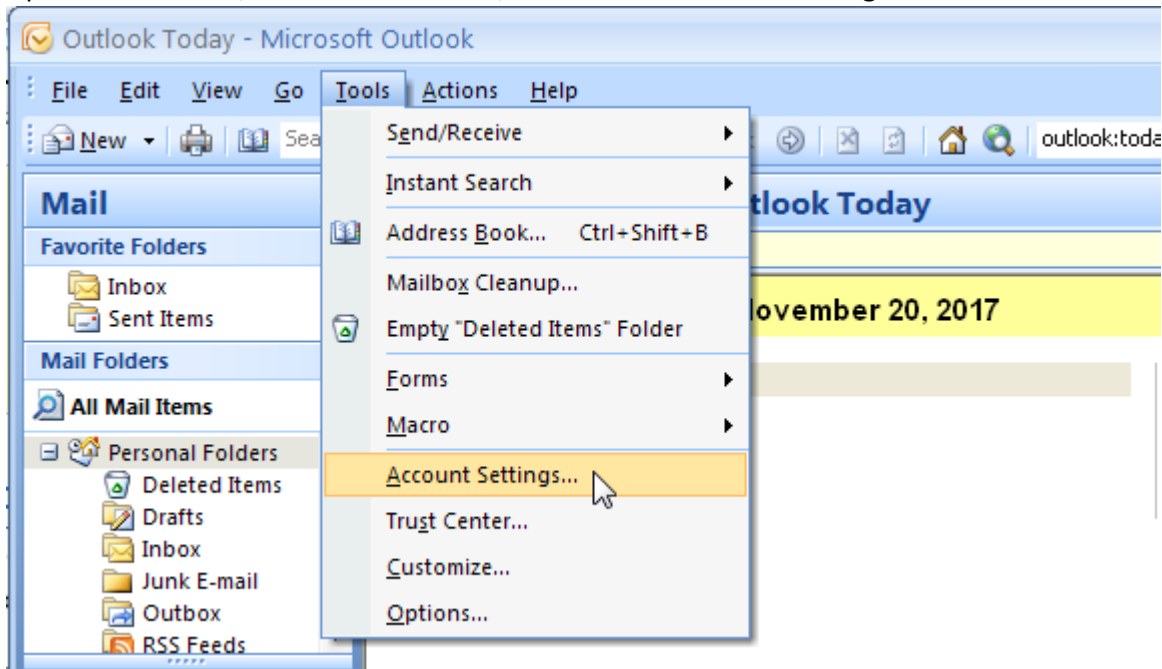
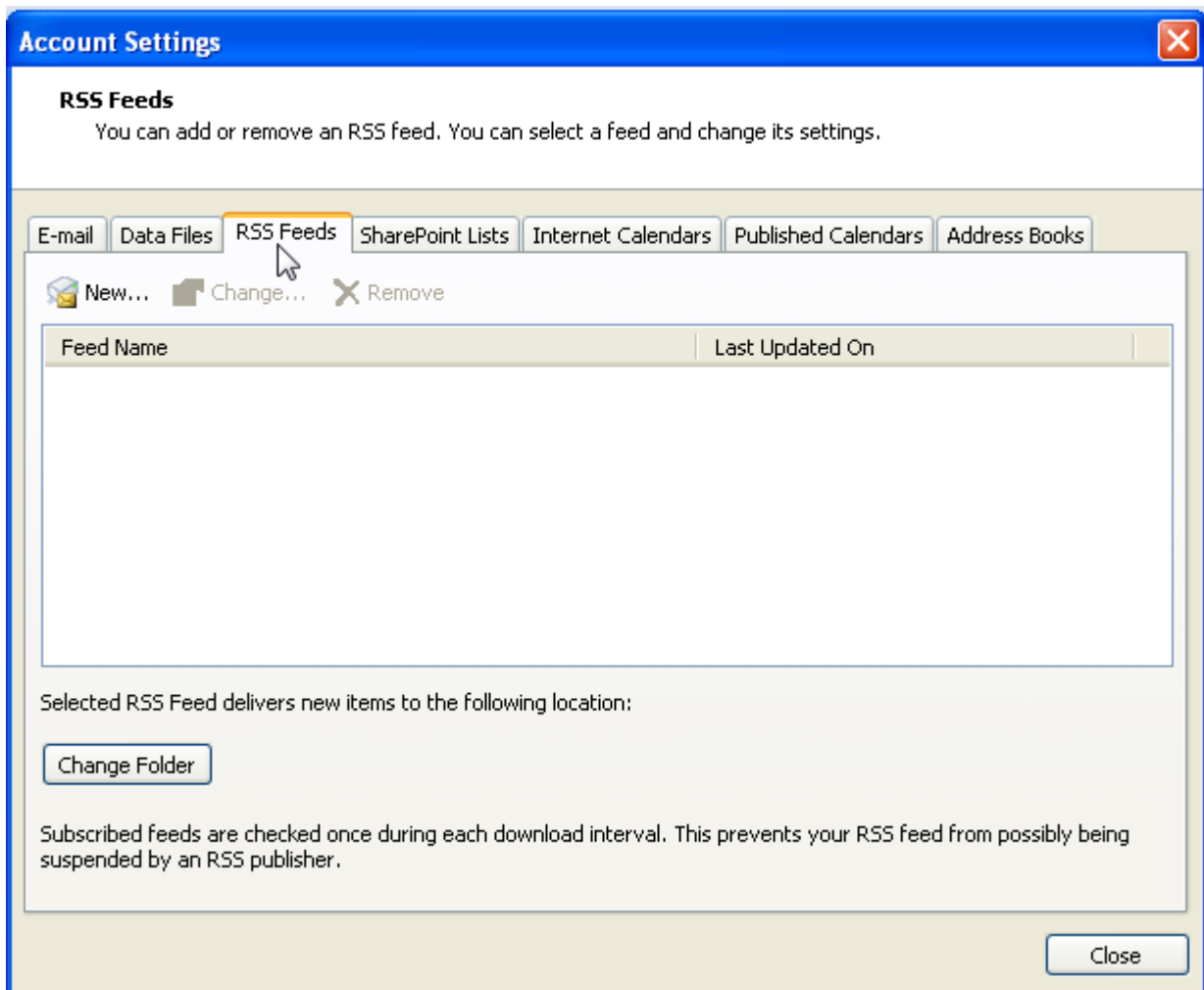


Using Outlook 2007 as your RSS reader

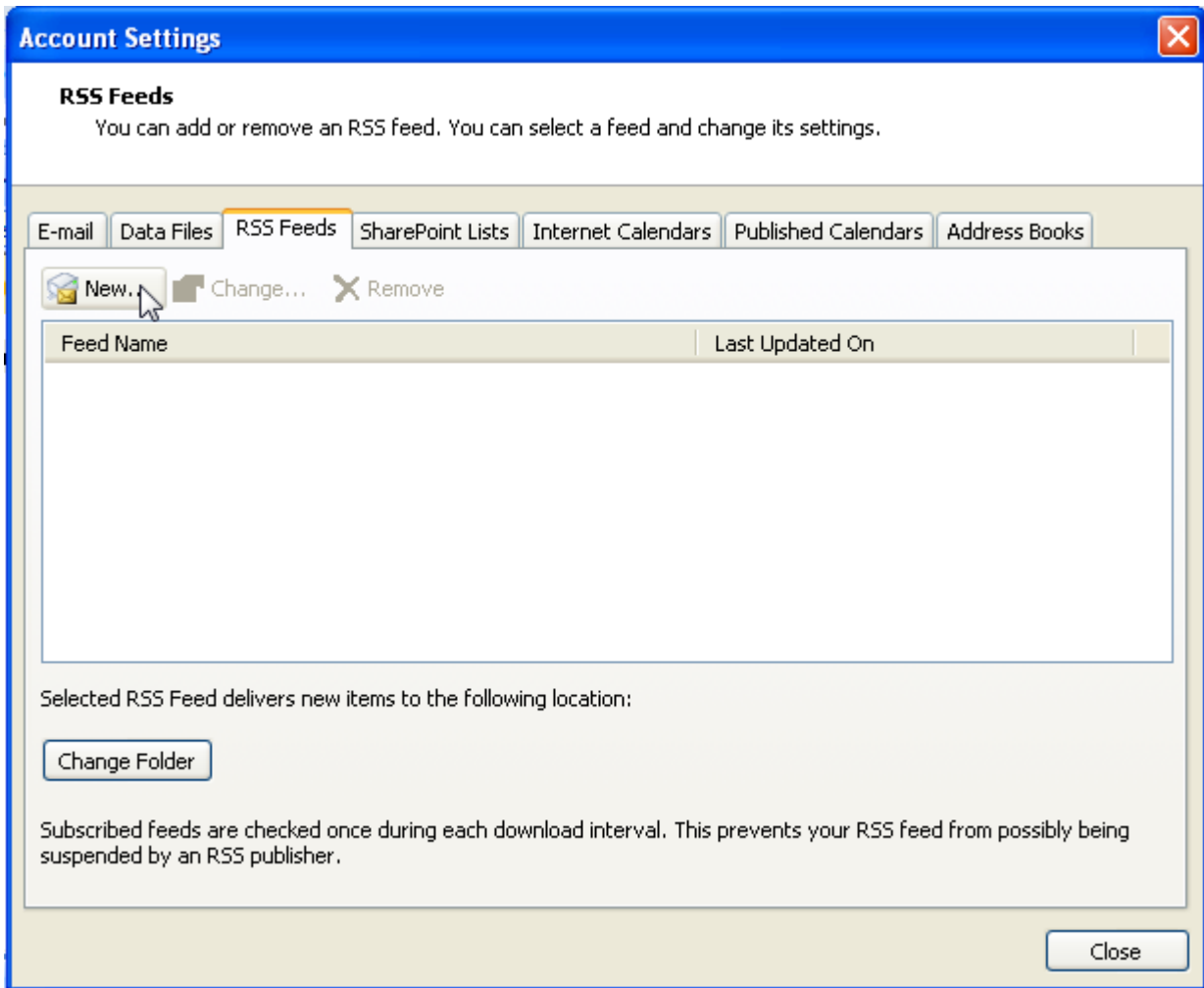
1. Open Outlook 2007, click the **Tools** menu, and then click **Account Settings...**



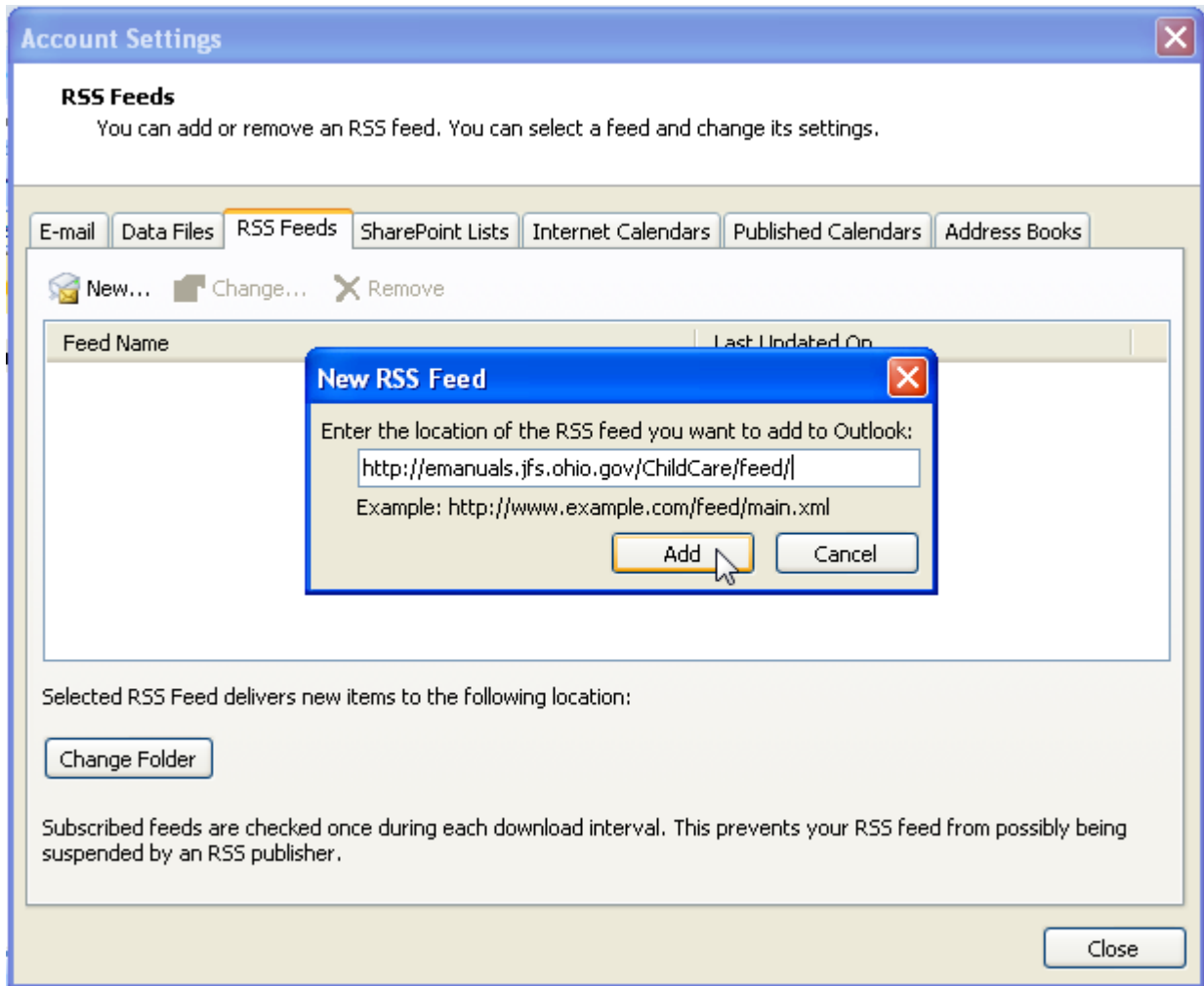
2. Click on the **RSS Feeds** tab.



3. Click the **New...** button.



4. In the provided text box, type or paste the URL/address of the RSS feed (for example, <http://emanuals.jfs.ohio.gov/ChildCare/feed/>), and then click the **Add** button.



5. When the **RSS Feed Options** window is displayed, click the **Change Folder** button under **Delivery Location**.

RSS Feed Options

Use the choices below to configure options for this RSS feed.

General

Feed Name:

Channel Name: ODJFS eManuals: Family Assistance - Child Care

Location: <http://emanuals.jfs.ohio.gov/ChildCare/feed/>

Description:

Delivery Location

Items from this RSS feed will be delivered to the following location:

Personal Folders\RSS Feeds\ODJFS eManuals: Family Assistance - Child Care
(C:\Documents and Settings\davnor\Local Settings\...\Microsoft\Outlook\Outlook.pst)

Downloads

Automatically download Enclosures for this feed

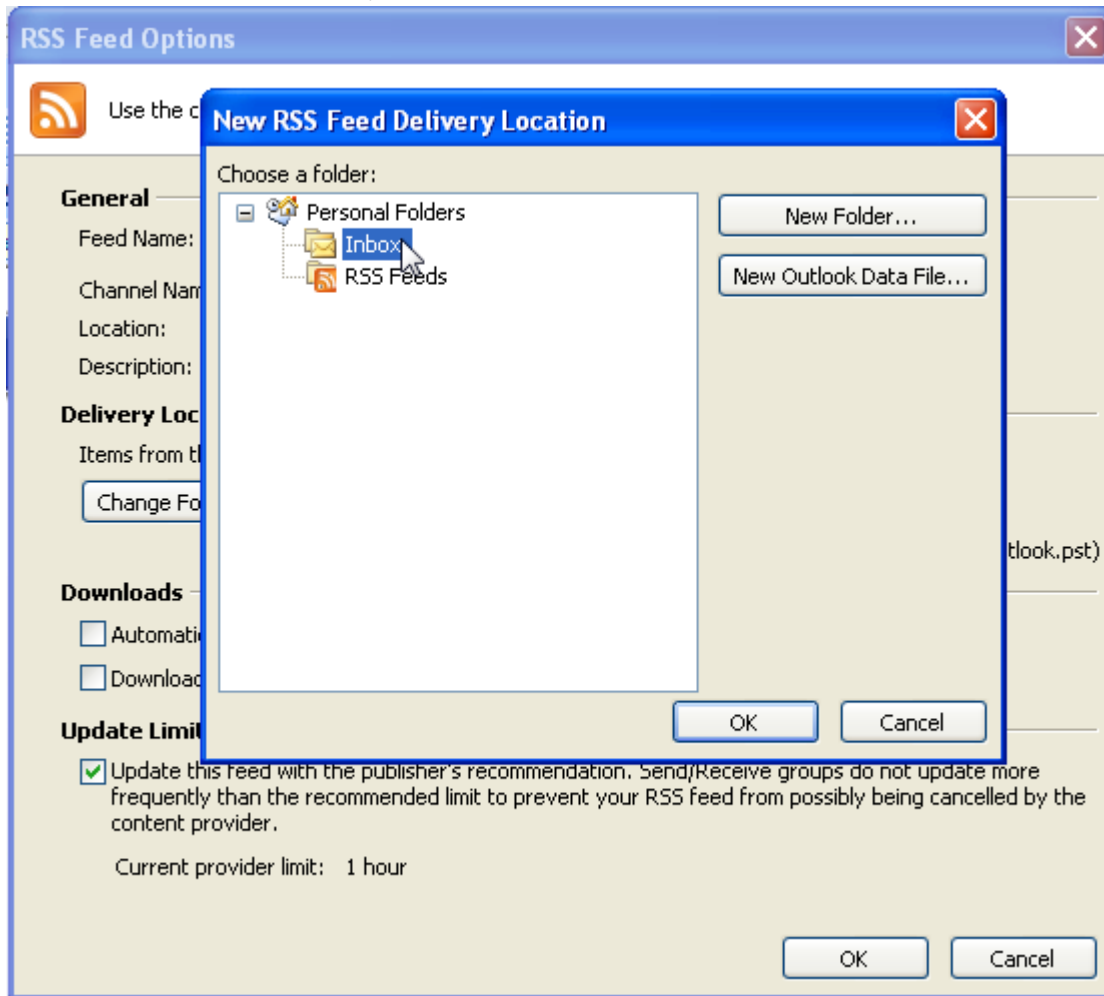
Download the full article as an .html attachment to each item

Update Limit

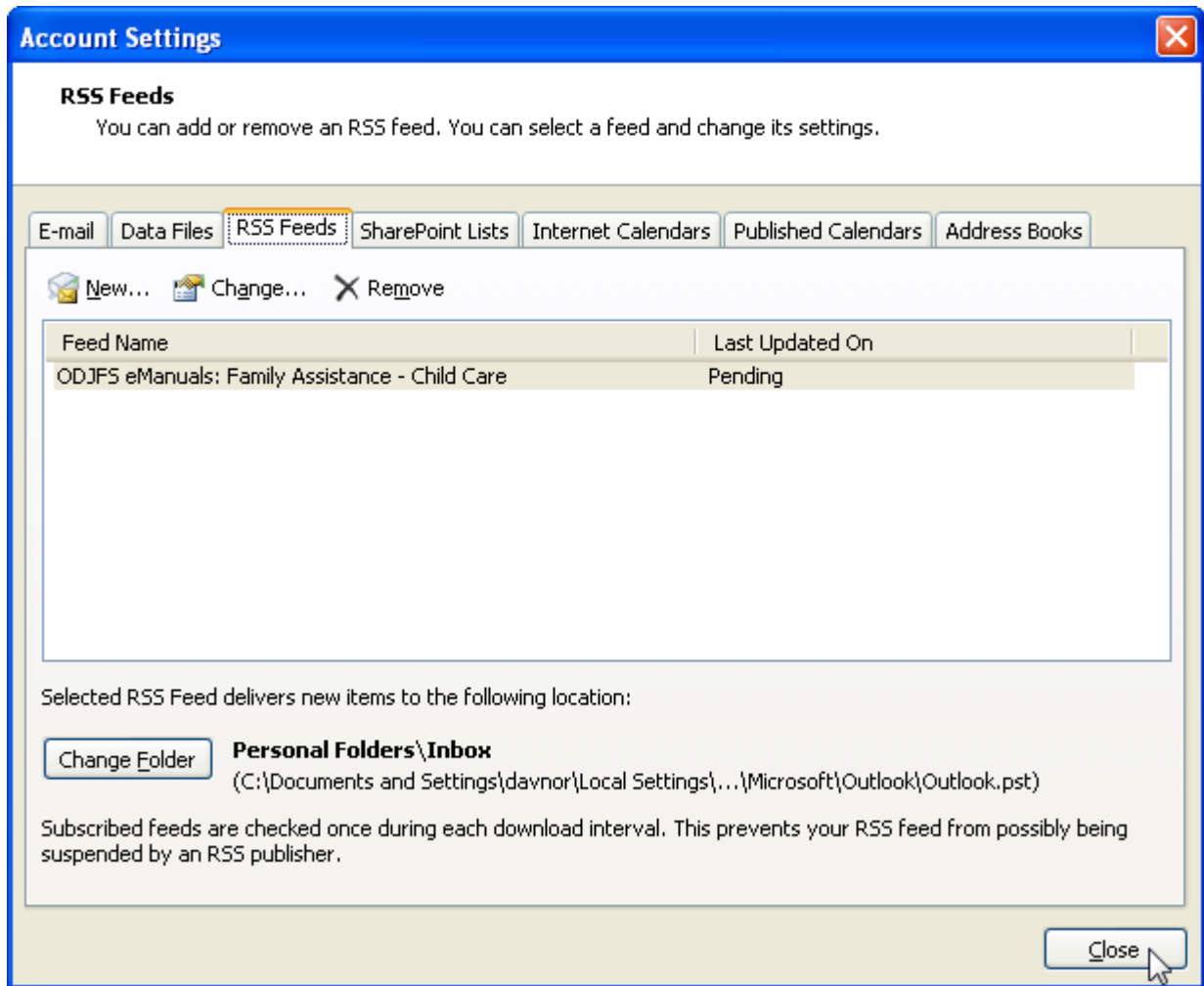
Update this feed with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your RSS feed from possibly being cancelled by the content provider.

Current provider limit: 1 hour

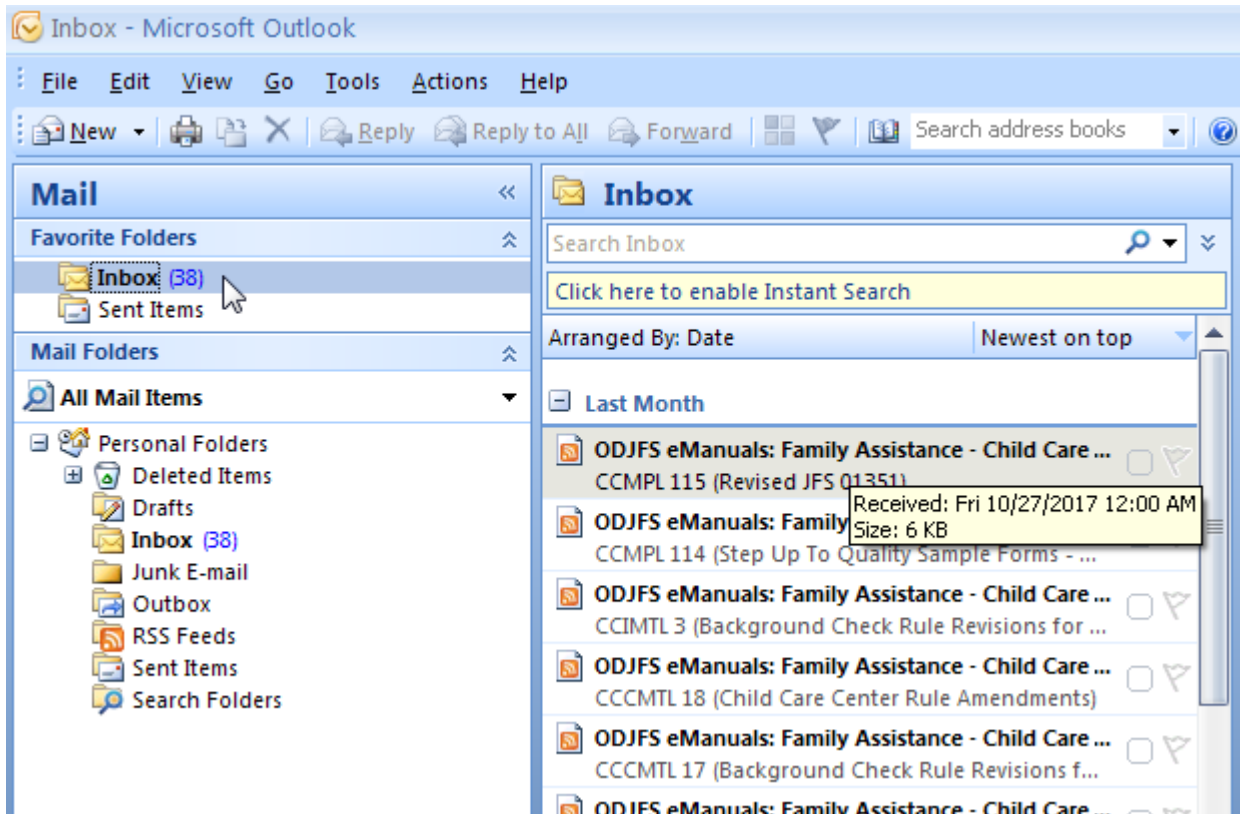
6. Click to select the **Inbox** folder, then click the **OK** button.



7. Click the **Close** button.



- Click on your **Inbox** folder. After a few moments, the most recent items from the RSS feed will begin appearing in your Inbox. This may include a number of older items from the past few months.



- As new items are published to the feed, they will appear in your Inbox, similar to new email messages.