These instructions all assume Administrator account access and the Classic Center menu layout.

1) Click Personalize on Homepage dashboard
   a. Click RSS / Atom Feed
   b. Click Set Up in top right corner of RSS portlet
2) Use built-in feeds
   a. CBS MarketWatch.com
   b. CNN - Money
   c. CNN Top Stories
   d. ESPN - Headlines
   e. New York Times - Home page
   f. Reuters - Top News
   g. Yahoo! News - Business
   h. Yahoo! News - Technology
   i. Yahoo! News - Top Stories
3) Use RSS feeds from other news sources or favorite websites
   a. Google search for *website name* RSS feed
   b. Copy RSS/Atom feed URL
   c. On RSS Feeds portlet
      i. Set Up RSS Portlet
      ii. Under Source select (Custom)
      iii. Paste feed URL and Save
      iv. Hit Refresh

4) Create custom RSS Feed
   a. Go to Lists > Web Site > RSS Feeds > New
   b. Enter Title and Description such as "Company Announcements"
   c. Under the Items subtab, enter a Title, Description, and URL for a link in the feed.
      i. Hint: you can use HTML in the description field to insert images, links, and formatting.

You can also create a basic HTML document and upload it to the file cabinet. Then you can copy the URL for the file, and use it in the description or URL fields in the custom RSS feed.

Bonus! You can use Netsuite's new WYSIWYG editor to create the HTML document.

1) In Netsuite go to Documents > Templates > Marketing Templates > New
2) Select Campaign
3) Choose the Blank layout
4) Click Text Editor
5) Use the WYSIWYG editor to create a notice or memo
6) When done, click the Source button in the upper left corner of the editor
7) Select and copy all of the text

8) In windows – open Notepad
9) Paste the text in to the document
10) Save the document
11) Edit the filename of the document replacing .txt with .html
12) In Netsuite go to Documents > Templates > Template Files
13) Click Add File and find the file you just created
14) Click Edit to the left of the uploaded file
15) Copy the URL and use that in the custom RSS Feed Description and/or URL fields