



Contents

- 1. Subscribing to the court’s RSS Feed 1
- 2. Using an RSS reader in a browser: Google Chrome 3
- 3. Using an RSS reader in a browser: Firefox..... 7
- 4. Using an RSS reader in an email client: Outlook 10

1. Subscribing to the court’s RSS Feed

An RSS feed sends out a summary of the newest updates on a website. The summary can be received by an RSS reader in your email client or web browser. The court publishes updates to "News and Announcements", "Opinions" and "Local Rules" on our RSS feed.

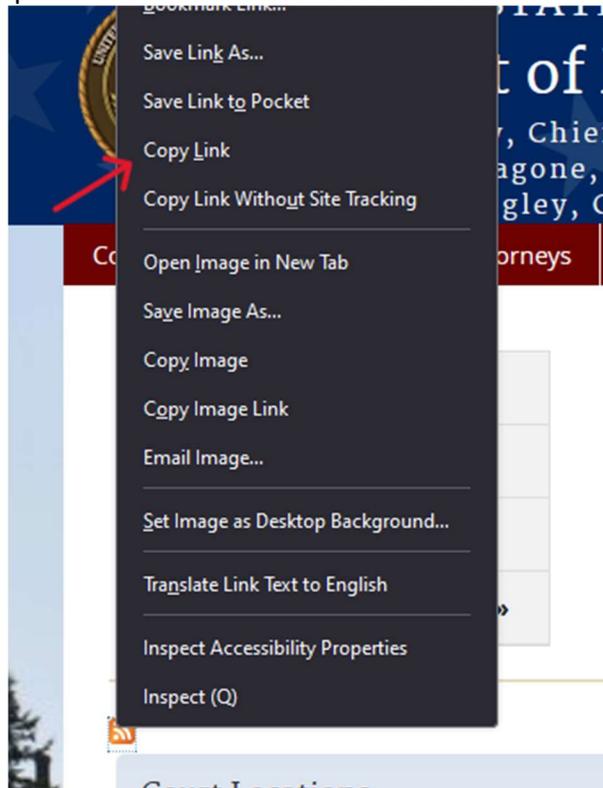
To subscribe to the court’s RSS feed, you will need an RSS reader. RSS readers are available as standalone applications, web browser extensions, or as a feature of some email clients. If you do not already use an RSS reader, sections two through four of this guide cover three of the most common ways to install and use an RSS reader. While this guide uses images of specific RSS readers as examples, the court does not recommend any specific RSS reader. Any RSS reader extension or application you use is at your own risk.

If you already have an RSS reader, go the court’s website at: <https://www.meb.uscourts.gov/>. If your RSS reader supports automatic subscription, click the **orange RSS feed button** on the website to subscribe to the court’s RSS feed.





If your RSS reader does not support automatic subscription, right-click the **orange RSS feed button**, then click **Copy Link** to copy the court's RSS feed link. Then, follow your RSS reader's instructions on where to paste the link to subscribe to the feed.

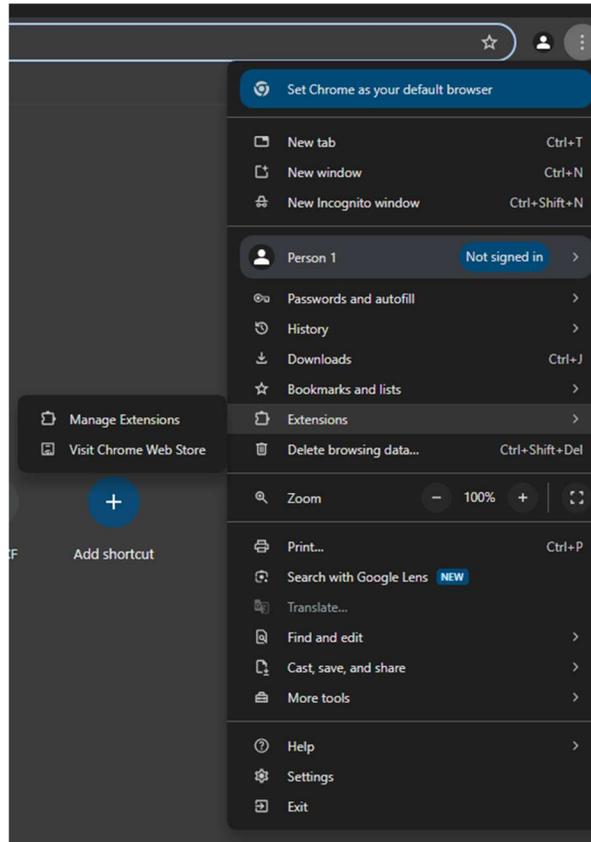




2. Using an RSS reader in a browser: Google Chrome

To receive messages from the court’s RSS feed in Google Chrome (or any other chromium-based browser, such as Microsoft Edge), use the following instructions to install an RSS reader extension and subscribe to the RSS feed.

1. To add an RSS reader extension to your browser, go to the Chrome webstore by clicking on the three vertical dots in the top right of your browser, then clicking **Extensions**, and then clicking **Visit Chrome Webstore**.

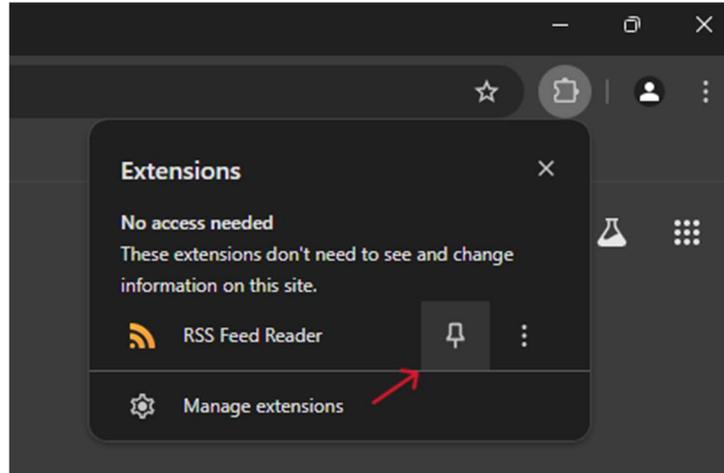


2. In the Chrome Webstore, type “RSS” in the search bar at the top of the window labeled **Search extensions and themes**, then hit the enter key.
3. The search will return a list of available RSS reader extensions. Please note, while these instructions use images of a specific RSS reader as an example, the court does not recommend any specific RSS reader. Any RSS reader extension you use is at your own risk.
4. Click on your RSS reader extension of choice, then click the blue **Add to Chrome** button.





- Once the extension has been added, click the **puzzle piece icon** near the top right of the browser window, then click the **pin icon** next to the RSS reader to pin it to your toolbar for easy access. An icon for your RSS reader will appear in the top right of your browser window.



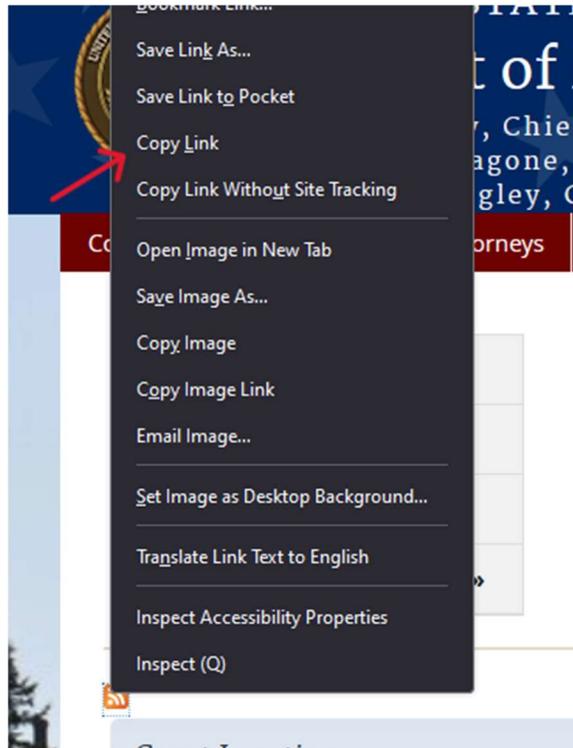
- In Google Chrome, go to the court's website at: <https://www.meb.uscourts.gov/> and click the **orange RSS feed button** to subscribe to the court's RSS feed.



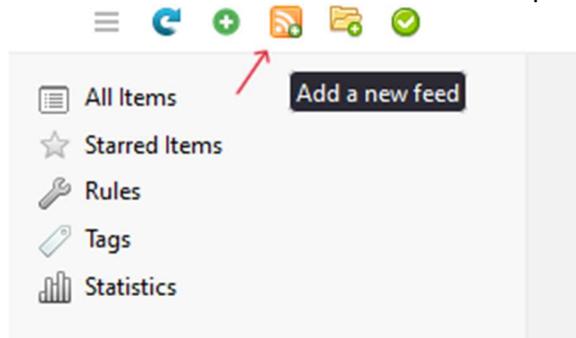
- After clicking the button, you may be prompted to confirm the subscription by clicking OK or Subscribe. This varies depending on which RSS reader you use.
- For most RSS reader extensions in Google Chrome, these steps will automatically subscribe you to the feed and you will begin receiving notifications in Google Chrome when a new message is published to the RSS feed. The notification will appear on the RSS reader icon near the top right of your browser window. To read the message, click on the notification and navigate to the message in your RSS reader.



9. If you do not receive messages from the RSS feed in your browser after following the above steps, complete the following additional steps:
10. In Google Chrome, go the court's website at: <https://www.meb.uscourts.gov/>
11. Right-click the **orange RSS feed button**, then click **Copy Link** to copy the court's RSS feed link.



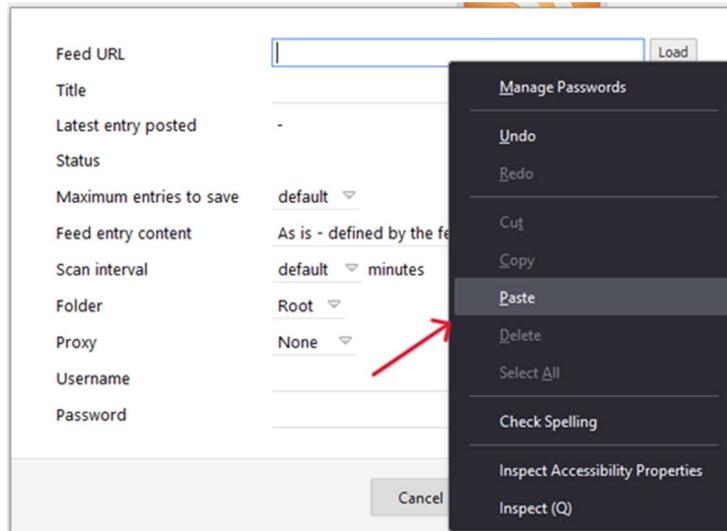
12. Then, click the icon for your RSS reader in the top right of your browser window to open the RSS reader.
13. In the RSS reader, find and click the button to add a new RSS feed. Each RSS reader is different, but in most readers this will look similar to the example below:





14. Paste the court's RSS feed link into the box for the Feed URL by either:
 - a. clicking in the box and then pressing the Ctrl and V keys (on Windows) or the Cmd and V keys (on Mac) at the same time,
 - b. or right-clicking in the field and then clicking **Paste**.

Each RSS reader is different, but in most RSS readers this will look similar to the example below:



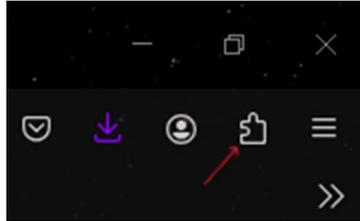
15. Once the link is pasted, save it by clicking Save, Apply, or the equivalent button in your RSS reader.
16. These steps will subscribe you to the feed and you will begin receiving notifications in Google Chrome when a new message is published to the RSS feed. The notification will appear on the RSS reader icon near the top right of your browser window. To read the message, click on the notification and navigate to the message in your RSS reader.



3. Using an RSS reader in a browser: Firefox

To receive messages from the court’s RSS feed in Mozilla Firefox (or any other Mozilla-based browser), use the following instructions to install an RSS reader extension and subscribe to the RSS feed.

1. To add an RSS reader extension to your browser, go to the Firefox add-ons page by clicking the puzzle piece icon in the top right of the browser.



2. On the add-ons page, type “RSS” in the search bar at the top of the window labeled **Find more add-ons**, then hit the enter key.
3. The search will return a list of available RSS reader extensions. Please note, while these instructions use images of a specific RSS reader as an example, the court does not recommend any specific RSS reader. Any RSS reader extension you use is at your own risk.
4. Click on your RSS reader extension of choice, then click the blue **Add to Firefox** button.



Recommended

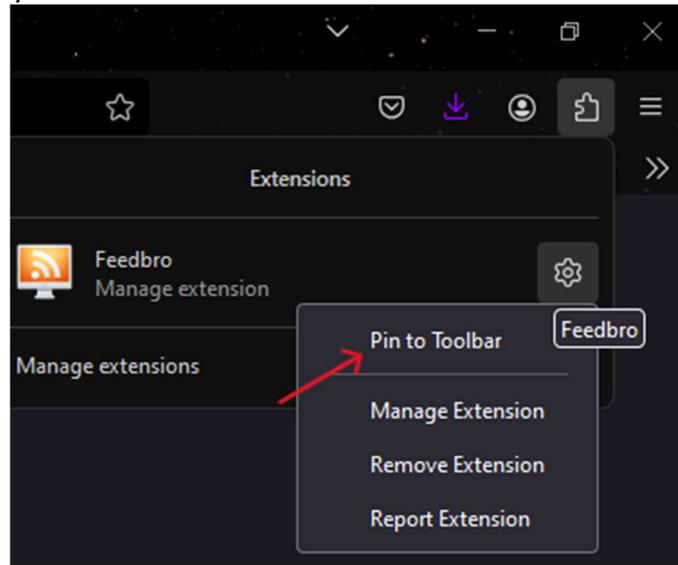
Feedbro
by Nodetics

Advanced Feed Reader - Read news & blogs or any RSS/Atom/RDF source.

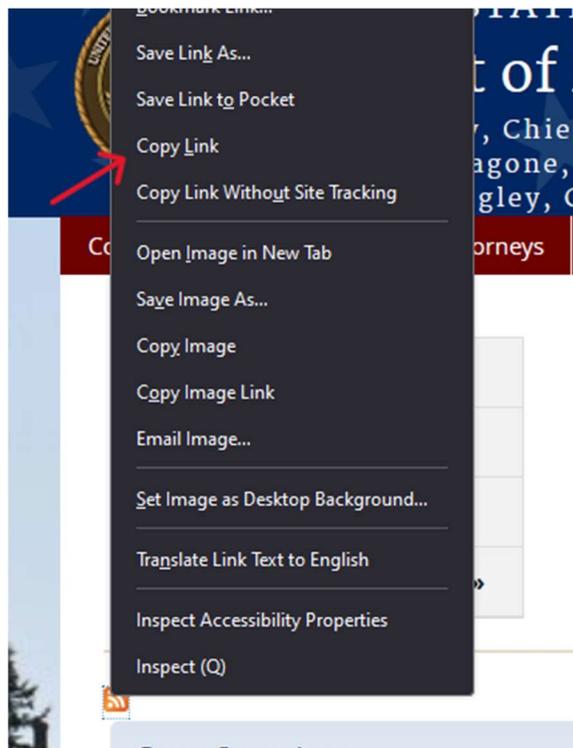
Add to Firefox



- Once the extension has been added, click the **puzzle piece icon** near the top right of the browser window, then click the **cog wheel icon** next to the RSS reader, then click **Pin to Toolbar** to pin it to your toolbar for easy access. An icon for your RSS reader will appear in the top right of your browser window.

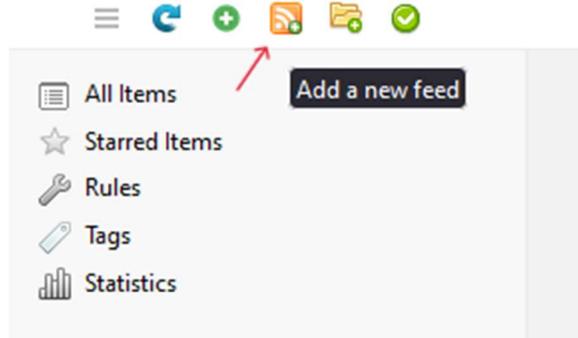


- In Firefox, go to the court's website at: <https://www.meb.uscourts.gov/>
- Right-click the **orange RSS feed button**, then click **Copy Link** to copy the court's RSS feed link.



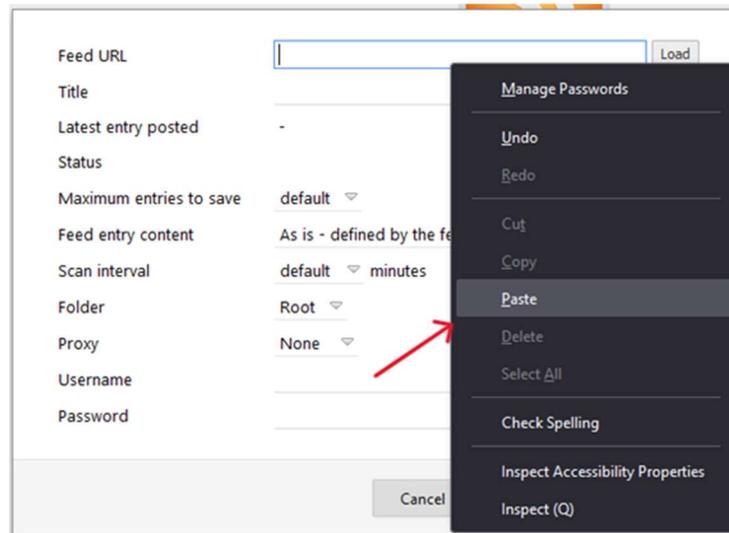


8. Then, click the icon for your RSS reader in the top right of your browser window to open the RSS reader.
9. In the RSS reader, find and click the button to add a new RSS feed. Each RSS reader is different, but in most RSS readers this will look similar to the example below:



10. Paste the court's RSS feed link into the field for the feed URL by either:
 - a. clicking in the field and then pressing the Ctrl and V keys (on Windows) or the Cmd and V keys (on Mac) at the same time,
 - b. or right-clicking in the field and then clicking **Paste**.

Each RSS reader is different, but in most RSS readers this will look similar to the example below:



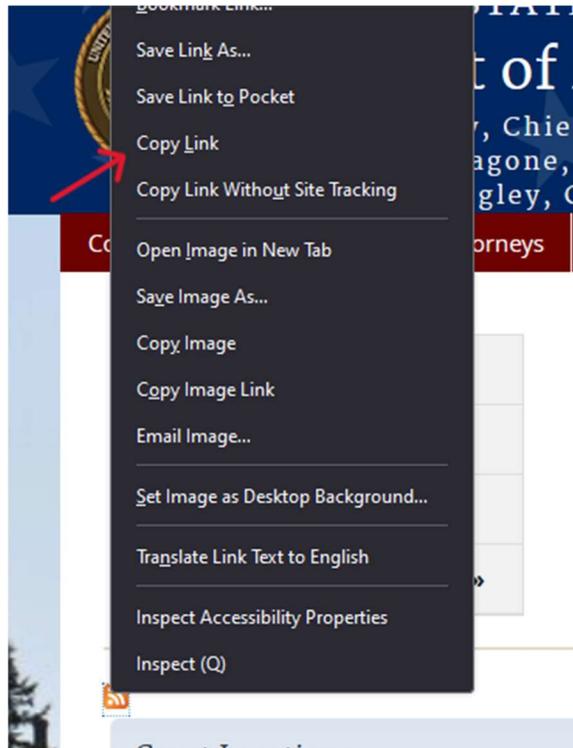
11. Once the link is pasted, save it by clicking Save, Apply, or the equivalent button in your RSS reader.
12. These steps will subscribe you to the feed and you will begin receiving notifications in Firefox when a new message is published to the RSS feed. The notification will appear on the RSS reader icon near the top right of your browser window. To read the message, click on the notification and navigate to the message in your RSS reader.



4. Using an RSS reader in an email client: Outlook

Use the following instructions to receive messages from the court's RSS feed in the Microsoft Outlook email client.

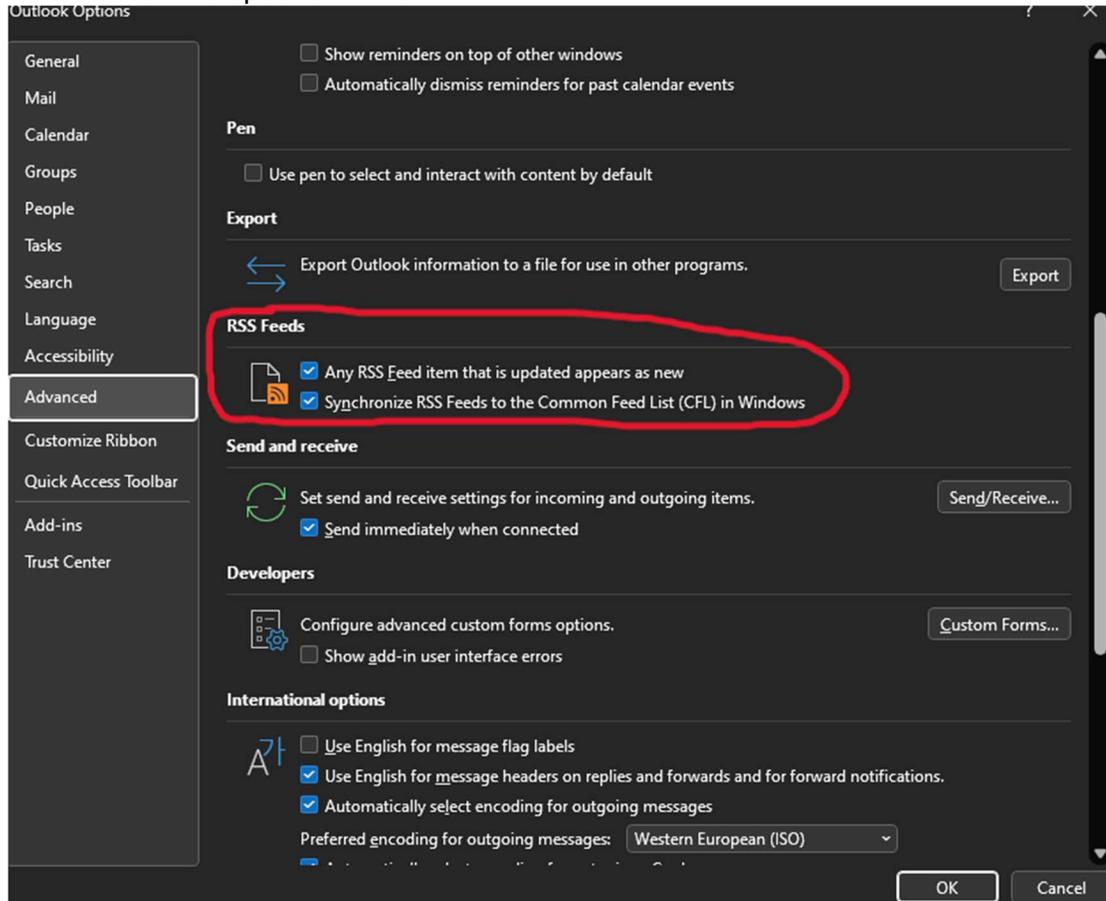
1. To receive messages from the court's RSS feed in your Outlook email client, go to the court's website at: <https://www.meb.uscourts.gov/> in a web browser.
2. Right-click the **orange RSS feed button**, then click **Copy Link** to copy the court's RSS feed link.



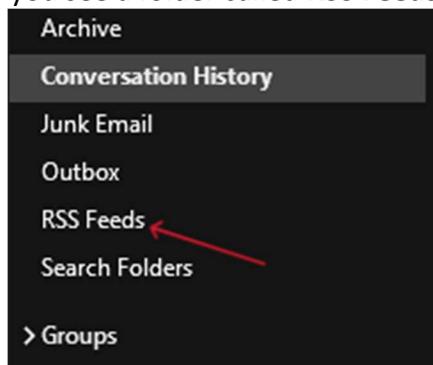
3. Once you've copied the court's RSS feed link, open Outlook.
4. Click **File** near the top left of the Outlook window, then click **Options** near the bottom left of the window.



5. In the options window, select **Advanced**, then scroll down to the section labeled **RSS Feeds** and make sure the two checkboxes in that section are selected. Then, click **OK** at the bottom of the options window.

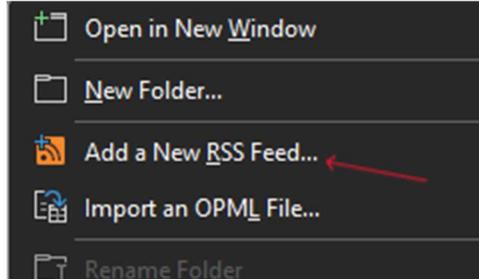


6. The options window will close, and you will be returned to the Outlook home screen. In the taskbar on the left of the Outlook window where your inbox and other email folders are listed, scroll down until you see a folder called **RSS Feeds**.

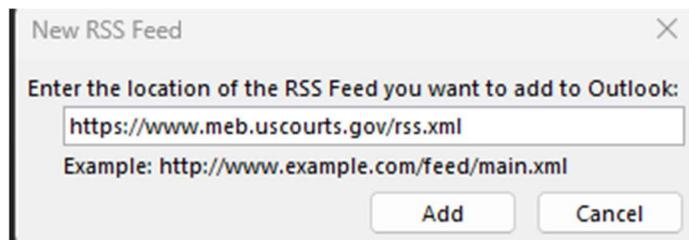




7. Right-click the **RSS Feeds** folder, then click **Add a New RSS Feed...**



8. Paste the court's RSS feed link in the New RSS Feed window by clicking in the text box and then pressing the Ctrl and V keys (on Windows) or the Cmd and V keys (on Mac) at the same time.



9. Click the **Add** button, then click **Yes** or **Save** on the screen immediately after. These steps will subscribe you to the court's RSS feed and you will begin receiving any new messages published to the RSS feed as emails. Messages from the court's RSS feed will appear in the RSS Feeds folder of your Outlook, in a subfolder labeled **District of Maine**.