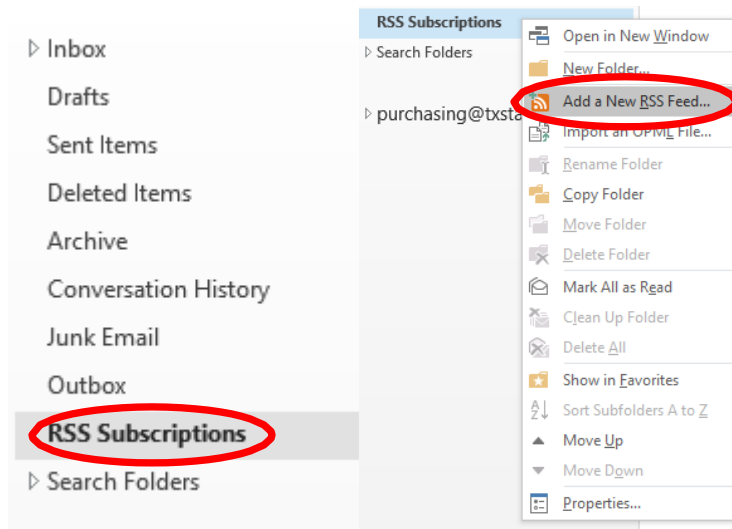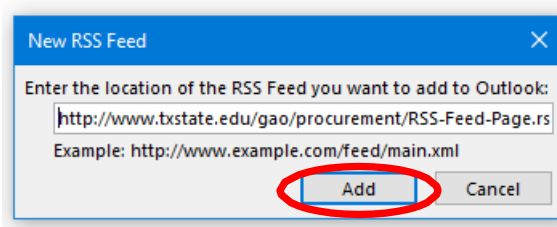**How to Add the Purchasing Office RSS Feed in Outlook**

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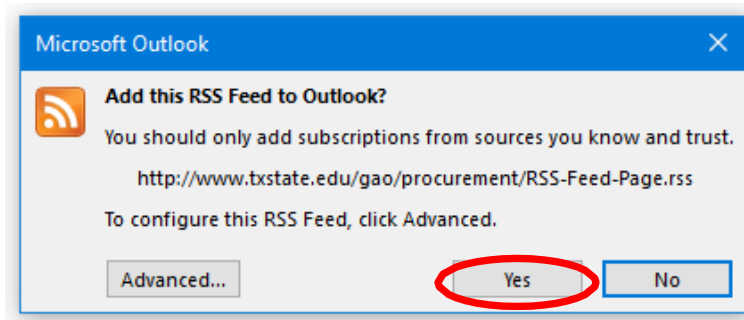

2. In the New RSS Feed window, type in the link below and click on Add.

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

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.