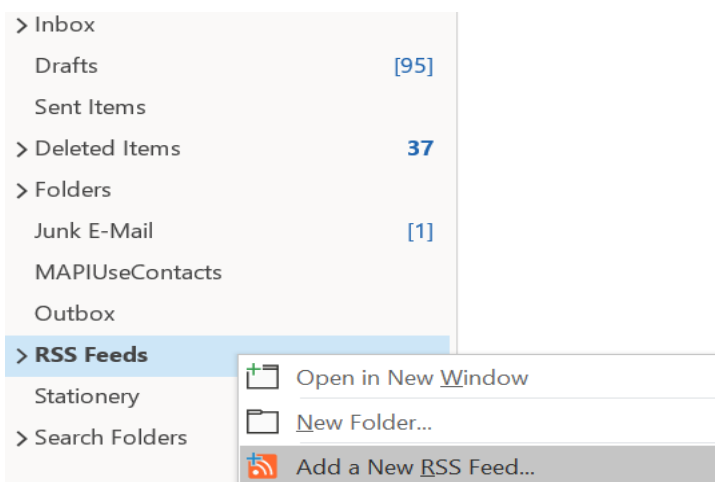


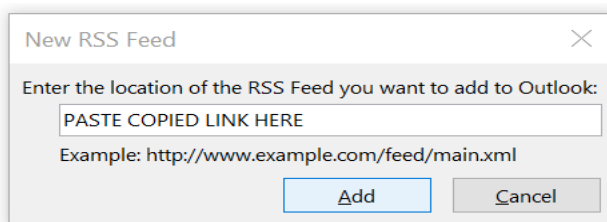
# RECEIVE AND SEARCH INFORMATION FROM YOUR STAFF REPRESENTATION AND SUEPO UNION DIRECTLY IN OUTLOOK

1. Configure Outlook to receive SUEPO and Staff Representation announcements directly into your mailbox:

- a. Copy this link: <https://suepo.org/restricted-full-rss-feed>
- b. Open MS Outlook, in the left-hand navigation panel, right-click on "RSS feed" and click on "Add a New RSS Feed"



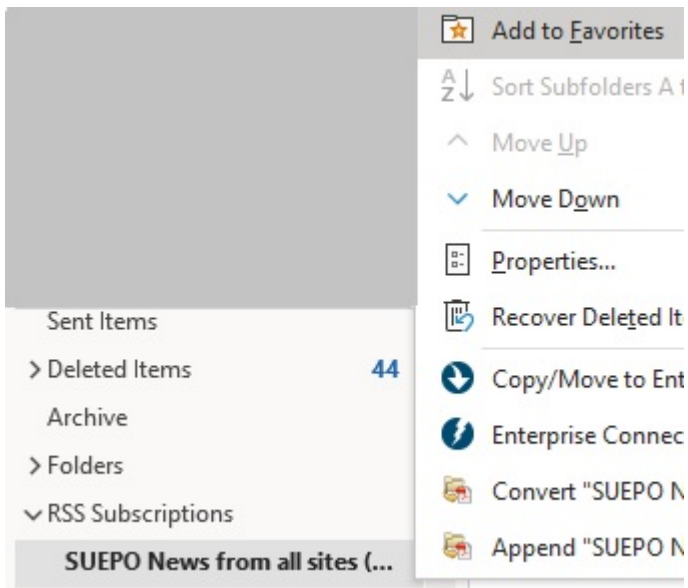
- c. In the dialogue box that appears, paste the url of the RSS feed that you previously copied.



- d. Click on "Add"

The new RSS feed is now accessible from Outlook. If new items appear, the SUEPO RSS feed is marked in bold and contains the number of new items in parenthesis.

- e. We recommend **adding the SUEPO announcements RSS feed to your outlook favourites so that it appears on the top left of your screen:** right click on the RSS feed, then left click on "add to favourites".



2. Once you have installed the RSS feed you can search all SUEPO and Staff Representation publications in Outlook by selecting the RSS feed and doing a keyword search.
3. SUEPO regularly republishes papers from the staff representation, however it is also a good idea to install the staff representation RSS feed by repeating the above procedure with this link: <https://intranet.internal.epo.org/rss/staffrepresentationnews.xml>