

Adding CS&T Maintenance Calendar RSS Feed to Outlook 2010

User Guide



University of Central Florida

UCF Service Desk

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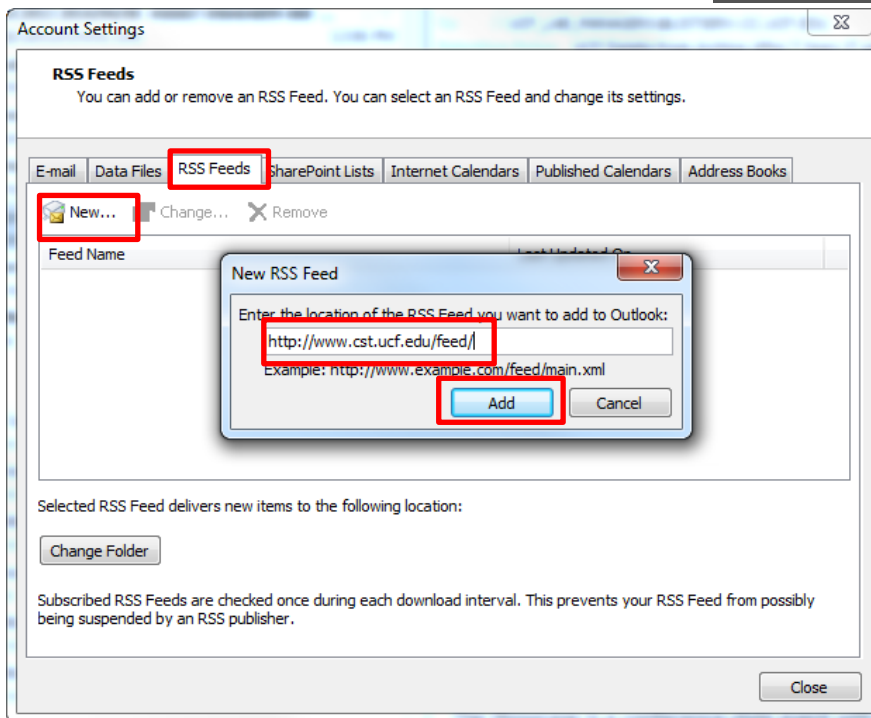
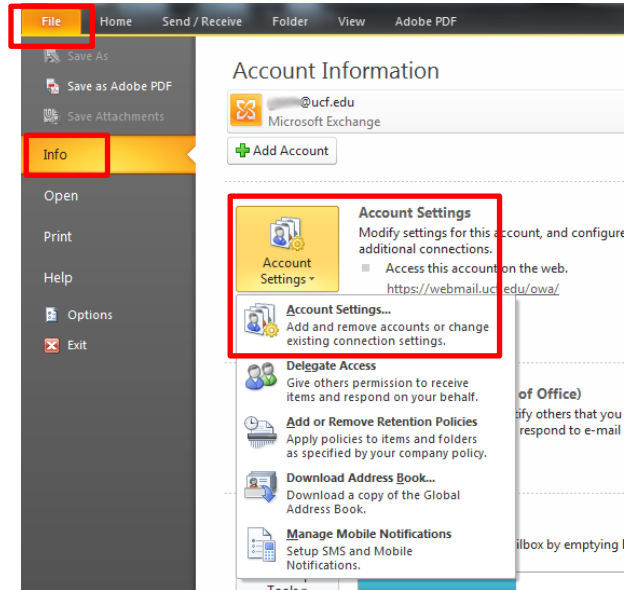
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Adding RSS Feed to Outlook

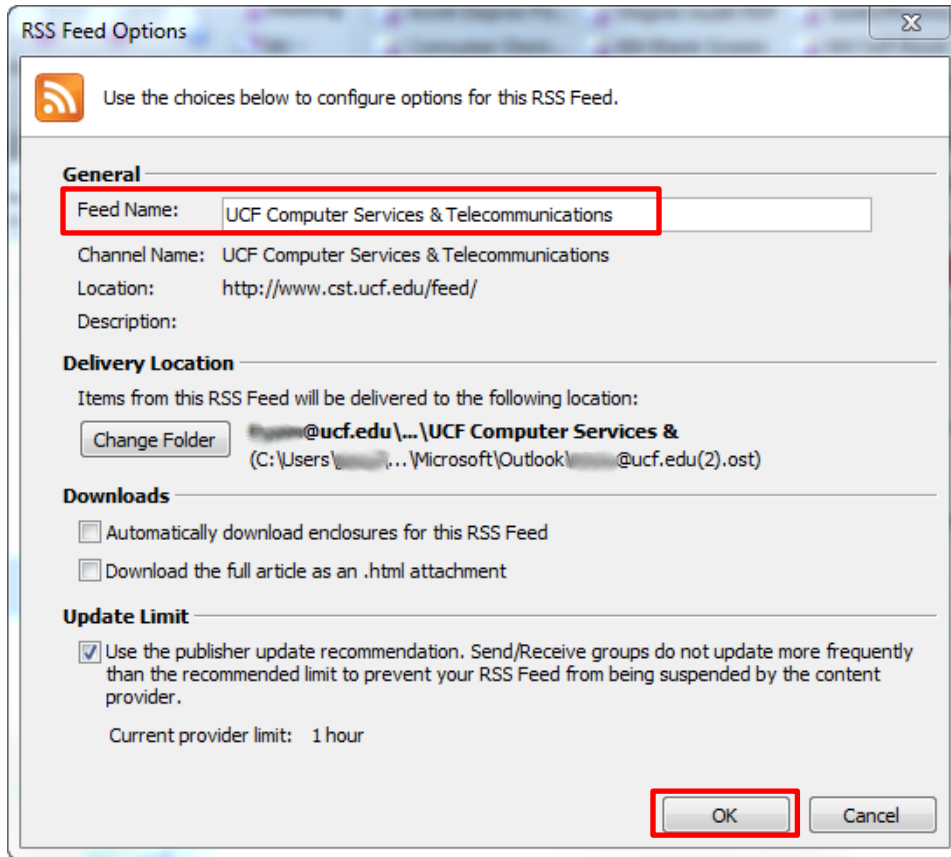
As CS&T begins to phase out email notifications about upcoming maintenance to the various servers and systems, we strongly urge users to add maintenance notifications to their Outlook desktop client via the clients **RSS Feed** option. The RSS feed will automatically pull over any maintenance notifications placed on the CS&T website and place it under your RSS feed folder in Outlook.

Adding the Feed in Outlook

Open up **Outlook**, go to the **File** tab and select **Info** on the left. In the **Account Information** screen, click on the **Account Settings** button, then **Account Settings...** from the drop down.



In the **Account Settings** window, select the **RSS Feeds** tab. This will display all currently subscribed RSS Feeds. To add the previously copied RSS Feed link, click on **New**. In the **New RSS Feed** window, put in the web address **http://www.cst.ucf.edu/feed/** and click **Add**.

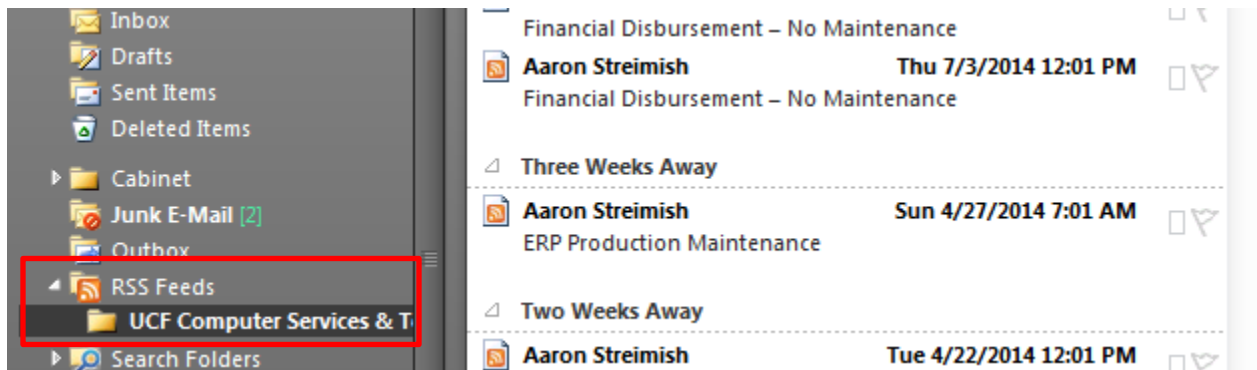


An **RSS Feed Options** window will open up, allowing modifications to be made to the options for the feed, including changing the **feed name**. Click **OK** to finish adding the feed.

Note: It is not recommended to change any of the other settings besides **Feed Name without first consulting your departments IT staff.*

Accessing RSS Feed

Back on the **Account Settings** window, **Computer Services and Telecommunications: Maintenance Calendar** will now be listed under **Feed Name**. Click **Close** to exit this window. Click on the **Home** tab to return to your **Inbox**. On the left, there will be a folder labeled **RSS Feeds**. Click the **triangle** next to this folder to display the **Computer Services and Telecommunications: Maintenance Calendar** folder. Clicking on this folder will display all items that are listed on the **Maintenance Calendar** website.



FAQ

Q: Can I add this RSS feed through Webmail?

A: No. Unfortunately, the Exchange 2010 Webmail service does not allow adding RSS feeds through Webmail; it must be done through the Outlook client on your desktop. You can, however, view the notifications through Webmail after it is added in the Outlook client.

Q: I'm a Mac user. Can I add this RSS feed to Outlook 2011 for Mac?

A: No. Unfortunately, Microsoft does not support RSS feeds with Outlook 2011 for Mac.

Q: If those aren't supported, can I add this RSS feed to Mac Mail or Safari?

A: With Mac Mail 6.0+ and Safari 6.0+ in OS X version 10.8 and above, Apple has dropped RSS support with both programs. An alternative would be downloading an RSS reader program from the Apple App Store.

Q: I already use an RSS reader. Can I add this feed to that?

A: Absolutely! The CS&T Maintenance Calendar RSS feed isn't limited to just Microsoft Outlook and your email UCF employee Exchange account, it can be added to any RSS reader on the market.

Document Version Control

Version	Date	Name	Comments
1.0	10/13	GC	Initial Release
2.0	4/14	GC	Updated to reflect new CS&T website