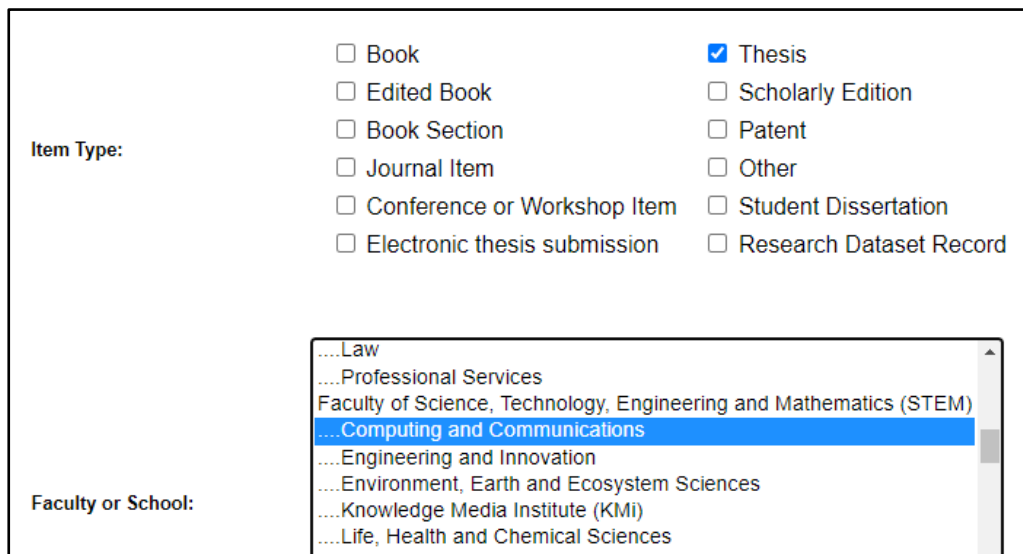


Creating a mailbox alert for new items in ORO

If you wish to be kept up to date on new items being added to ORO you can do so by pushing an RSS alert into your Outlook Mailbox.^A

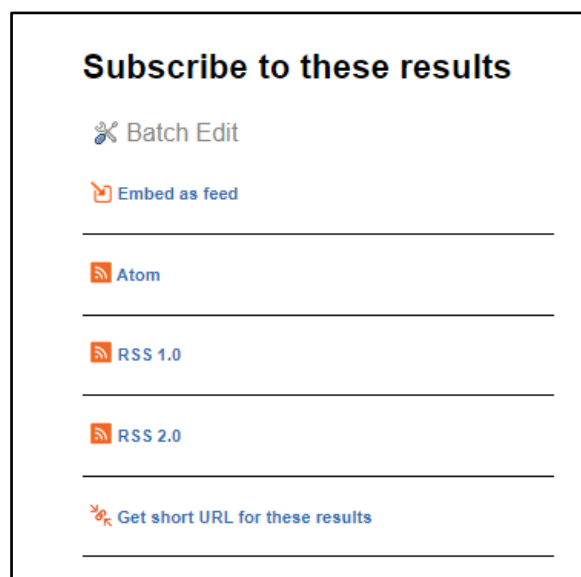
1. Identify the set of items you want to be alerted on. You can choose to be alerted on all new items by department or a subset of items by faculty, or any way you can conduct an advanced search in ORO.
2. Go to [ORO Advanced Search](#) and enter your search terms.
In this example I have selected Item **Type : Thesis AND Computing and Communications**



The screenshot shows the 'Item Type' and 'Faculty or School' filters in the ORO Advanced Search interface. The 'Item Type' section has a list of checkboxes with 'Thesis' selected. The 'Faculty or School' section has a dropdown menu with 'Computing and Communications' selected.

Item Type:	<input type="checkbox"/> Book	<input checked="" type="checkbox"/> Thesis
	<input type="checkbox"/> Edited Book	<input type="checkbox"/> Scholarly Edition
	<input type="checkbox"/> Book Section	<input type="checkbox"/> Patent
	<input type="checkbox"/> Journal Item	<input type="checkbox"/> Other
	<input type="checkbox"/> Conference or Workshop Item	<input type="checkbox"/> Student Dissertation
	<input type="checkbox"/> Electronic thesis submission	<input type="checkbox"/> Research Dataset Record
	Faculty or School:	
Law	
.....Professional Services		
Faculty of Science, Technology, Engineering and Mathematics (STEM)		
.....Computing and Communications		
.....Engineering and Innovation		
.....Environment, Earth and Ecosystem Sciences		
.....Knowledge Media Institute (KMi)		
.....Life, Health and Chemical Sciences		

3. Select **“Search”**. From the ORO results page go to the Subscribe to these results page. Right click on the RSS 2.0 icon and select **“Copy Link Address”**.



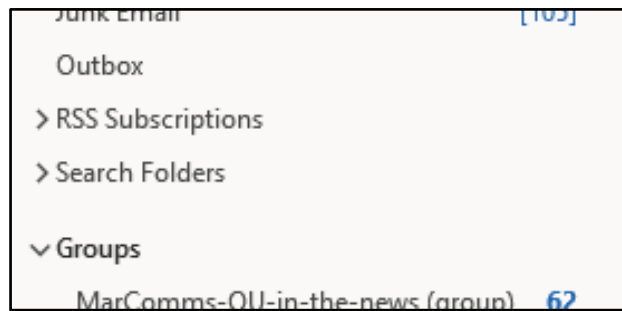
The screenshot shows the 'Subscribe to these results' page with various options for sharing and subscribing to the search results.

Subscribe to these results

- [Batch Edit](#)
- [Embed as feed](#)
- [Atom](#)
- [RSS 1.0](#)
- [RSS 2.0](#)
- [Get short URL for these results](#)

^A If you don't use Outlook you can use services like [Blogtrottr](#) to transform RSS alerts into email alerts.

- Now go to your Inbox in Outlook and navigate to the RSS Subscriptions subfolder.



- Right Click on “RSS Subscriptions” and select “Add a new RSS feed”. The New RSS Feed dialog box will pop up and you can paste the url you copied from ORO. Click “Add”.
- This should return any relevant results and update in real time for new items added to ORO.

