Integrate News With Microsoft Teams using RSS

Overview

If you are using Microsoft Team, you may want to create an automated post to a channel every time there is a new article published on the News application within Claromentis.

Requirements:

- Microsoft Team account with admin rights to add RSS app
- Claromentis News Admin rights.

How to

Step1: Preparing RSS Feed from News App

1. On your Claromentis system, navigate to `Admin > News > Export news channel as RSS`

2. Click **+Add RSS Feed** to create a new feed.

3. Provide a Title, and select which channels you wish to be included in the feed.

4. Once it is created you need to copy the **unique RSS link** which later needs to be added to the RSS app in Microsoft Team. Please keep this URL private to avoid having internal news exposed to the public.
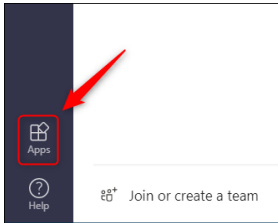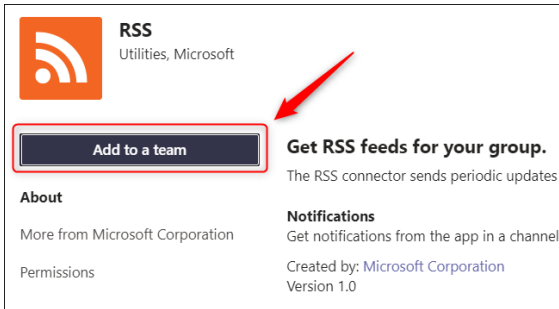
Step 2: Add RSS Integration in Microsoft Team

1. Click on the Apps towards the bottom of the left-hand sidebar

2. type **RSS** in the search box and click on **RSS Connector**

3. Click **Add to a team**

4. Set up RSS for a team by selecting which channel you wish to publish and **Set up Connector**

5. Fill out the form for example:

Enter a name for your RSS Connection: `Intranet News`

Address for RSS feed : `{Paste your unique RSS link from Step1}`

Digest frequency: `set for 6hr or Daily depending on your news frequency`

6. Click '**Save**' and you're done!

Useful Info

- RSS feed will only publish new items added to the selected news channels after the integration is made. (Old news articles won't be published)
- Removing the feed won't delete previous feed posts. It'll just stop new ones from appearing.
- Depending on your digest frequency you will only see the new item according to the Digest frequency.

Last modified on 1 December 2023 by Hannah Door

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