
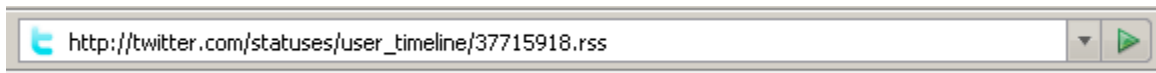


# Newton Gresham Library Twitter Guide

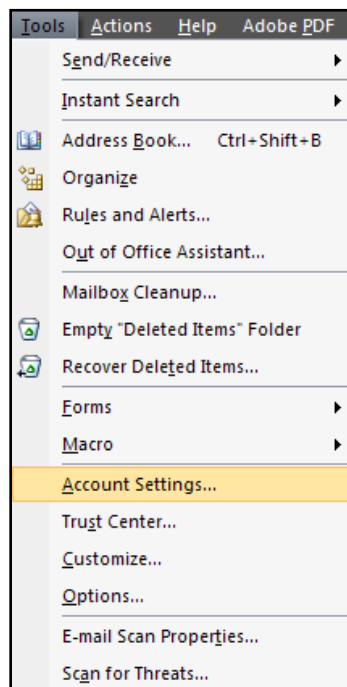
## Using Outlook to Subscribe to an RSS Feed

Many RSS Aggregators are available online for free, such as Bloglines, My Yahoo, and Google Reader, but you can also use Microsoft Outlook to subscribe to RSS feeds and read them just like e-mail. Just follow the following steps

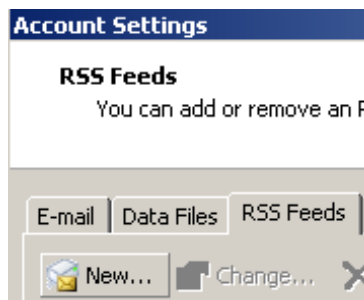
1. From the Newton Gresham Library home page, click on the [Subscribe \(RSS\)](#)  link.
2. A new window/tab will open. Copy the URL from the address bar.



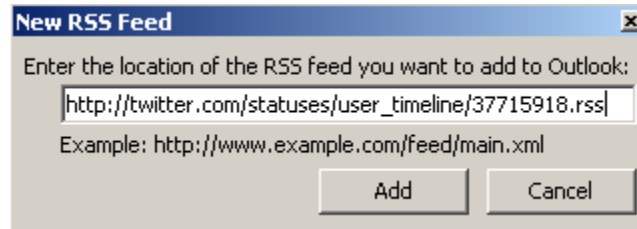
3. Go to Outlook and click on Tools --> Account Settings.



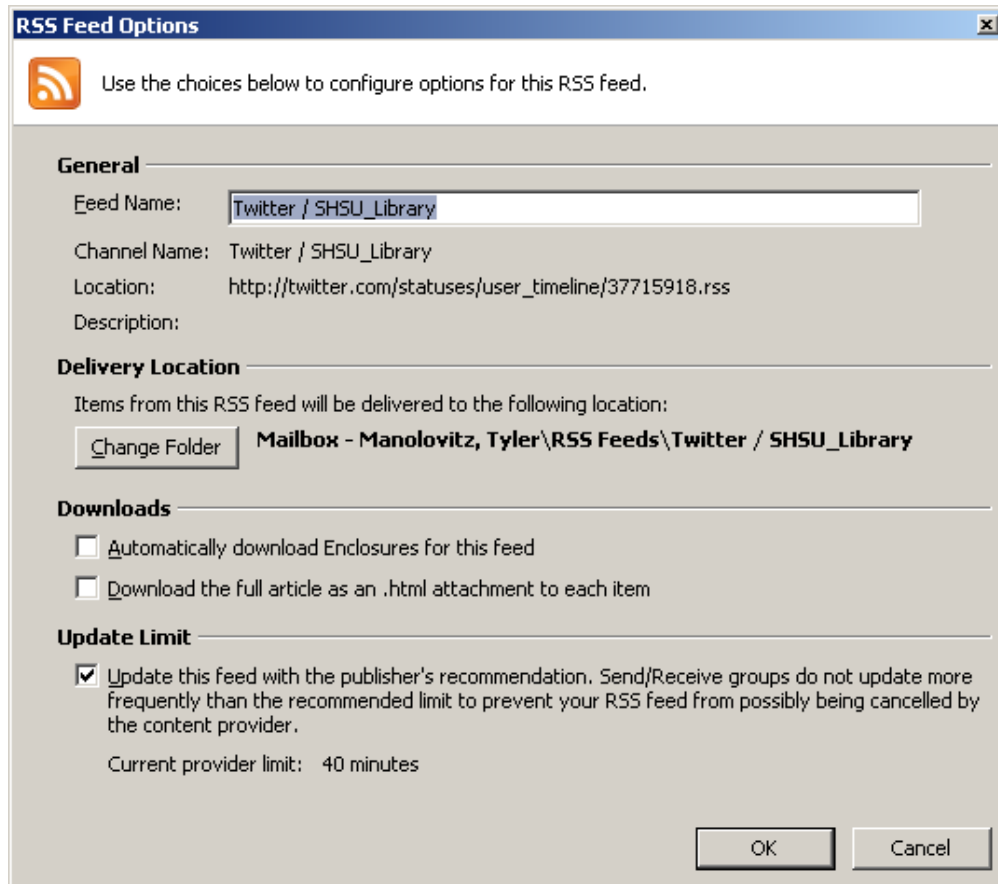
4. Click the RSS Feeds tab and then click New...



5. Paste the URL you copied in step 1. (Make sure it ends with .rss) Then click add.



6. An RSS Feed Options window will open allowing you to specify any options you would like. Generally, the default options should be fine. When finished, click OK.



7. You have now successfully added an RSS feed to Outlook. To access, go to the left hand menu and find "Twitter / SHSU\_Library" under the RSS Feeds section. Each new update will arrive in this folder just like an e-mail.

