

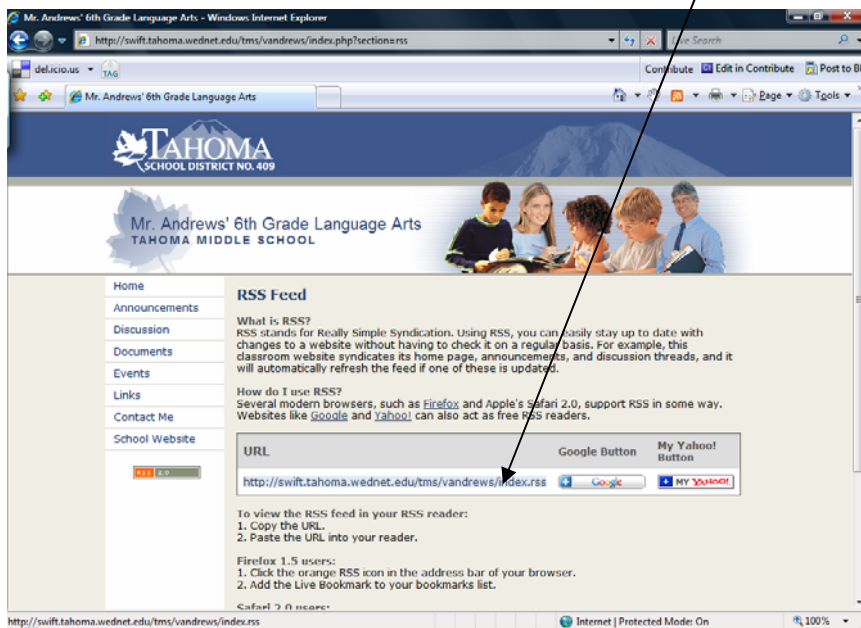
Directions for putting teacher SWIFT sites on RSS Feed with Microsoft 2007:

1. Open up the teacher SWIFT site.



2. Click on the orange RSS feed button

3. Highlight and right click on the URL that appears

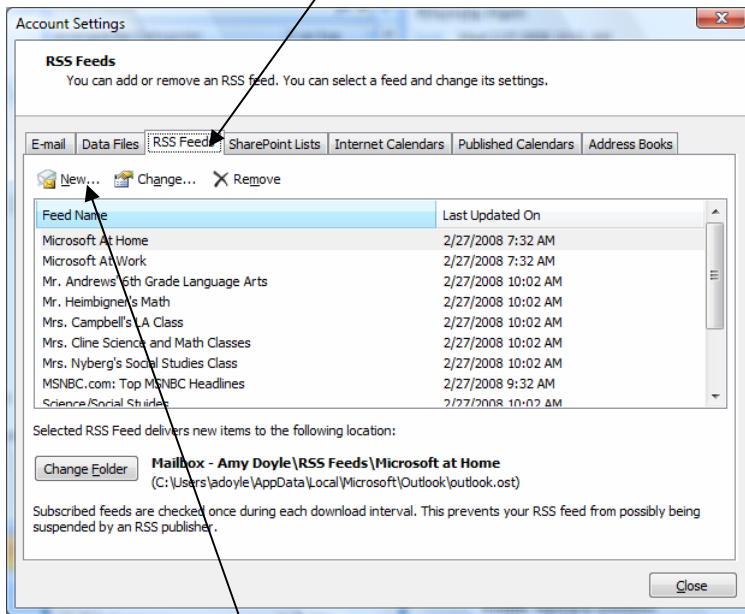


4. From the right click choose “copy shortcut” (the shortcut is now on your clipboard and ready to paste into Microsoft 2007)

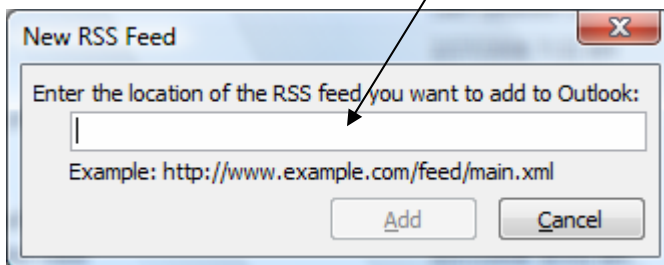
5. Open Microsoft 2007

6. Select “tools” and “account settings”

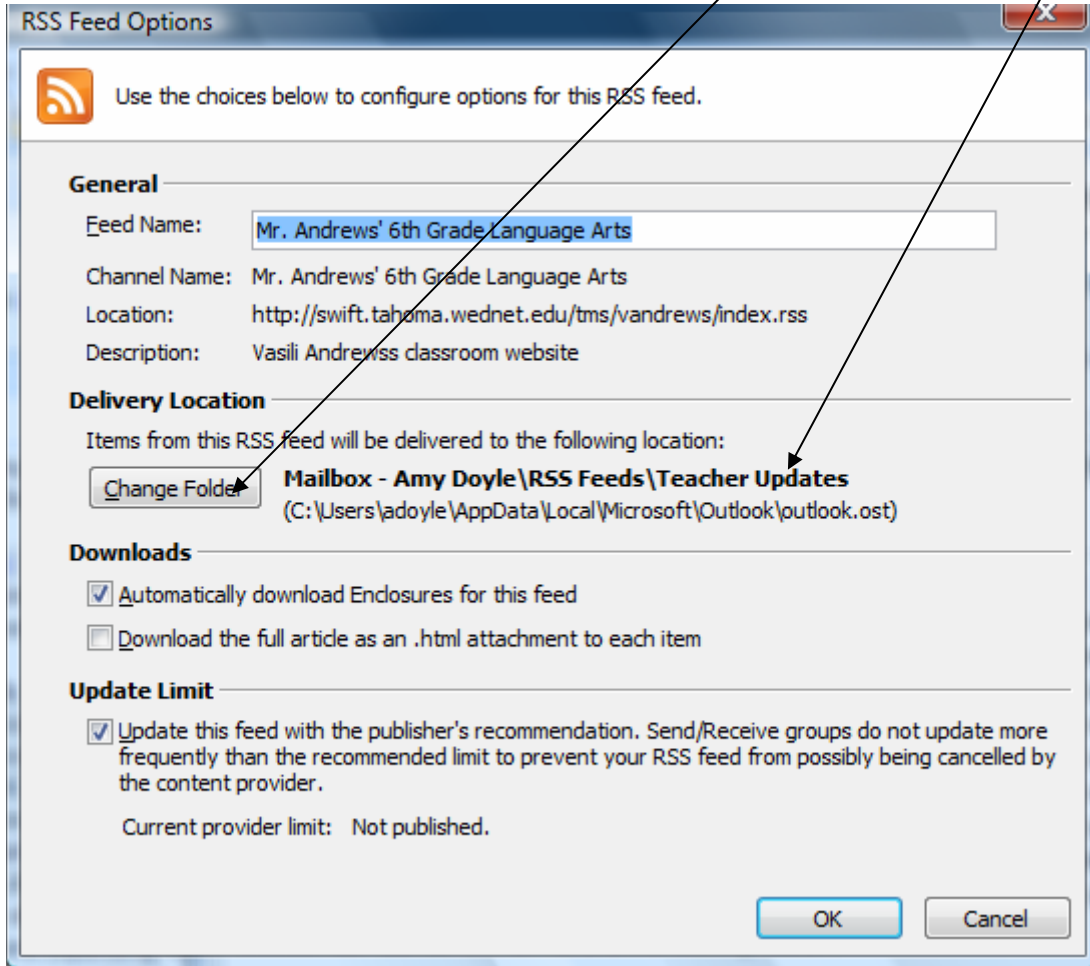
7. Select RSS feed tab



8. Click on “new” and paste the URL from the SWIFT site (use ctrl/v)



9. You can determine which folder you want the RSS feed delivered to (*I set up a “teacher update folder”*)



10. Click “OK”
11. You will get all the updates from all year into this folder, so you will want to just select all and delete when they first arrive. After that, any time the teacher updates their SWIFT site, you will get a message with the information, and, if you click “view full article” from that message, it will take you directly to the staff member’s SWIFT site.