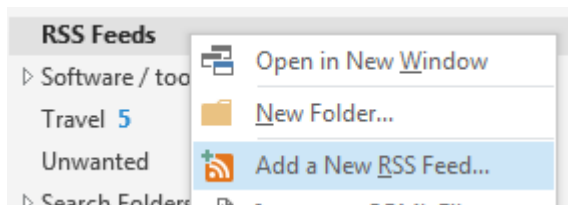


Adding the OLM Hub PD to your Outlook RSS Feeds (notifications)

1. Add a New RSS Feed in Outlook

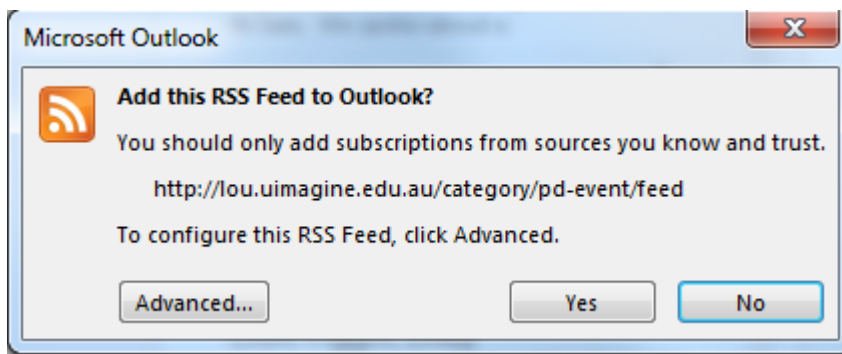
- In your Outlook sidebar, scroll down to the 'RSS Feeds' item, right-click then select 'Add a New RSS Feed...'



2. Enter (or copy-paste) the following URL into the address field for the feed:

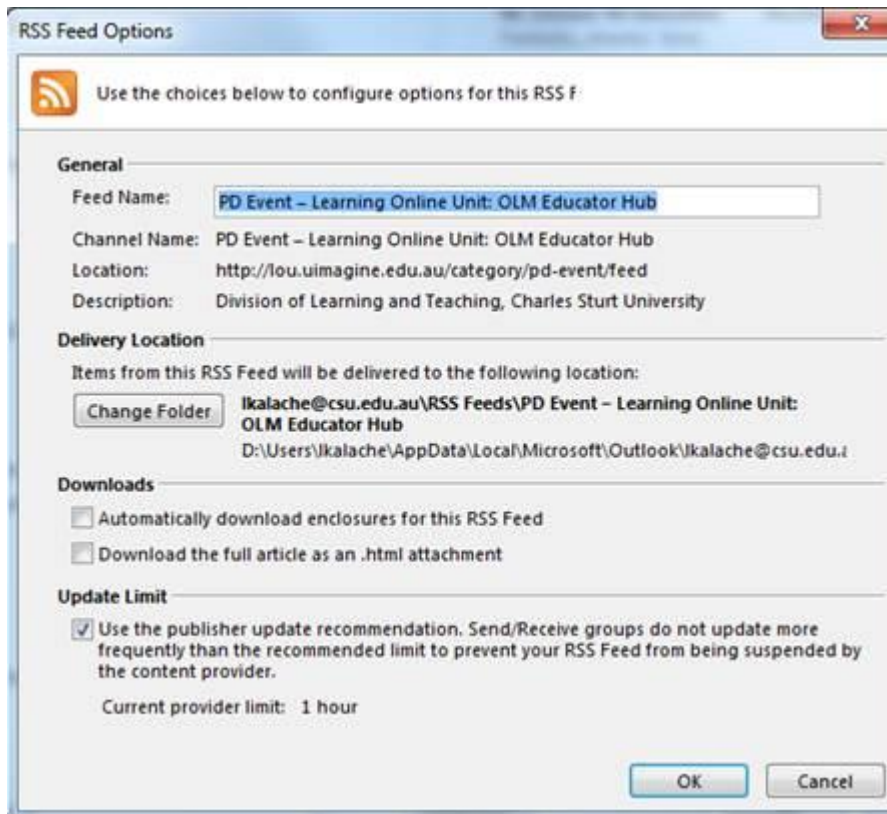
<http://lou.uimagine.edu.au/category/pd-event/feed>

3. Select 'Advanced...' from the options that pop up, this will allow you to configure the feed



4. Configure the RSS Feed

- You may wish to change the name of the feed (e.g. shorter → OLM PD)
- I'd recommend changing the delivery location folder to your Outlook INBOX (rather than having to check the RSS folder periodically)
- Select OK when done.



5. All done!

Professional Learning event details from the OLM Educator Hub will now appear in your Outlook Inbox. You can view the full range of the Division of Learning & Teaching PD events via the [DLT PD Calendar](#) , which can also add the events directly into your outlook calendar.