Financial Affairs Information Systems Support
Creating an RSS feed notification in Internet Explorer 8
To
Construction – Public Advertised Bids

Really Simple Syndication (RSS) is a way for content publishers to make news, blogs, and other content available to subscribers. You can add your favorite RSS Feeds as subscriptions in Microsoft Office Outlook 2007, your favorite web browser or your favorite RSS reader application.

How to add an RSS Feed using Internet Explorer 8

1. Navigate to the “Construction – Public” portal that you are interested in receiving RSS updates from. For the purpose of this document we are interested in setting up an “Advertised Bids” notification from “The University of Alabama Construction – Public” portal site.

Enter https://construction-estus.fa.ua.edu/default.aspx in Internet Explorer.
2. On “Advertised Bids” select “Actions” dropdown and select “View RSS Feed”.

3. After clicking “View RSS Feed”, the following page will open. When this page opens, click the **Subscribe to this feed** link.
4. After clicking Subscribe to this feed, this box will pop up on your screen. You may change the name of the feed. Then click **Subscribe**.

5. The box will close after you click Subscribe, and your new page will give you confirmation. “You have successfully subscribed to this feed.”
6. Now that you are subscribed to the Construction – Public Advertised Bids feed, you need to know how to view this feed. When you open Internet Explorer, click the Favorites tab on your toolbar. After you click Favorites, a drop down list will appear.

7. Click the Feeds tab at the top of the list. The link to Construction – Public Advertised Bids feed will be in this list. Click the link to access the feed.
8. After you click the link, the feed page will open. Congratulations! You are now receiving realtime notifications from the Construction – Public Advertised Bids in your Internet Explorer 8 browser.