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How to subscribe to the Office of University Controller News feed [1]

November 28, 2012 by (not verified) [2]

Follow these instructions if you would like OUC news posts to show up in your MSOutlook e-mail inbox. **Mac users:** we are still looking for a solution for you to subscribe. First copy this url. You are going to paste it into MSOutlook.

`https://www.cu.edu/controller/news/?feed=rss2`

If you are running MSOffice 2010, click **File**, then **Account Settings** and then under that also click **Account Settings**. If you are running MSOffice 2007, click **Tools**, and then **Account Settings…** Go to the **RSS Feeds** tab. Click **New** and paste in the url. Use Ctrl-v to paste. Click **Add** and then **Ok**. Now use the **Change Folder** button – set this to be your e-mail inbox. Then close. The next post to OUC News should show up in your inbox.

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