Ohio Department of Job and Family Services

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**.

 Jane.Smith@mycompany.com 				
Inbox 79				
Drafts				
Sent Items				
Deleted Items				
Archive				
▷ Cabinet				
Conversation History				
Junk Email				
Outbox				
▷ RSS Subscriptions				
-2	Open in New <u>W</u> indow			
-	<u>N</u> ew Folder			
5	Add New <u>R</u> SS Feed			
L.	Import an OPM <u>L</u> File			

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**.

RSS Feed Options			
Use the choic	es below to configure options for this RSS F		
General			
<u>F</u> eed Name:	ODJFS Forms Updates		
Channel Name:	ODJFS Forms Updates		
Location:	http://www.odjfs.state.oh.us/forms/feed/		
Description:	Updates to ODJFS Forms		
Delivery Location			
Items from this RSS Feed will be delivered to the following location:			
Change Folder Personal Folders\RSS Subscriptions\ODJFS Forms Updates			
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 prov	ider limit: Not published.		
	OK Cancel		

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

New RSS Feed Delivery Location	×
Choose a folder:	New <u>Folder</u> New Outlook <u>D</u> ata File
	Cancel

7. Click the **OK** button.

RSS Feed Options	×	
Use the choic	es below to configure options for this RSS F	
General		
<u>F</u> eed Name:	ODJFS Forms Updates	
Channel Name:	ODJFS Forms Updates	
Location:	http://www.odjfs.state.oh.us/forms/feed/	
Description:	Updates to ODJFS Forms	
Delivery Location		
Items from this F	LSS Feed will be delivered to the following location:	
Change Folder	Personal Folders/Inbox	
Downloads		
<u>Automatically download enclosures for this RSS Feed</u>		
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 prov	ider limit: Not published.	
	OK Cancel	

8. Click the Yes button.

Microso	ft Outlook
	Add this RSS Feed to Outlook?
	You should only add subscriptions from sources you know and trust.
	http://www.odjfs.state.oh.us/forms/feed/
	To configure this RSS Feed, click Advanced.
	Advanced

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.