



How do I subscribe to an RSS feed?

1. Go to the “NEWSROOM” link on the Polarcus website
2. Click the  RSS button to discover feeds on the webpage.
3. This brings you directly to the “Polarcus news” feed at the top of the page.

To view your feeds in **Internet Explorer**, follow steps **4 to 8**. If you want to view the feeds in **Outlook**, jump to **step 9** and follow the instructions.

4. Click the  Subscribe to this feed button
5. A dialogue box will open. The name for the feed is “Polarcus news”, then select the folder to create the feed in.
6. Click Subscribe.
7. The “feed” icon  can be found next to the “favourites” icon.
8. Simply click the “feed” icon  and select the “feed” you want to view.
9. In Outlook, there is a default mail folder called  RSS Feeds. Right-click on the RSS Feeds folder and select “Add a New Feed” from the menu.
10. A dialogue box will appear where you need to enter the location of the RSS feed. To do this, go to the “NEWS ROOM” page on www.polarcus.com and right-click on the  RSS icon and click “Copy Shortcut”

11. Return to the dialogue box, move the cursor to the blank where you need to enter location name of the feed and press ctrl +v. This will automatically enter the Polarcus feed location.

12. Now click “Add”. The Polarcus feed should now be present in the  RSS Feeds folder in Outlook.