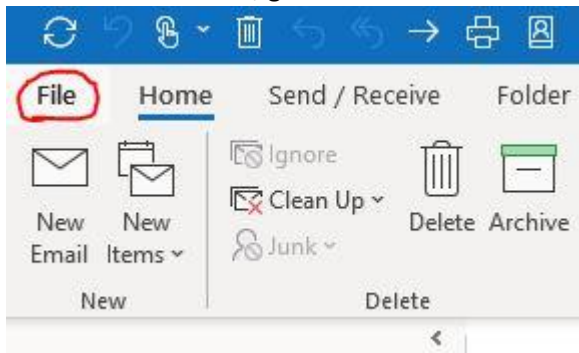
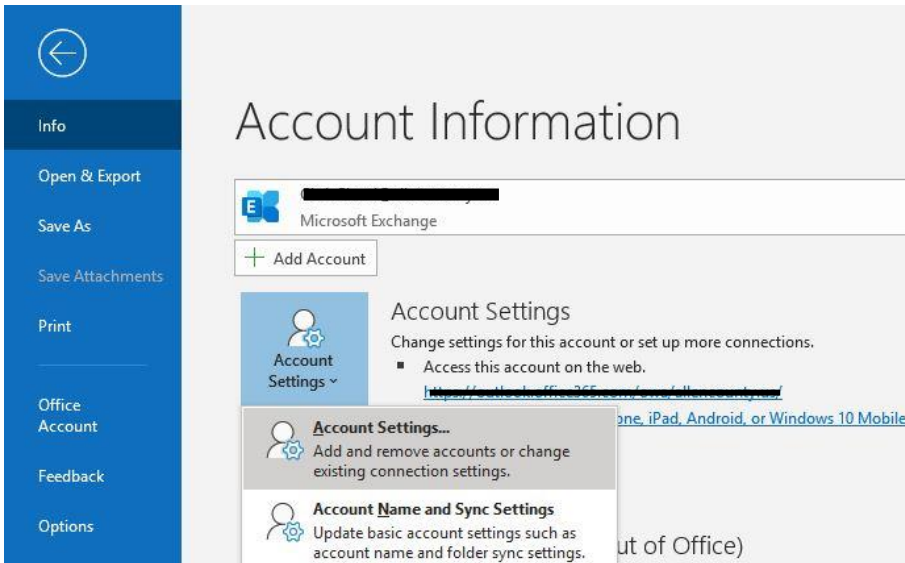


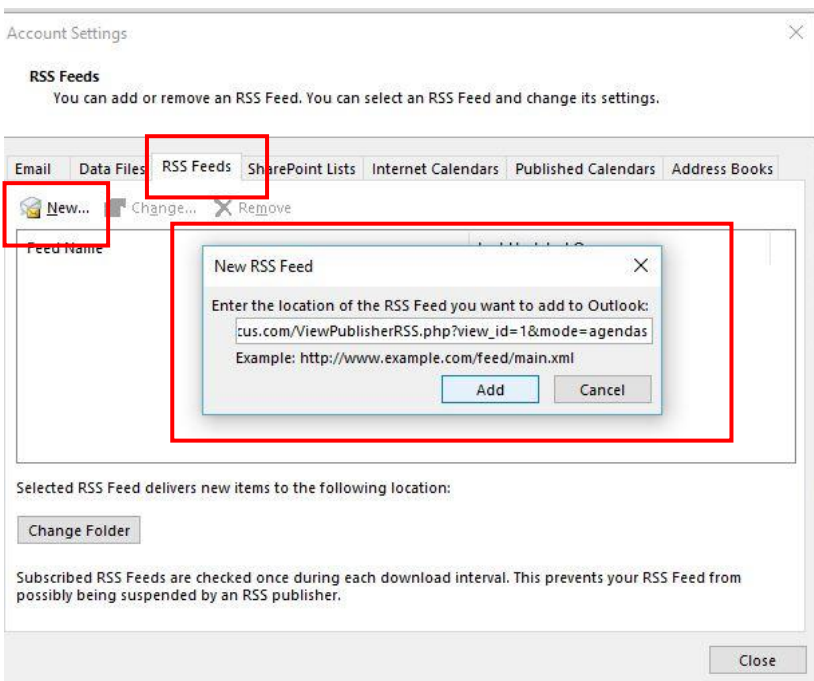
1. In Microsoft Outlook, go to File...



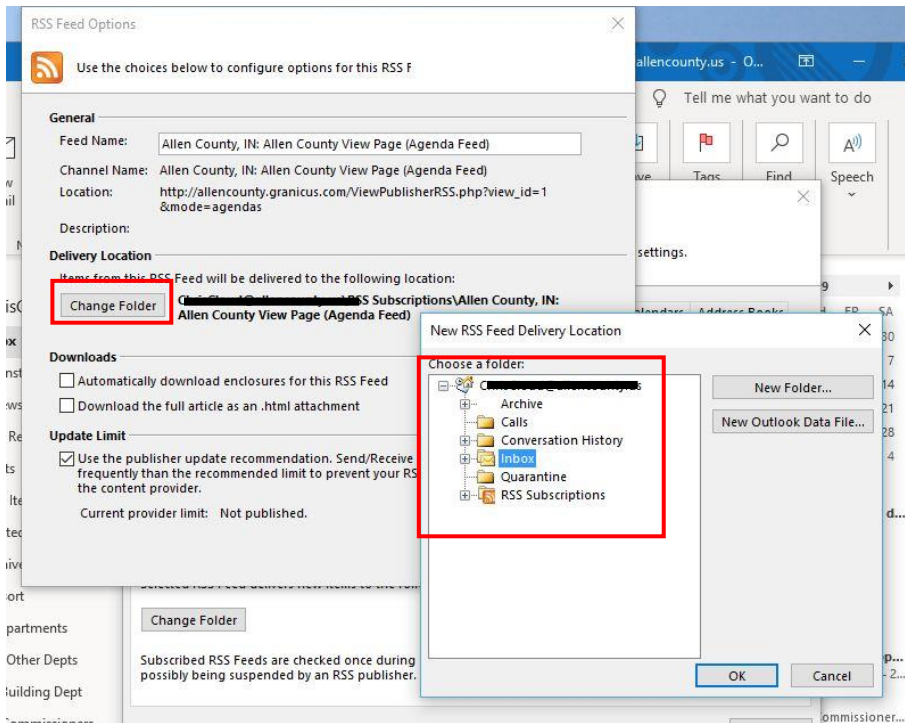
2. Click on Account Settings, on drop-down menu select Account Settings...



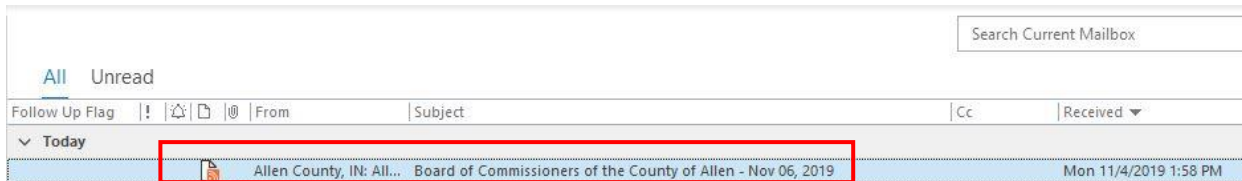
3. Select the RSS Feeds tab, then select New... when the text box appears on the screen, copy this link and paste it into the text box - http://allencounty.granicus.com/ViewPublisherRSS.php?view_id=1&mode=agendas and then select Add.



4. On the RSS Feed Options menu that appears, Select Change Folder and then select Inbox. Click OK. Click Close.



5. When an agenda is published in the Peak Agenda Management system, you will now receive an email in your Outlook inbox with a link to view the agenda online. If an agenda is updated and republished during the week due to changes, you should receive a second email with a link to the updated agenda.



Board of Commissioners of the County of Allen - Nov 06, 2019
Allen County, IN: Allen County View Page (Agenda Feed)
Posted On: Mon 11/4/2019 1:58 PM
Feed: BOC Agenda

The agenda for Board of Commissioners of the County of Allen dated Wednesday, 06 November 2019 has been published. Access it here:
http://allencounty.granicus.com/AgendaViewer.php?view_id=1&event_id=407

[View article...](#)

6. If at anytime you want to stop receiving the agenda emails, follow directions 1-3 to get back to your list of RSS Feeds. Select the agenda feed from the list and then select Remove. You will no longer receive the emails. If at any point in time you want to begin receiving them again, or want someone in your office to also receive them, just follow steps 1-4 listed above.