

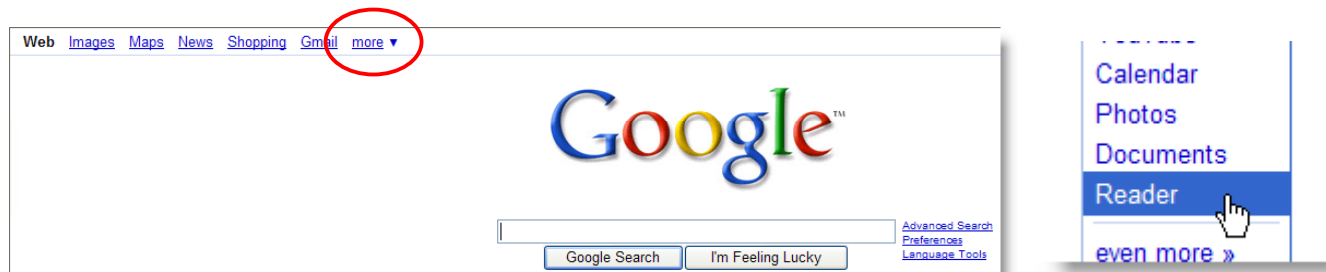
How To Set Up An RSS Account Using Google Reader

Step 1:

Open Internet Explorer and type in the address for Google: www.google.com

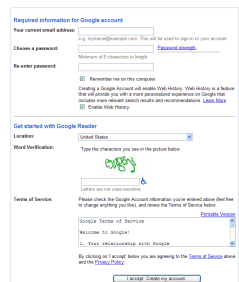
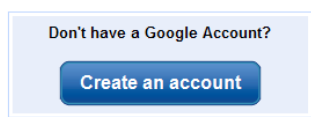
Step 2:

Click on the down arrow located next to the “more” menu item. From the drop-down menu, select Reader.



Step 3:

Click on the Create An Account button located in the lower right corner of the page. It may take a moment for the account creation page to appear.



Step 4:

Complete the necessary information to create an account. This includes your email address, a password (that needs to be entered twice), and your location (United States). You will need to type some characters to verify you are a legitimate requester. Click “I Accept. Create My Account” button at the bottom of the screen.

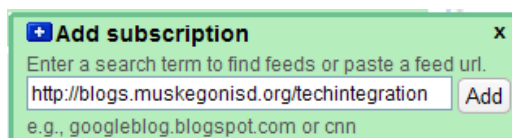
Step 5:

The RSS Reader is now created. The next step is to add subscriptions to the reader. From the column on the left, click on “Add Subscription”.



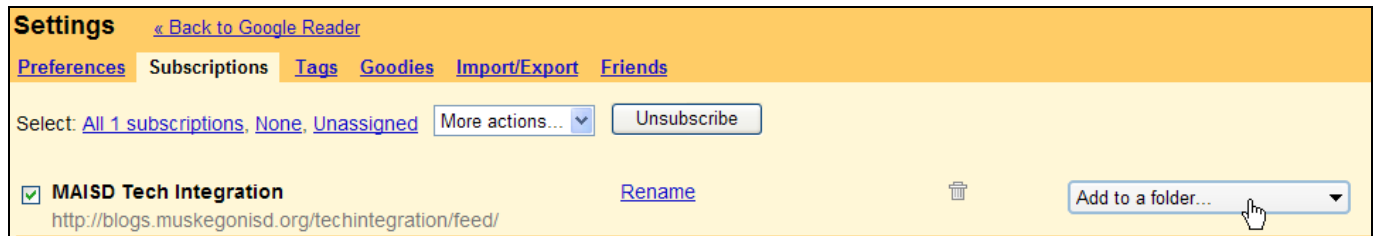
Step 6:

Enter a search term (such as volcanoes) or, in most cases, type (or cut and paste) a blog address in the space provided. Click the Add button.



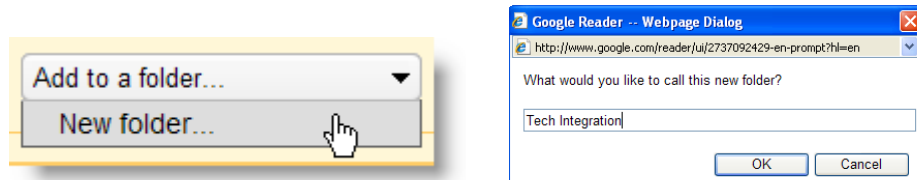
Step 7:

The link will be added to your list. If you wish to place your RSS feeds into folders, click on the Manage Subscriptions link at the bottom of the light blue column. Place a checkmark before the link(s) you want to move into folders. Click on “Add to a folder...”.



Step 8:

From the drop-down menu, select New Folder, and give the folder a name (such as the name of your district in which you can include feeds from your colleagues).



How To Use Google Reader

Step 1:

As new feeds from your selected blogs arrive, a number indicating how many new messages in that category (or feed) appears at the end of the blog title (in this example, 10 messages).



Step 2:

When you click on the title, the messages appear on the right side of the screen (see below for an example).

