How to Add the Purchasing Office RSS Feed in Outlook

1. Open Outlook and right click on RSS Subscriptions to select Add a New RSS Feed.

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2. In the New RSS Feed window, type in the link below and click on Add.

http://www.txstate.edu/procurement/RSS-Feed-Page.rss

New RSS Feed	×
Enter the location of the RSS Feed you want to add to Outloo http://www.txstate.edu/gao/procurement/RSS-Feed-Page.	k: .rs
Example: http://www.example.com/feed/main.xml	
Add Cancel	

3. Click yes to add this RSS Feed to Outlook.



4. Once you are done adding the RSS Feed, you will notice that you will have a folder titled Purchasing Office Announcements in your RSS Subscriptions folder.

