## How to Get Espresso Yourself Company News over the Web

In today’s internet-connected world, many people like to get news and announcements via means other than email. At Espresso Yourself, we prefer to have news announcements disseminated in a manner that involves the least amount of network storage and traffic. We also strive to cut down on confusion. To this end, we’ve centralized our news and announcements updates on the Espresso Yourself News Blog. You will not be receiving news in email form. You will read it on the Espresso Yourself Intranet website (the home page of your web browser when at work) or you can receive the news posts as RSS feeds, or news feeds, in Microsoft Outlook 2007.

### Add the company blog news feed to your RSS feeds in Outlook

Click on “RSS Feeds” in the Mail Folders

When a message appears about Microsoft feeds click No

The RSS directory will appear in the Outlook reading pane

Right-click on the RSS Feeds icon in the Mail Folders

From the popup menu choose “Add a New RSS Feed”

Type: <http://espressoyourself.com/feed/> in the box that appears

### Add the company blog news feed to your RSS feeds in Internet Explorer

Launch Internet Explorer

The Espresso Yourself intranet home page should be your browser’s default start page

On the right side of the toolbar, after the home button (looks like a little house), is the button to subscribe to RSS feeds

Just click the feeds button to subscribe to the feed!