

# RECEIVING RSS OR E-MAIL NOTIFICATION OF TIPS

## Introduction

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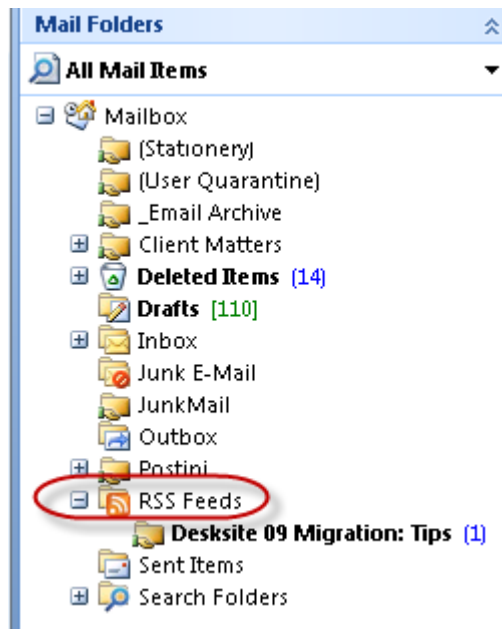
If you would like to be informed when a new tip is posted or modified on a Portal page (e.g., the Outlook or DeskSite Portal pages), you can choose to be notified through the “opt-in” functionality of an RSS subscription or an e-mail alert.

## About RSS

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RSS stands for *Really Simple Syndication*. RSS is a way to have content delivered to you from websites, without having to browse or search for it. Instead of sending it in an e-mail format, RSS “feeds” the information to an *RSS Reader*. Some e-mail programs, like Outlook, have a built-in RSS Reader. The RSS Reader receives “feeds” from your subscriptions, instead of coming into your e-mail inbox along with mail.

When you subscribe to an RSS feed, and use Outlook’s RSS Reader, messages will appear in the RSS Feeds section of the navigation pane.



## How to subscribe to the Tips RSS Feed

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As an Outlook user, you can set up the RSS Feed to be delivered to the Outlook RSS Reader.

### ***To subscribe:***

1. Click the **Subscribe** link below the list of Tips



**Subscribe to the Outlook Tips RSS Feed!**

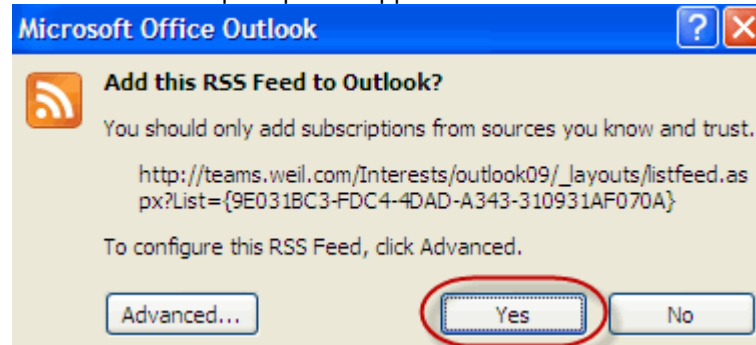
2. Click the **subscribe to this RSS feed** link

## RSS FEED for Outlook '09: Tips

With Really Simple Syndication (RSS) it's easy to track changes to important lists and libraries. If you have an RSS reader, simply [subscribe to this RSS feed](#), and your reader will record the changes for you. You can also browse the RSS feed here in your browser.

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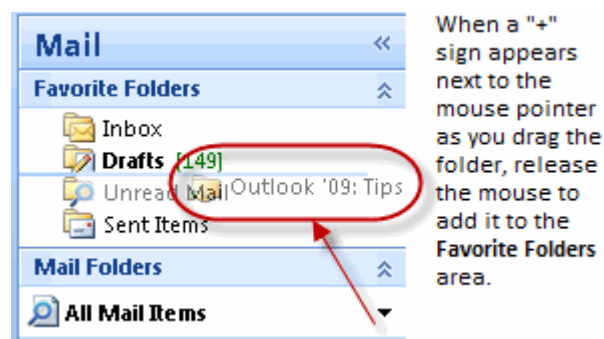
Select **Yes** at the prompt that appears in Outlook



The added feed should now appear in the RSS Feeds section of the Outlook navigation pane.

### **Move RSS Feed folders to “Favorite Folders”**

The **RSS Feeds** default location is toward the bottom of the navigation pane in Outlook. To be sure that you do not miss any tips as they come into each individual folder in RSS Feeds, move each folder to the **Favorites** area of the navigation pane by clicking and dragging the folder from its current location to the Favorites area.



### **To unsubscribe:**

1. In Outlook, select the folder for the RSS Feed you want to delete (e.g., Outlook or DeskSite) and press the **Delete** key on the keyboard.
2. Click **Yes** when prompted to confirm that you want to remove the RSS Feed.

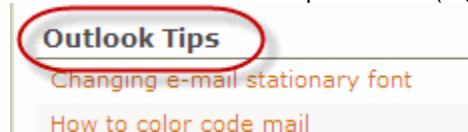
## How to activate e-mail alerts

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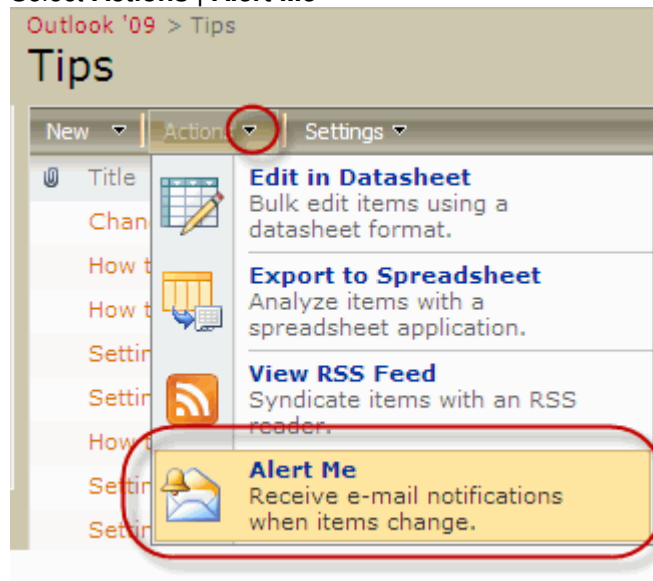
If you would rather receive an e-mail in your inbox when tips are added, use the **Alert Me** feature.

### To activate e-mail alerts:

1. Click the header of the Tips section (e.g., "Outlook Tips" or "DeskSite Tips")



2. Select **Actions | Alert Me**



3. Complete the information in the form that appears, including what types of changes you want to be notified of and how often.
4. Click **OK**. *Within 30 seconds, you should receive a confirmation from the e-mail address **SharepointWorkflow** that confirms that you have set up the alert. Going forward, you will receive e-mail alerts for these tips according to the criteria you set in the form.*

### To deactivate e-mail alerts:

In any of the e-mail message alerts you received, click **Modify my alert settings** in the toolbar at the top of the message.

[DeskSite 09 Migration](#)

**What is the difference between "... has been added**

[Modify my alert settings](#) | [View What is the difference between "...](#) | [View DeskSite Tips](#) | [Mobile View](#)

## How to get assistance

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If you have questions or require additional assistance, please contact the IS Helpdesk at ext. 4357 in NY or 1-877-363-4999 or contact your local IS staff.