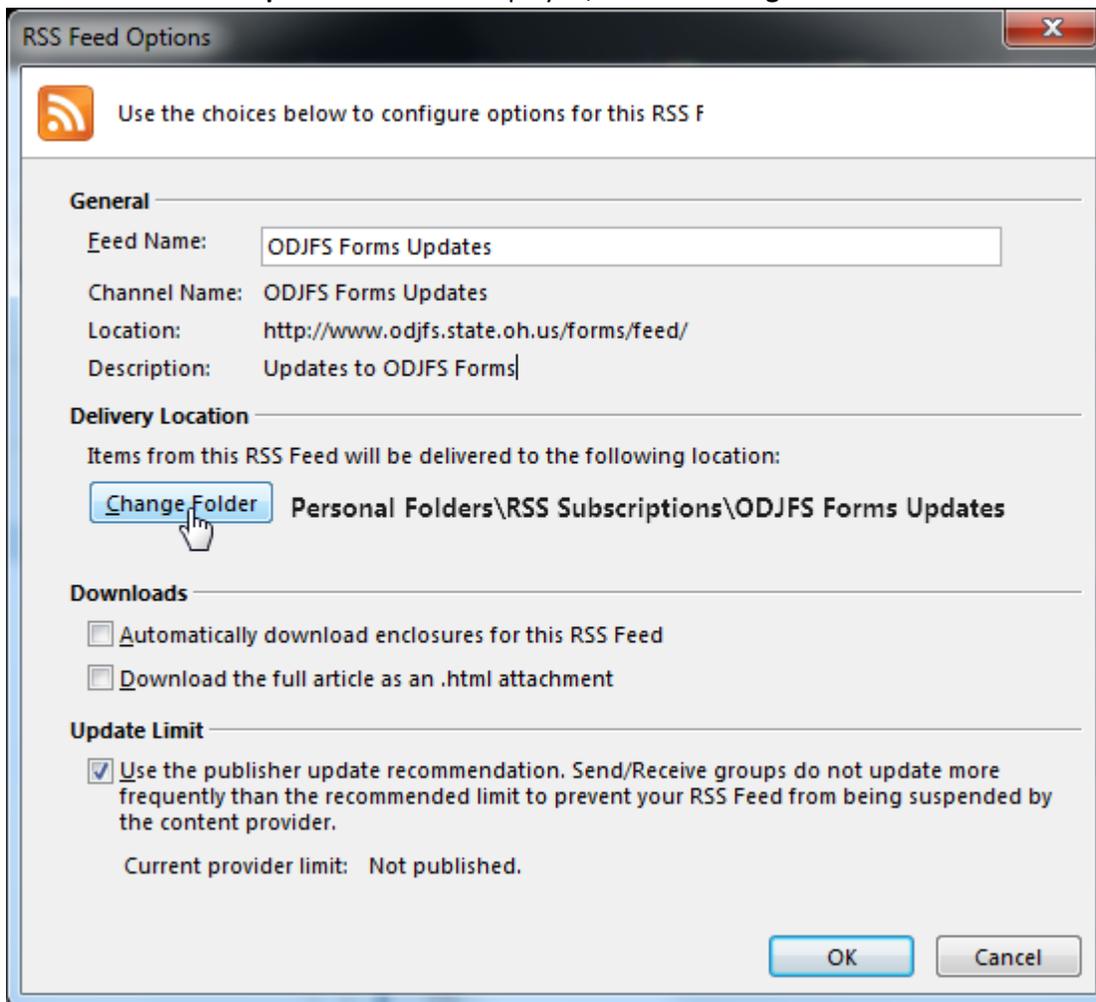


3. Click **Add**.

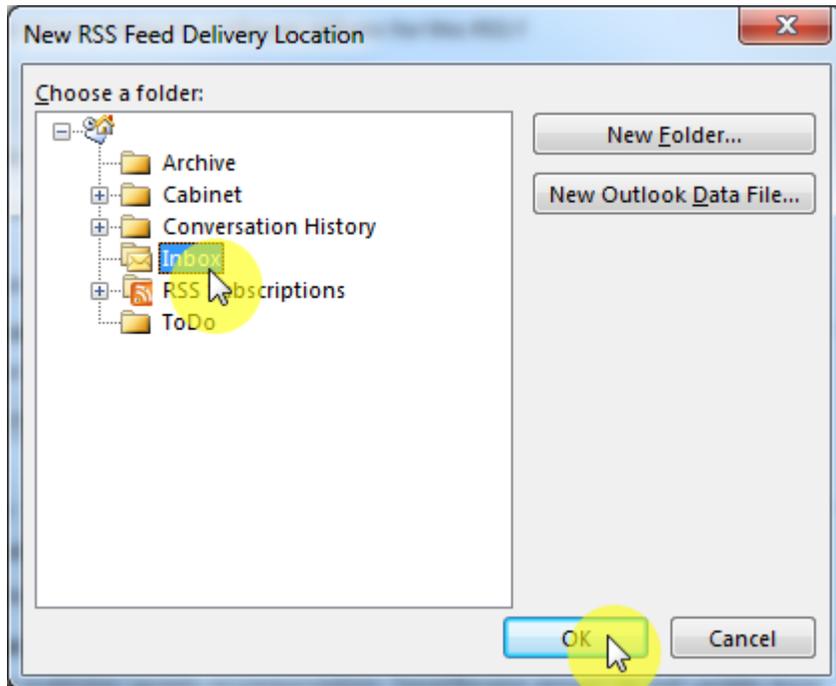
4. When the **Add this RSS Feed to Outlook?** dialog appears, click **Advanced**.



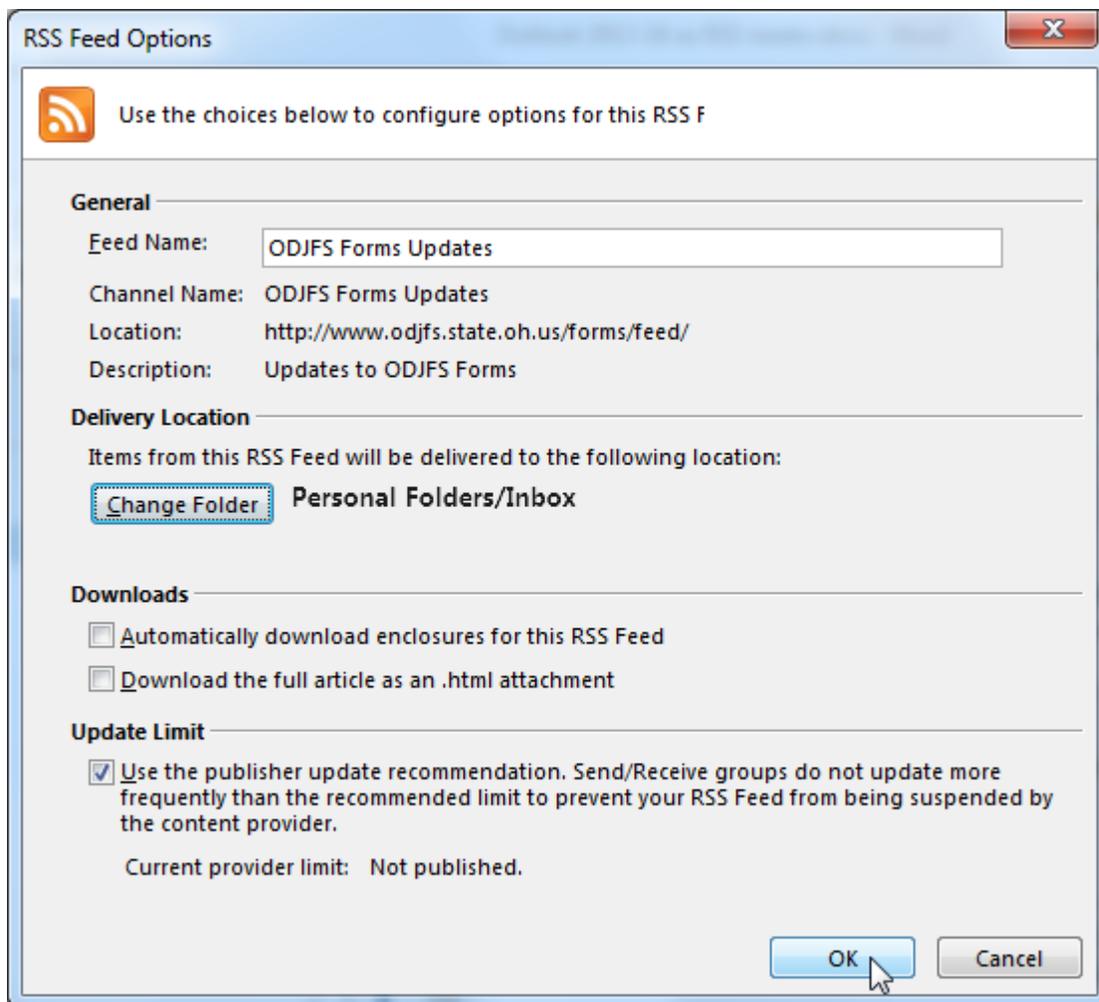
5. When the **RSS Feed Options** window is displayed, click the **Change Folder** button under **Delivery Location**.



6. Click to select the **Inbox** folder, then click the **OK** button.



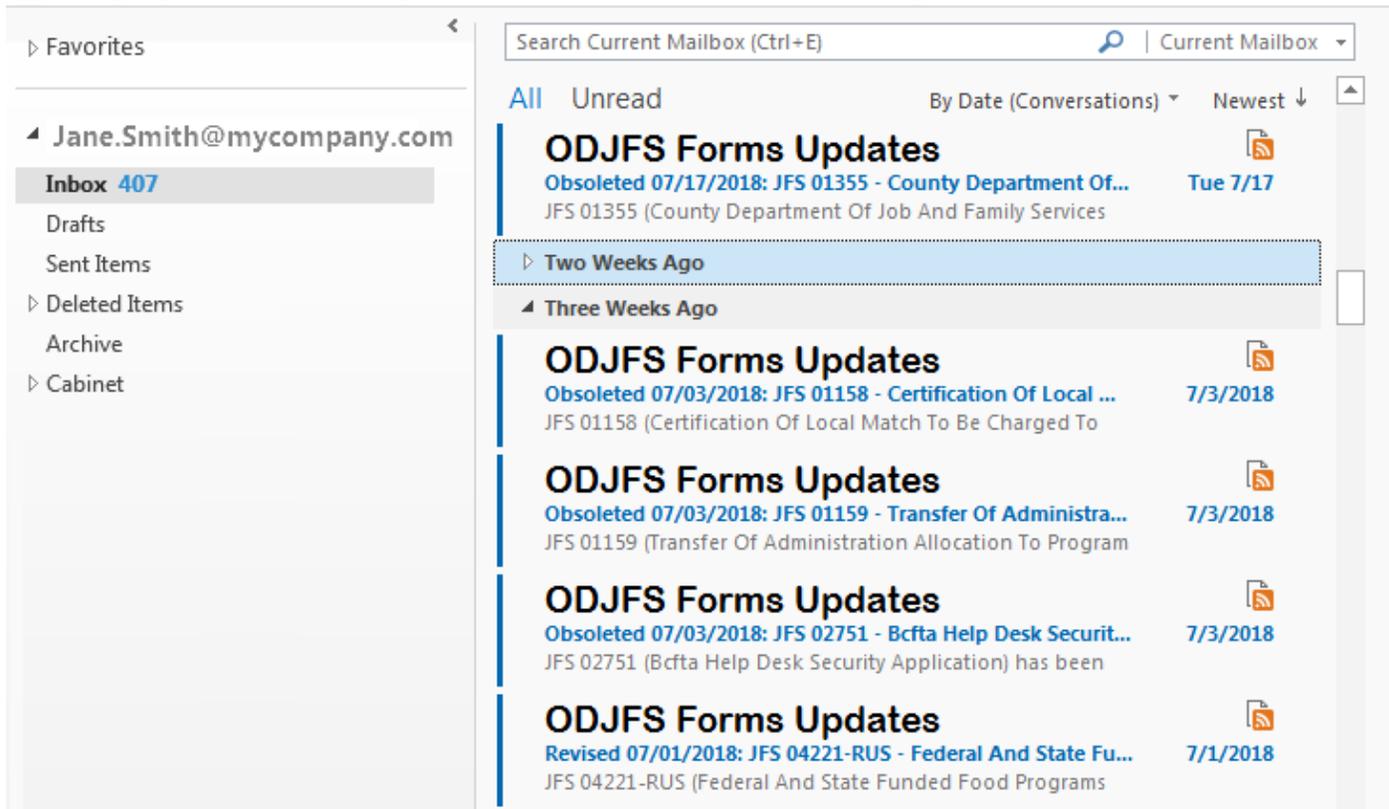
7. Click the **OK** button.



8. Click the **Yes** button.



9. Click on your **Inbox** folder. After a few moments, the most recent items from the RSS feed will begin appearing in your Inbox. This may include a number of older items from the past few months.



10. As new items are published to the feed, they will appear in your Inbox, similar to new email messages.