Financial Affairs Information Systems Support

Creating an RSS feed notification in Microsoft Outlook

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 Microsoft Outlook

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 your favorite browser.
2. On “Advertised Bids” select “Actions” dropdown and select “View RSS Feed”.

3. A new web browser window will open. In the web address bar of the new web browser window select and copy the whole web address.
   (select the whole web address and right click mouse and select copy).
4. Open your Microsoft Outlook program. On the left hand side of Microsoft Outlook under Mail Folders there should be a menu option called **RSS Feeds** right mouse click on it and select “Add a New RSS Feed”.

![Microsoft Outlook Mail Folders](image1)

5. When prompted to enter “New RSS feed” place mouse cursor in the white rectangle box then **hold the CTRL key and press the letter “V” key**. This will paste the web address copied from step 3 into the white rectangle box. Then left mouse click on the “Add button”.

![Add New RSS Feed](image2)
6. Congratulations! You are now receiving realtime notifications from the Construction – Public Advertised Bids in your Microsoft Outlook.