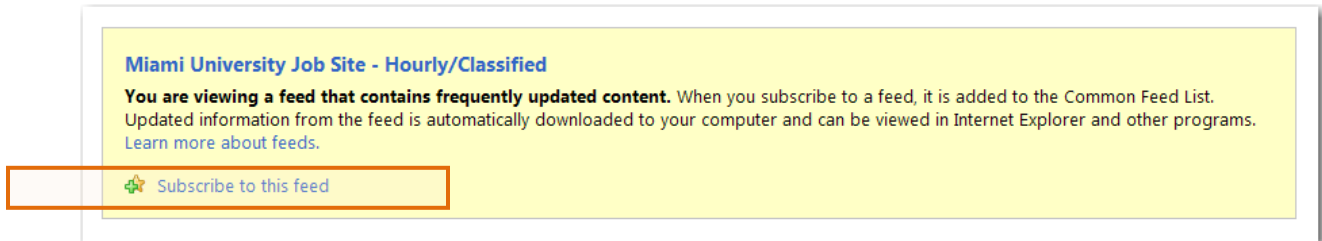


## What is RSS?

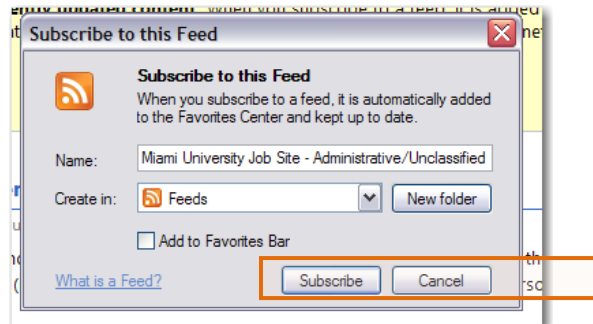
RSS stands for Really Simple Syndication and is a document (called a feed) which includes information from a website. The RSS feed for the Careers at Miami website can be used to collect and view current job openings. Data about the job openings can be viewed in an email client (like Microsoft Outlook) or on a web browser.

How to use the Careers at Miami RSS feed in **Internet Explorer** to access the feed in **Internet Explorer**:

1. Go to the Careers at Miami website <https://miamiujobs.com> and click on the orange RSS button next to the type of job in which you are interested. (Please note that all hourly/classified positions may be collected together in one feed by clicking the RSS button next to “Hourly/Classified.”)
2. A web page will open. Look for the text or button which reads “Subscribe to this feed,” it may appear near the top of the page in a box as in the example below:



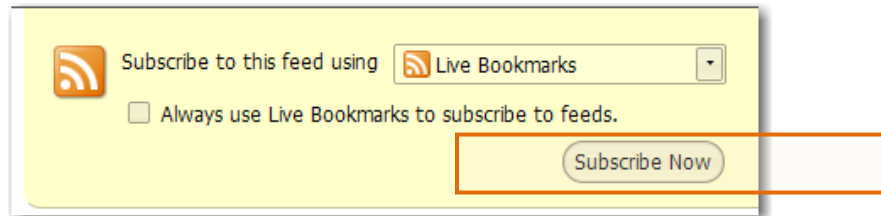
3. Click on “Subscribe to this feed.”
4. A dialogue box will open where you can specify where you want the feed to appear in your web browser.



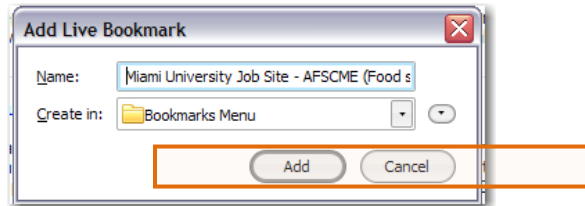
5. Check the “Add to Favorites Bar” box if you want the feeds to appear in your favorites bar. Click “Subscribe” to add the feed to the list.
6. To view the feeds in Internet Explorer, go to “View” then “Explorer Bar” and choose “Fields.” The Explorer Bar will open, and you will be able to view the feeds.
7. To see the most recent information, go to “View” and choose “Refresh.” (You may also use F5 on the keyboard.) The data in the feed is refreshed every four hours.

How to use the Careers at Miami RSS feed in **Firefox** to save the feed in either **Firefox** or **Outlook**:

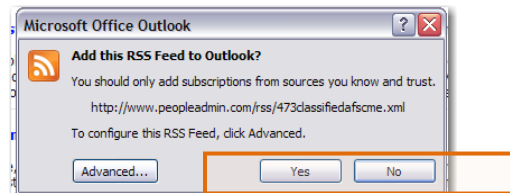
1. Go to the Careers at Miami website <https://miamiujobs.com>, and click on the orange RSS button next to the type of job in which you are interested. (Please note that all hourly/classified positions may be collected together in one feed by clicking the RSS button next to “Hourly/Classified.”)
2. A web page will open. Go to the top of the page text which reads “Subscribe to this feed using” and choose how you want to subscribe to the feed. (“Live Bookmarks” is the feed tool for Firefox.) Click “Subscribe Now.”



3. If “Live Bookmarks” is selected, a dialogue box appears where you can choose where you want to save the feed as a Live Bookmark. The feed will appear in the Bookmark (the Firefox equivalent of Internet Explorer’s favorites) folder selected. Click “Add.”

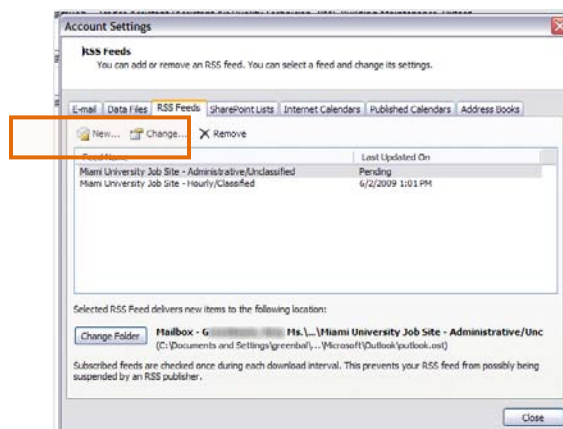


4. If “Microsoft Outlook” is selected, Microsoft Outlook will open and a dialogue box will appear. To add the feed to Outlook, choose “Yes.”

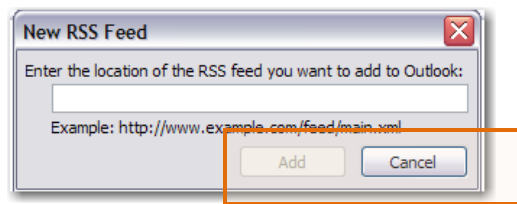


How to use the Careers at Miami RSS feed in **Microsoft Outlook** to access the feed in **Microsoft Outlook**:

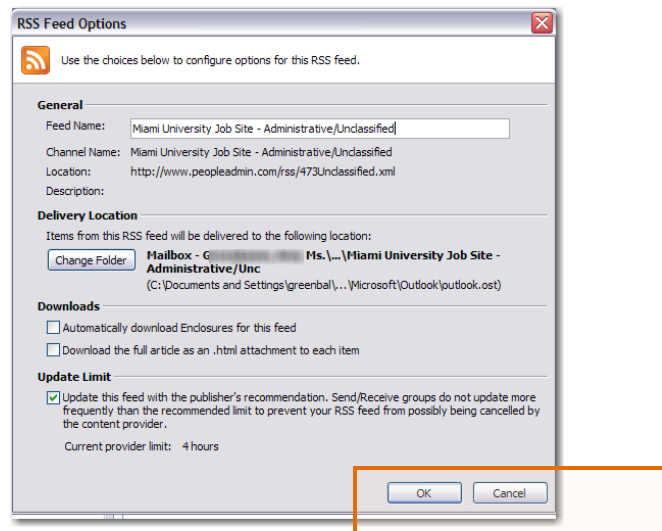
1. Go to the Careers at Miami website <https://miamiujobs.com> and click on the orange RSS button next to the type of job in which you are interested. (Please note that all hourly/classified positions may be collected together in one feed by clicking the RSS button next to “Hourly/Classified.”)
2. After the RSS feed page opens, go to the URL (or web address) bar, highlight the entire name of the webpage, right click and choose “Copy.” This will copy the RSS address into the computer clipboard. This address will be used in step 4 below.
3. Open “Microsoft Outlook.” Go to the “Tools” menu and click “Account Settings.” On the “RSS Feeds” tab, click “New.”



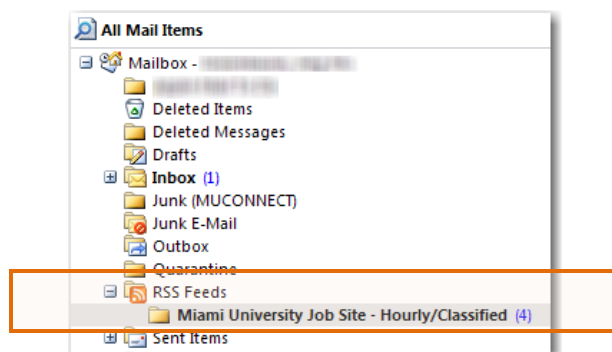
4. A dialogue box will appear titled “New RSS Feed.” Click the mouse on the blank box and press “Ctrl V” on your keyboard. The web address will now appear in the box. Click “Add” to add the feed to your list.



5. Another dialogue box (“RSS Feed Options”) appears with the ability to customize the feed name. It is not necessary to change the name of the feed unless you wish to do so. The default selections for the “RSS Feed Options” will save and update the feed. Click “OK” to add the feed to Outlook.



6. To access the saved feed(s) in Outlook, click on the folder “RSS Feeds” in the Mailbox. If a + (plus) sign appears to the left of the folder icon, click on the + (plus) and then click on the name of the feed.



7. For more information about RSS feeds in Outlook, please go to the Microsoft article <http://office.microsoft.com/client/helppreview.aspx?AssetID=HA101595391033&ns=OUTLOOK&lcid=1033>