

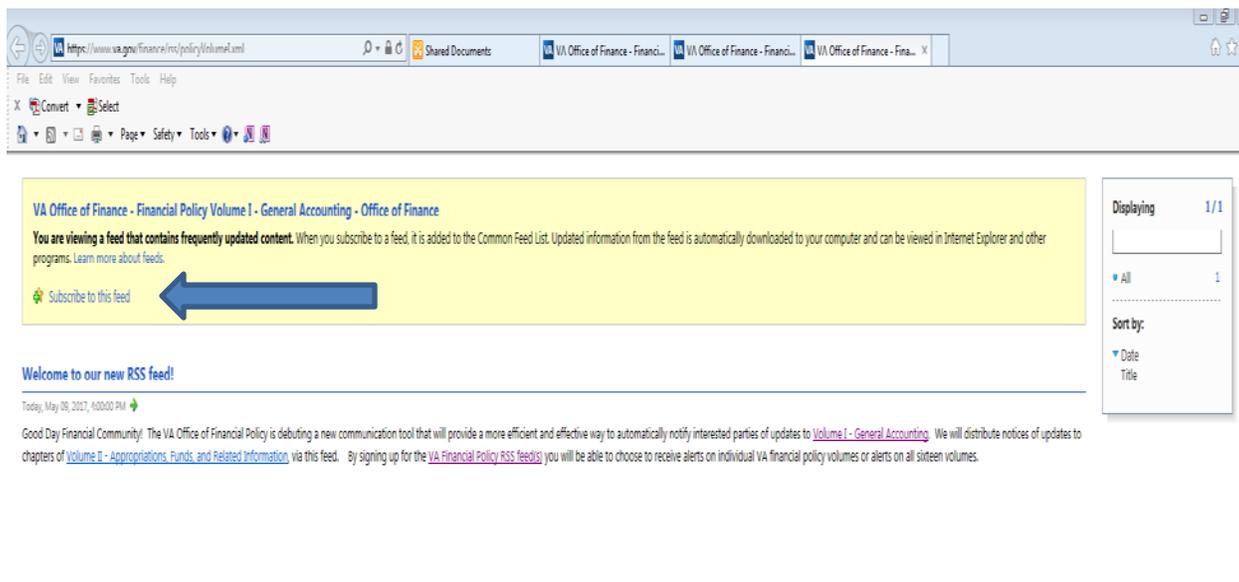
Step by step guide to setup RSS Feeds

Step 1.

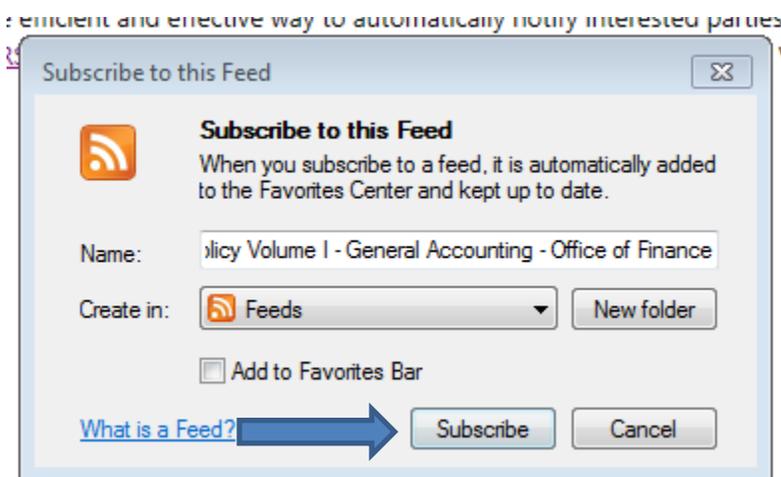
Use the below link to be directed to the Office of Financial Policy RSS Feed page.

<https://www.va.gov/finance/rss/policyAllVolumes.xml>

Step 2. By clicking on the link a window in Internet Explorer should popup like the one below. Click on the “Subscribe to this feed” link.

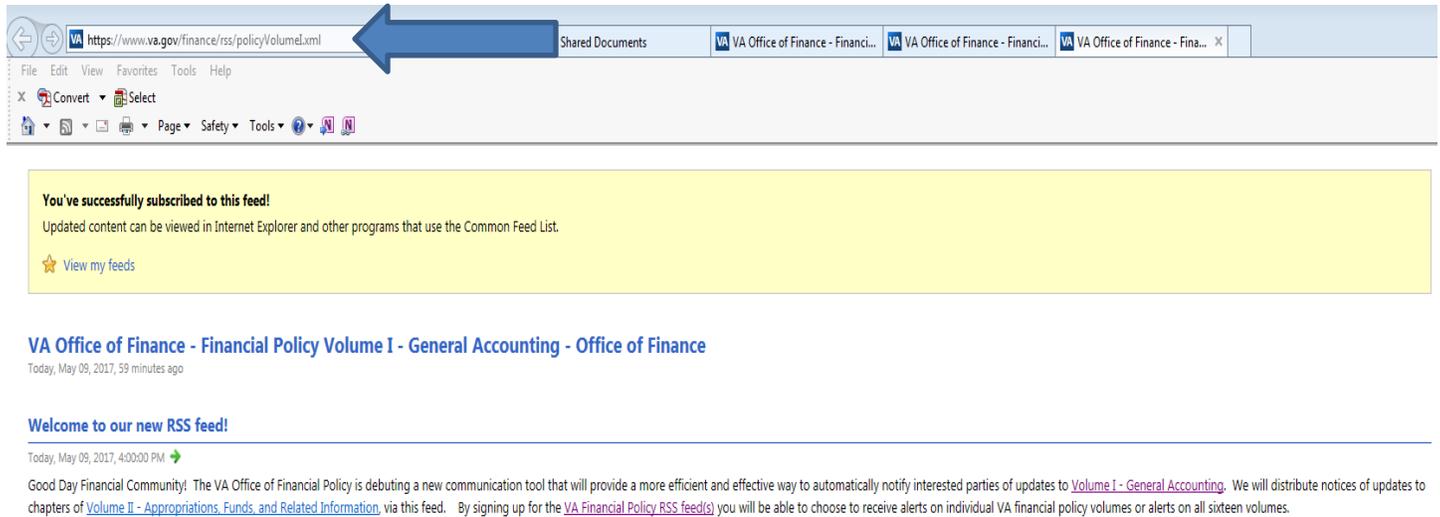


Step 3. Once you click the link a new popup should appear that is titled to Subscribe to this feed. This screen allows you to change the name of the RSS Feed if you want too. Otherwise click on “Subscribe”.



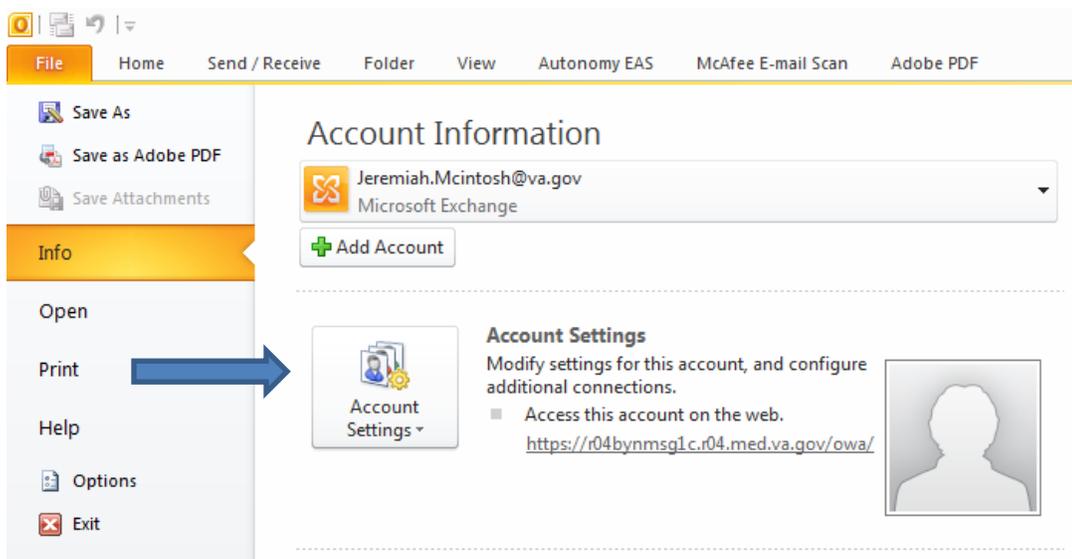
Step 4. You should now be taken back to a window that looks like the first Internet Explorer window except where the option to “Subscribe to this feed” was it should now say “View my feeds”. The next

set of steps will describe how to put the RSS feed for the policy into your Outlook. First start by selecting the URL, as shown below, and copy it.



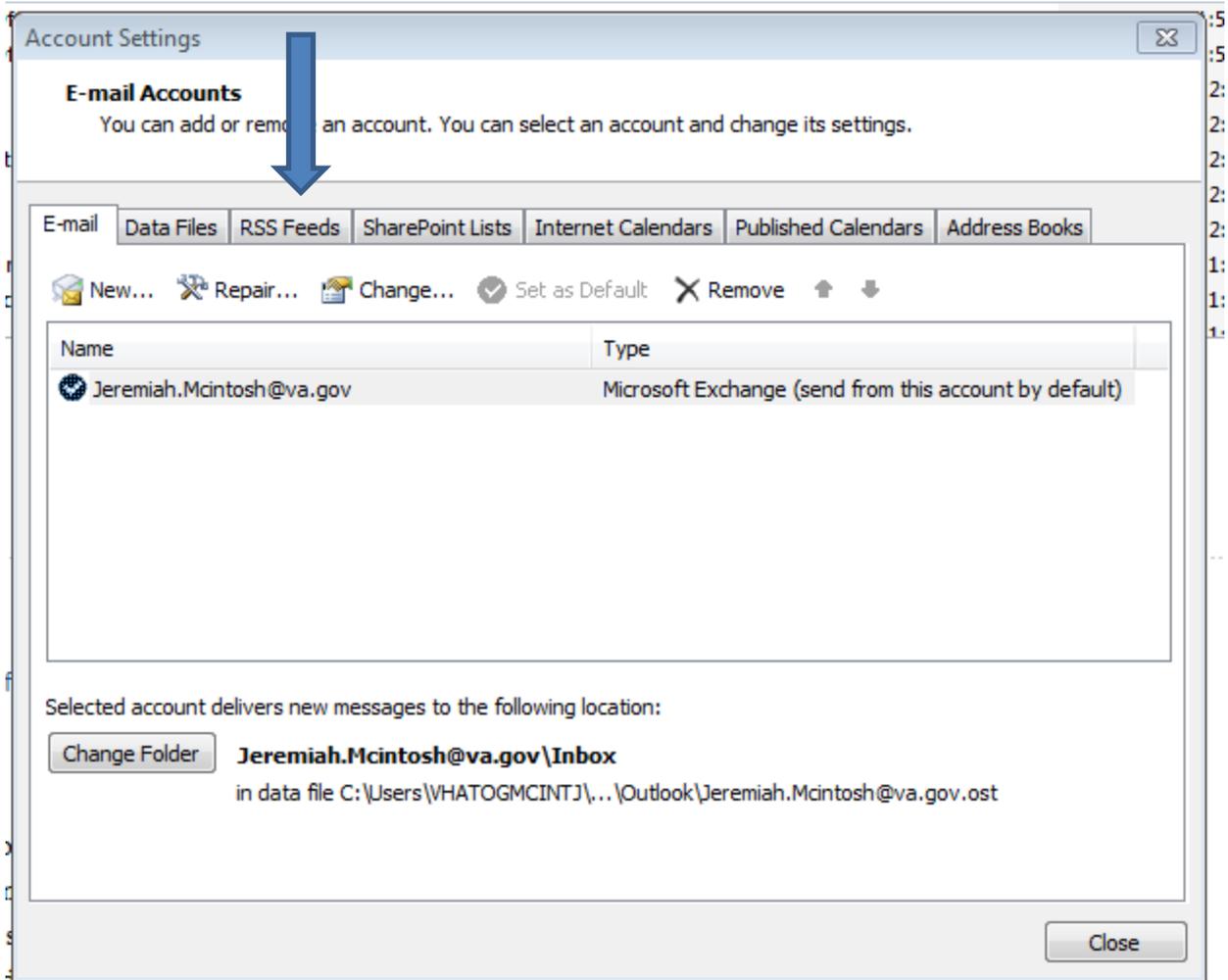
The screenshot shows a web browser window with the address bar containing the URL <https://www.va.gov/finance/rss/policy/volume.xml>. A blue arrow points to the URL. Below the browser window is a yellow notification box that reads: "You've successfully subscribed to this feed! Updated content can be viewed in Internet Explorer and other programs that use the Common Feed List. View my feeds". Below the notification is the title "VA Office of Finance - Financial Policy Volume I - General Accounting - Office of Finance" and a date "Today, May 09, 2017, 59 minutes ago". A "Welcome to our new RSS feed!" message follows, dated "Today, May 09, 2017, 4:00:00 PM". The main content area contains a paragraph: "Good Day Financial Community! The VA Office of Financial Policy is debuting a new communication tool that will provide a more efficient and effective way to automatically notify interested parties of updates to [Volume I - General Accounting](#). We will distribute notices of updates to chapters of [Volume II - Appropriations, Funds, and Related Information](#) via this feed. By signing up for the [VA Financial Policy RSS feed\(s\)](#) you will be able to choose to receive alerts on individual VA financial policy volumes or alerts on all sixteen volumes."

Step 5. Return to Outlook and Select the “File” tab in the upper left hand corner. Select the “Account Settings” drop down option and click on “Account Settings” as shown below.

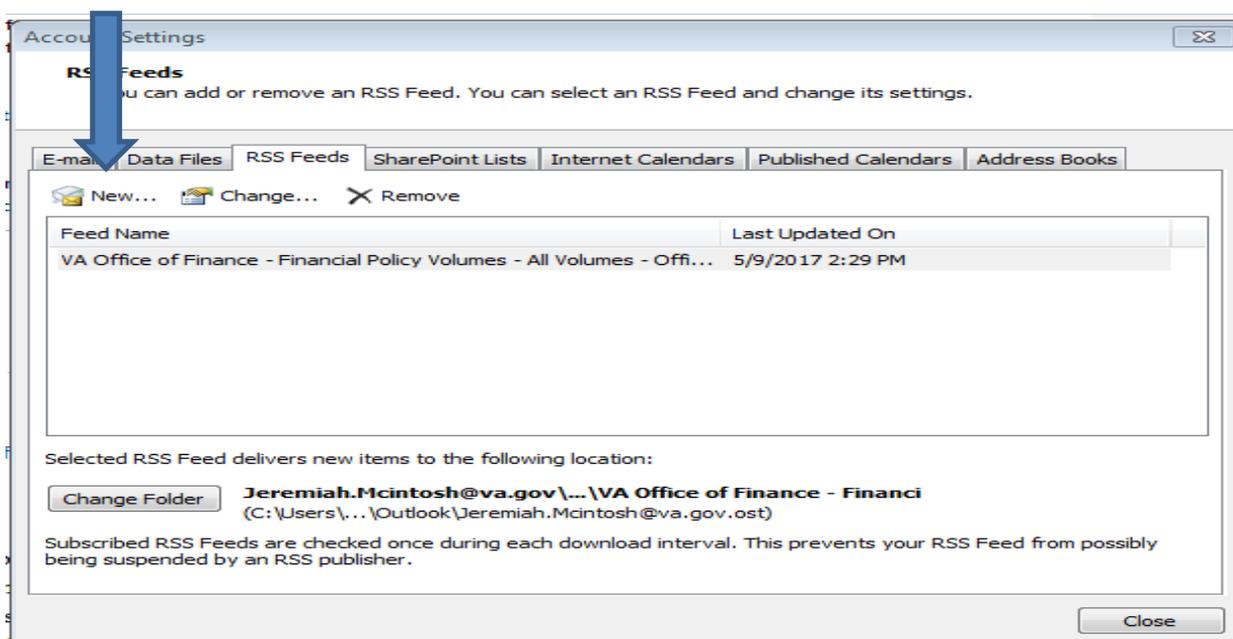


The screenshot shows the Microsoft Outlook interface. The "File" tab is selected in the top ribbon. The left-hand navigation pane is open, showing options like "Save As", "Info", "Open", "Print", "Help", "Options", and "Exit". A blue arrow points to the "Account Settings" option in the "Info" section. The main window displays the "Account Information" section, showing the email address "Jeremiah.Mcintosh@va.gov" and "Microsoft Exchange". Below this is an "Add Account" button. The "Account Settings" section is visible, with the text "Modify settings for this account, and configure additional connections." and a checkbox for "Access this account on the web." with the URL <https://r04bynmsg1c.r04.med.va.gov/owa/>. A placeholder for a profile picture is shown on the right.

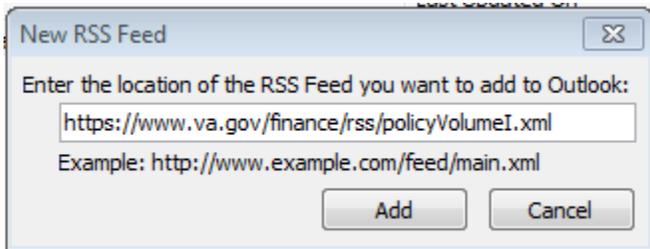
Step 6. The Account Settings window should appear. Select the third tab at the top titled “RSS Feeds” tab.



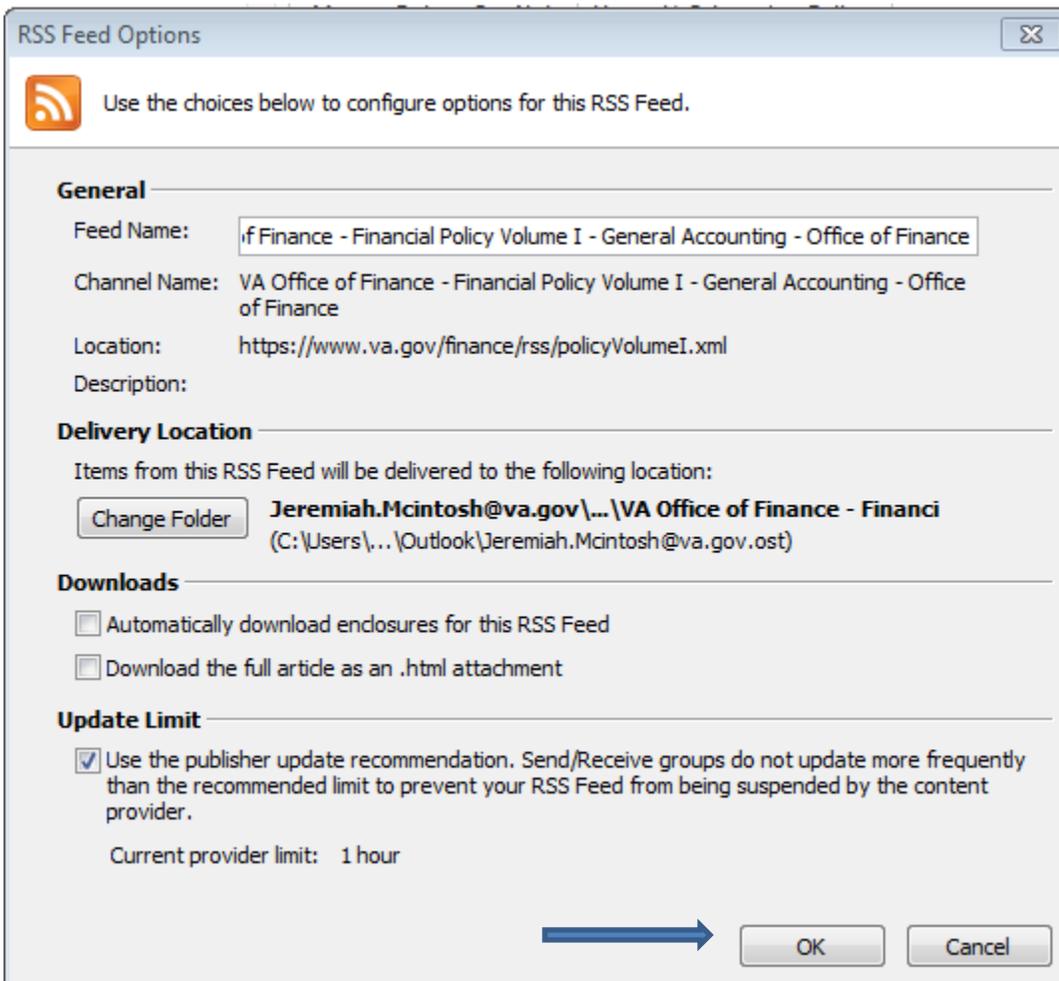
Step 7. In the picture below, if you have not subscribed to an RSS Feed yet your window will not have anything listed. I have already subscribed to an RSS Feed which is why my screenshots are displaying a feed. To add the VA Office of Finance – Financial Policy Volumes feed click on “New”.



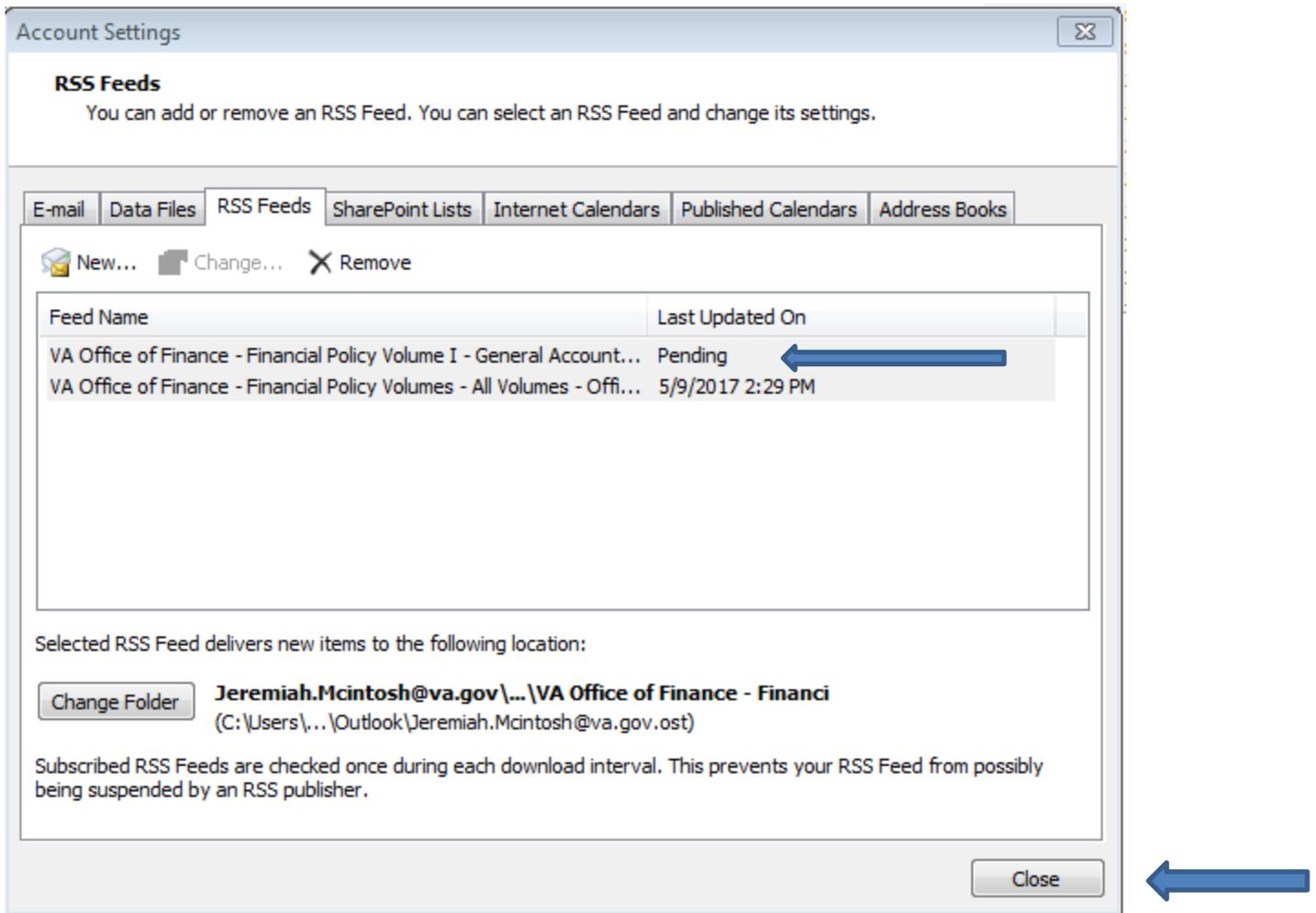
Step 8. A small window will popup. Paste the URL that you copied in Step 4 into the window and click “Add”.



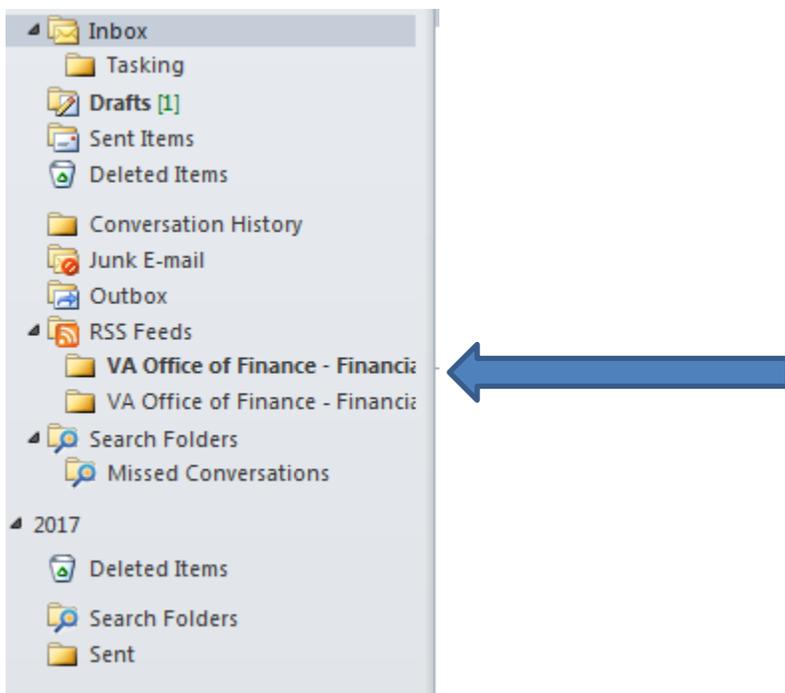
Step 9. After you click “Add” an RSS Feed Options window will appear. Select “OK”



Step 10. You should now be brought back to the RSS Feeds tab and you should see the RSS Feed for VA Office of Finance – Financial Policy Volumes in the window. It may say Pending next to it. Select “Close”.



Step 11. Once the RSS Feed window is closed you should see a new subfolder under the RSS Feeds Folder on the main screen of Outlook. You will see a separate folder for each RSS Feed.



Step 12. If you would prefer to have the Office of Financial Policy RSS Feed in the “Favorites” section of Outlook instead of a subfolder under the RSS Feeds all you have to do is to left click and hold on the folder and then drag it up to the Favorites section and release the left mouse button.

The picture on the left is what your screen would look like if you left clicked and held the mouse button down, dragged the RSS Feed folder up to your favorites but hadn't released the mouse button yet. The picture on the right shows what it looks like when complete.

