## Step 1.

Use the below link to be directed to the Office of Financial Policy RSS Feed page.

https://www.va.gov/finance/rss/policyAllVolumes.xml

**Step 2.** By clicking on the link a window in Internet Explorer should popup like the one below. Click on the "Subscribe to this feed" link.

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File Edit View Favorites Tools Help							
X 륏Convert 🔻 륿Select							
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VA Office of Finance - Financial Policy Volume I - General Accounting	ng - Office of Finance					Displaying	1/1
You are viewing a feed that contains frequently updated content. When you so programs. Learn more about feeds.	ubscribe to a feed, it is added to the Common I	Feed List. Updated information from the fe	ed is automatically downloaded to	your computer and can be viewed	in Internet Explorer and other		
🛠 Subscribe to this feed						• All	1
						Sort by:	
						▼ Date	
Welcome to our new RSS feed!						Title	
Today, May 09, 2017, 4:00:00 PM 🔶							
Good Day Financial Community! The VA Office of Financial Policy is debuting a new of	ommunication tool that will provide a more eff	ficient and effective way to automatically n	otify interested parties of updates	to <u>Volume I - General Accounting</u> . 1	We will distribute notices of updates to		
chapters of <u>Volume II</u> - <u>Appropriations</u> , <u>Funds</u> , and <u>Related Information</u> , via this feed.	By signing up for the <u>VA Financial Policy RSS</u>	feed(s) you will be able to choose to recei	e alerts on individual VA financial	policy volumes or alerts on all sixtee	en volumes.		

**Step 3**. Once you click the link a new popup should appear that is titled to Subscribe to this feed. This screen allows you to change the name of the RSS Feed if you want too. Otherwise click on "Subscribe".

÷e	incient anu e	nective way to automatically notify interested parties
ď	Subscribe to t	his Feed 🛛 🕅
		Subscribe to this Feed When you subscribe to a feed, it is automatically added to the Favorites Center and kept up to date.
	Name:	Nicy Volume I - General Accounting - Office of Finance
	Create in:	Feeds   New folder
		Add to Favorites Bar
	<u>What is a F</u>	Subscribe Cancel

**Step 4**. You should now be taken back to a window that looks like the first Internet Explorer window except where the option to "Subscribe to this feed" was it should now say "View my feeds". The next

set of steps will describe how to put the RSS feed for the policy into your Outlook. First start by selecting the URL, as shown below, and copy it.



Good Day Financial Community! The VA Office of Financial Policy is debuting a new communication tool that will provide a more efficient and effective way to automatically notify interested parties of updates to <u>Volume I - General Accounting</u>. We will distribute notices of updates to chapters of <u>Volume II - Appropriations</u>. Funds, and <u>Related Information</u>, via this feed. By signing up for the <u>VA Financial Policy RSS feed(s)</u> you will be able to choose to receive alerts on individual VA financial policy volumes or alerts on all sixteen volumes.

**Step 5**. Return to Outlook and Select the "File" tab in the upper left hand corner. Select the "Account Settings" drop down option and click on "Account Settings" as shown below.



**Step 6**. The Account Settings window should appear. Select the third tab at the top titled "RSS Feeds" tab.

	Settings					52
E-mail You	il Accounts u can add or remo	account. You can s	select an account and	change its settings.		
New	v 🔆 Repair	Change 📀 🤉	internet Calendars	emove	Address books	
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Selected Change	account delivers new r e Folder Jeremiah in data file	nessages to the foll . <b>Mcintosh@va.go</b> C:\Users\VHATOGM	owing location: vv <b>\Inbox</b> ICINTJ\\Outlook\Je	remiah.Mcintosh@va.g	jov.ost	
					Clo	se

**Step 7**. In the picture below, if you have not subscribed to an RSS Feed yet your window will not have anything listed. I have already subscribed to an RSS Feed which is why my screenshots are displaying a feed. To add the VA Office of Finance – Financial Policy Volumes feed click on "New".

Accou Settings					23
RS Feeds u can add or remove an	RSS Feed. You car	n select an RSS Feed a	and change its settings		
E-mai Data Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
🥁 New 🍲 Change	× Remove				
Feed Name		La	ast Updated On		
VA Office of Finance - Financia	al Policy Volumes - A	All Volumes - Offi 5	/9/2017 2:29 PM		
Selected RSS Feed delivers new	items to the follow	ing location:			
Change Folder Jeremiah. (C: \Users \.	\Outlook\Jeremial	w\\VA Office of F h.Mcintosh@va.gov.o	<b>inance - Financi</b> ost)		
Subscribed RSS Feeds are check being suspended by an RSS pub	ed once during ead lisher.	ch download interval.	This prevents your RSS	S Feed from possibl	У

**Step 8**. A small window will popup. Paste the URL that you copied in Step 4 into the window and click "Add".

New RSS Feed	
Enter the location of the RSS Feed you want to add to Outlook:	
https://www.va.gov/finance/rss/policyVolumeI.xml	
Example: http://www.example.com/feed/main.xml	•
Add Cancel	

Step 9. After you click "Add" an RSS Feed Options window will appear. Select "OK"

RSS Feed Options	8
Use the choic	es below to configure options for this RSS Feed.
General	
Feed Name:	of Finance - Financial Policy Volume I - General Accounting - Office of Finance
Channel Name:	VA Office of Finance - Financial Policy Volume I - General Accounting - Office of Finance
Location:	https://www.va.gov/finance/rss/policyVolumeI.xml
Description:	
Delivery Location	on
Items from this F	ISS Feed will be delivered to the following location:
Change Folder	Jeremiah.Mcintosh@va.gov\\VA Office of Finance - Financi (C:\Users\\Outlook\Jeremiah.Mcintosh@va.gov.ost)
Downloads	
Automatically	download enclosures for this RSS Feed
Download the	full article as an .html attachment
Update Limit —	
Use the publi than the reco provider.	sher update recommendation. Send/Receive groups do not update more frequently mmended limit to prevent your RSS Feed from being suspended by the content
Current prov	ider limit: 1 hour
	OK Cancel

**Step 10**. You should now be brought back to the RSS Feeds tab and you should see the RSS Feed for VA Office of Finance – Financial Policy Volumes in the window. It may say Pending next to it. Select "Close".

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Account Settings	×
<b>RSS Feeds</b> You can add or remove an RSS Feed. You can select an RSS Feed and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars A	ddress Books
🚰 New 👕 Change 🗙 Remove	
Feed Name Last Updated On	
Selected RSS Feed delivers new items to the following location:	
Change Folder Jeremiah.Mcintosh@va.gov\\VA Office of Finance - Financi (C:\Users\\Outlook\Jeremiah.Mcintosh@va.gov.ost) Subscribed RSS Feeds are checked once during each download interval. This prevents your RSS Fe	eed from possibly
being suspended by an RSS publisher.	
	Close

**Step 11**. Once the RSS Feed window is closed you should see a new subfolder under the RSS Feeds Folder on the main screen of Outlook. You will see a separate folder for each RSS Feed.



**Step 12**. If you would prefer to have the Office of Financial Policy RSS Feed in the "Favorites" section of Outlook instead of a subfolder under the RSS Feeds all you have to do is to left click and hold on the folder and then drag it up to the Favorites section and release the left mouse button.

The picture on the left is what your screen would look like if you left clicked and held the mouse button down, dragged the RSS Feed folder up to your favorites but hadn't released the mouse button yet. The picture on the right shows what it looks like when complete.



