

Subscribing to List or Library RSS feeds

This presentation is titled Subscribing to Library or Lists using RSS Feeds. RSS, which stands for Real Simple Syndication, is a very common way these days to subscribe to News items or to blogs or any lists out on the web. RSS support in the next version of Windows, which is Windows Vista and then also the Longhorn is supposed to be really robust. And along the same lines, the RSS support for SharePoint is also very robust. Any list or library could be subscribed using RSS. And by default after Outlook 2007 serves as a great RSS aggregator.

So, let us go ahead and take a look. So, let us start with this Team Site.

This is called Team site 1. It has the Shared Documents, the Calendars, Tasks, Team Discussions, all the Lists, which come out of the box with the Team Site Template. The main reasoning here, the main motive here for me to subscribe to these lists and the reason I would subscribed to any of these lists is so I can stay abreast of any new items, any new artifacts, which have been added onto these lists. And the real beauty of it comes into play where I can subscribe to different lists and libraries in different sites and site collections and have all of them aggregated into one central location, so I can keep track of all the items from one place. There is one single setting in a Site Collection, which tells the Site Collection that the RSS concept is enabled in a Site Collection or not. The way you get to that is Site Actions → Site Settings → and from there under Site Administration category RSS. This check box right here, which is checked by default, allows the RSS feeds in the Site Collection.

So, I am going to go ahead and go back to my Team Site, in my Team Site, I am going to go to Shared Documents, currently I have four different documents, what I want to do is subscribe to this library, so if additional documents are added, I would get a notification in my RSS feed. So, it is as simple as clicking on Actions and View RSS Feed. This gives me a link to the RSS. All I have to do is click on the 'subscribe to this RSS Feed' and whatever my default aggregator is, is going to get this RSS Feed. My default RSS viewer in this case is Outlook 2007. So, Outlook 2007 opens up and it should pop me a warning asking if I want to allow this. I am going to go ahead and say 'Yes' and under the RSS Feeds, category I can see the Team Site 1 Shared Documents, and currently I have four different documents. It will not show

me the content of the documents, but I can view the actual location of the documents by clicking on this link. So, before I do that let me go ahead and go and subscribe to a different list.

I want to go back to my Team Site. In my Team Site 1, I also have a Task list. Currently, it is showing me that there are no Tasks that exist, but this is not true. The Task list comes up in a default view of showing only My Tasks. I am going to change this view to say All Tasks. And now it is showing that there are three tasks which are there right now. Let me go ahead and subscribe to this list as well. This will get me to the RSS Feed page. Now, notice that this first link, by the way, gets me to the Tasks list, if I were to click on this, it gets me back to the Tasks list. Okay, let me go back to the RSS Feed and again click on 'subscribe to this RSS Feed'. Again my Outlook is still open, so it is asking me if I want to add this RSS Feed to Outlook. I am going to say 'Yes' and it has added the Team Site 1 Tasks and currently it showing me that there are three tasks which exists. The good thing about Tasks is I can click on these task and view the contents of the Task in this Preview window. And also aside from the actual Task contents, it gives me a link to get to the Tasks as well. So here it is, here is the actual Task content.

Alright now what if I added more Tasks to this list, what would happen? So let me go back to RSS Feed, go to Team Site 1 Tasks and add a New task, call this task 'Meeting with Kevin'. We will make this 'In Progress' so I have not met with him yet, so I will make it 0%, click OK. Again it is showing me only My Tasks right now, so I am going to go and change the view of this to show All Tasks, just confirm that My Task is there. One of the tasks to 'Meet with Kevin', go back to my Outlook. Now currently, the Tasks list, the task RSS Feed is on a timer to update every hour. I am going to go ahead to Tools first in Account Settings to see this RSS Feed setting. Here is my two RSS Feeds. If I click on the Team Site 1 Tasks, double click on it opens up this window, the RSS Feed options and here I can see that it is using the publisher's recommendation, in this case being SharePoint. The recommendation is that ever one hour it should update itself. I am going to go ahead now and uncheck that for now, just for our testing purposes and click on close, and now again once more I am going to click on Send/Receive and here it is my Meeting with Kevin task is appearing here now and I can go to this Task by

clicking on View Article. So in this presentation, I showed how to subscribe to a library or a list within SharePoint using RSS.