# USING MICROSOFT OUTLOOK 2010 FOR RSS UPDATES.

Please note that this setup will only apply to the local machine that outlook is currently installed on.

1. In Outlook 2010, by default a folder called "**RSS Feeds**" should appear with the rest of your email related folders. *Clicking* "**RSS Feeds**" folder should produce a screen like the one below if there are no RSS feeds being captured by Outlook.
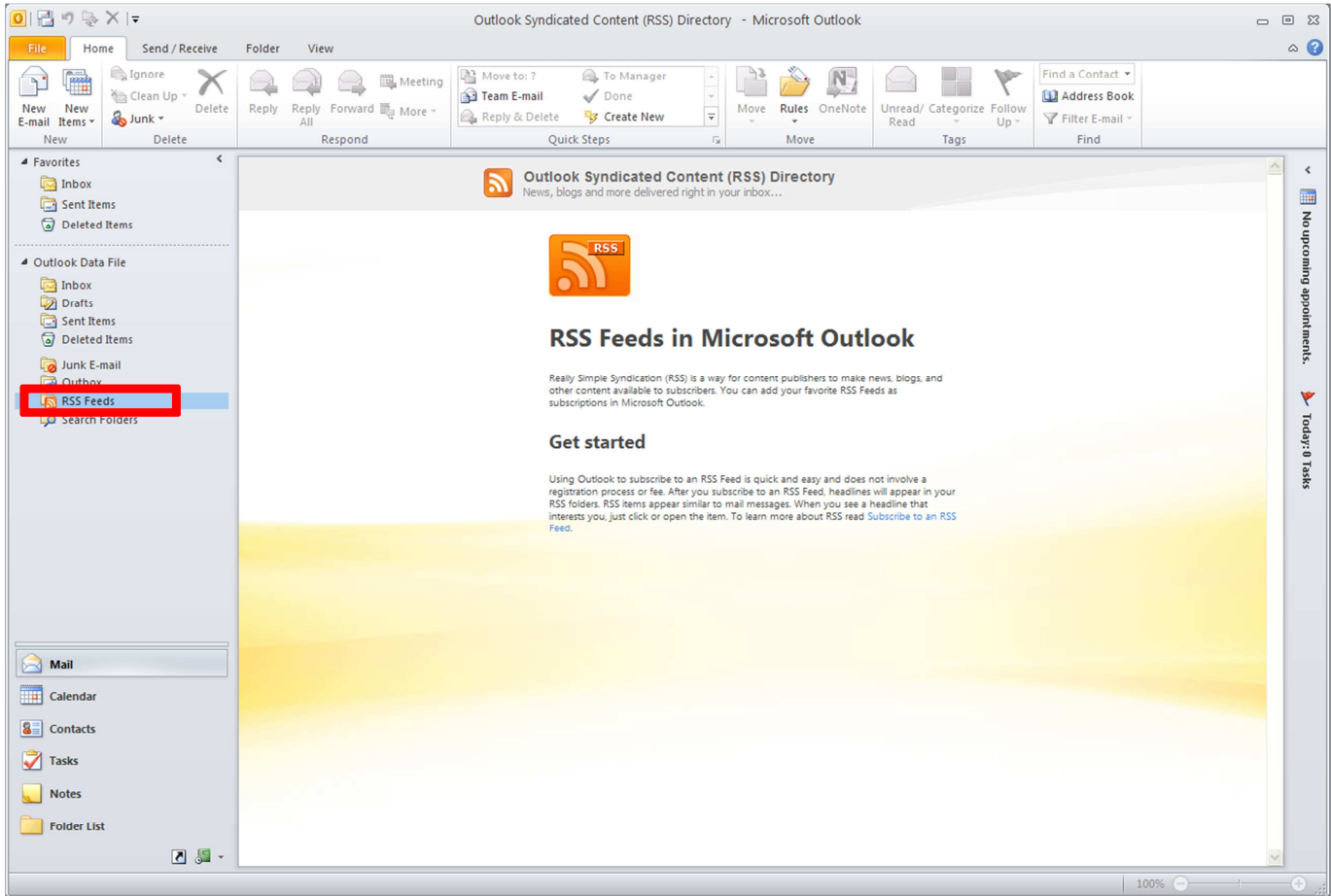
2. *Right Click* **RSS Feeds, t**his should produce a context menu with several options. *Select* "**Add a New RSS Feed…"**
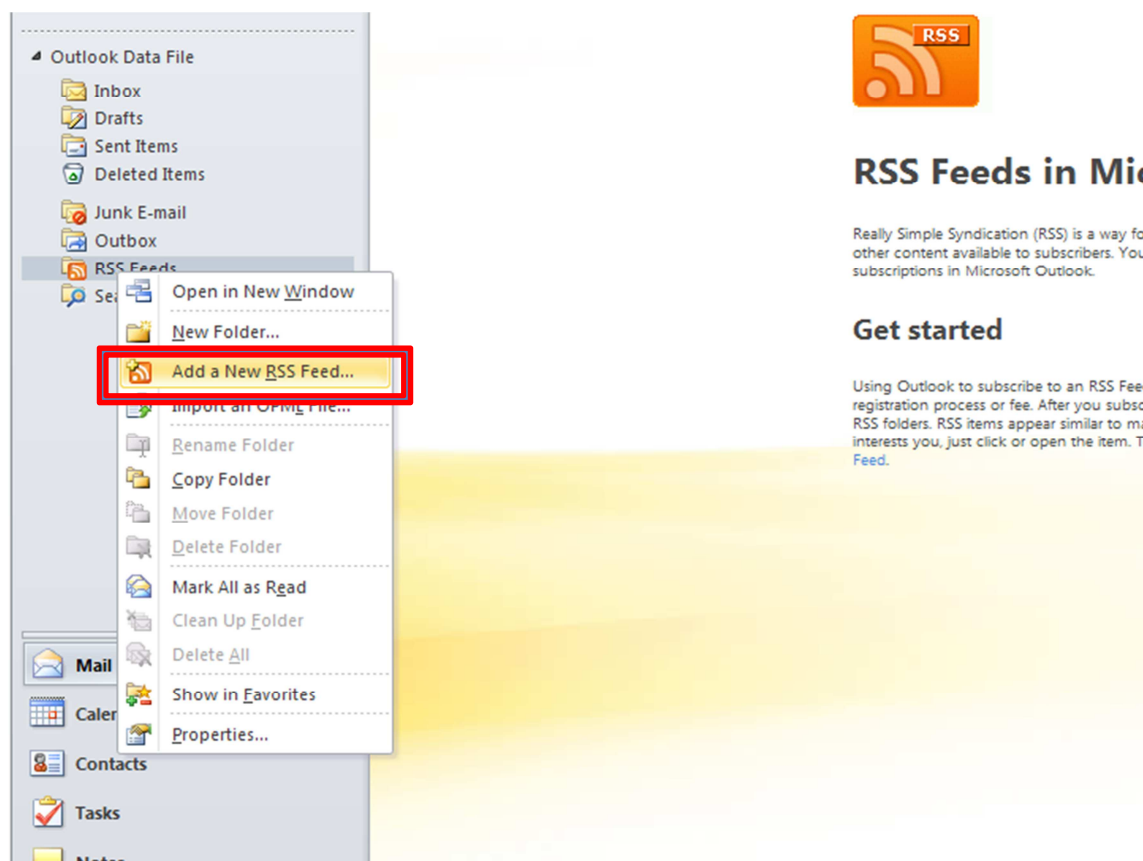
3. You'll be brought ask to enter the URL location of the RSS Feed you wish to add. To receive all updates from HRD **Enter** "http://noaahrd.wordpress.com/feed/", then *Click* **Add.**
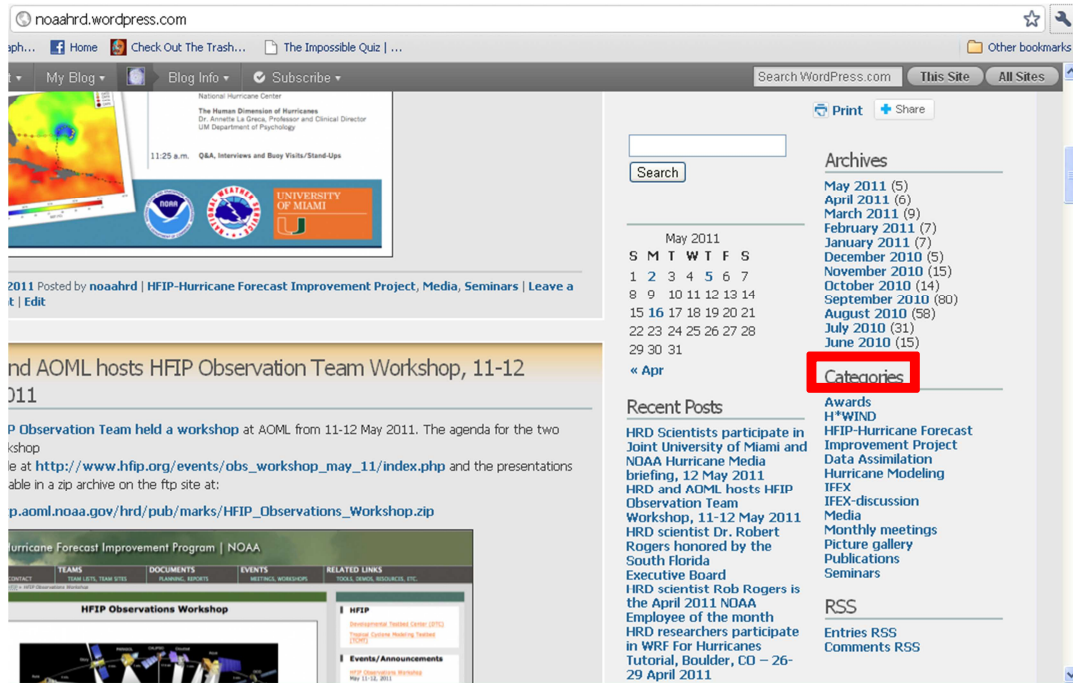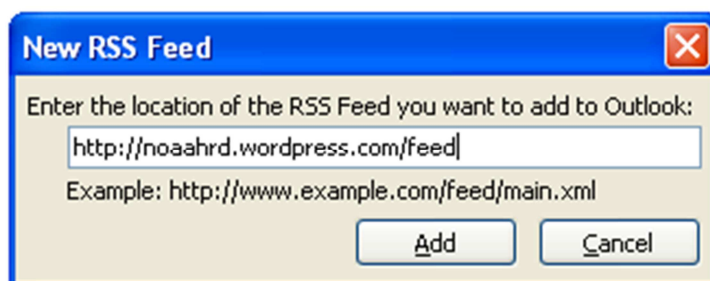

In order to filter the RSS Feed please read ahead before *Clicking* **Add.**

SPECIAL NOTE ON FILTERING

It is possible to filter your RSS Feed results, doing so can reduce the number of updates that appear in your mail client resulting from the RSS Feed. This can be accomplished in 2 ways:

1. Using your email client's "Message Filter" to filter your rss results by specific words, title, etc.
2. Another way is to filter your results by a specific category with the rss feed. This is done by editing the URL entered above to include the category you wish to only receive messages for and adding the word "**feed/**" to the end. For Example:

   The HRD blog (http://noaahrd.wordpress.com/) has several categories in which many of the messages submitted to said blog are categorized(Awards, H*WIND, HFIP-Hurricane Forecast Improvement Project, etc). A listing of these categories can be found on the right side of the page under the word "Categories."

   By clicking one of the categories, you will be taken to a page(very identical to the homepage of the HRD blog) that only contains blog updates for this category. For example clicking the "Seminars" category will take you to http://noaahrd.wordpress.com/category/seminars/. Your new custom URL that would be used to only receive RSS Feeds from this category would be http://noaahrd.wordpress.com/category/seminars/feed/.

4. Once you've added the RSS Feed, Outlook will ask that you confirm your choice of adding this RSS Feed. You can also **Click** *Advaned…* in order to access advanced options such as determining how often Outlook will check for new RSS messages. *Click* **Yes** to confirm your choice**.**
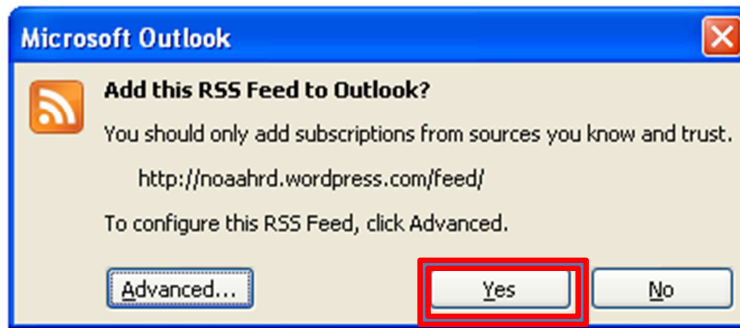
Now an RSS folder contain "**Hurricane Research Division**" should appear. When you click on the folder you can view the feed updates under its subpanel name. New articles will appear when available. Any unread messages will appear as unread until click on.