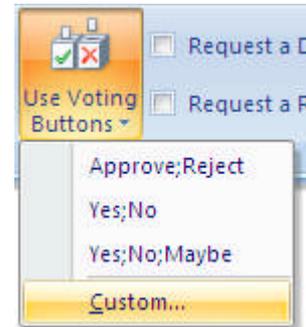


Outlook 2007: How to Use Voting Buttons in a Message

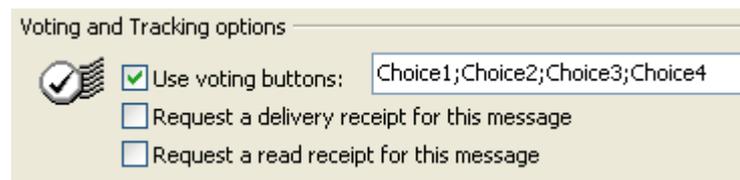
You can use the Voting Buttons to get responses from a group of colleagues to see what the majority of them are leaning towards. This comes in handy when getting feedback for a meeting date and location or for figuring out where everyone is going to meet after work. Outlook tallies the votes for you so that they can easily be assessed.

To Insert Voting Buttons into your Message:

1. Create your New Message.
2. Select the **Options** tab.
3. Select **Use Voting Buttons**.
4. Choose the voting buttons you wish to use from the four options provided (Approve; Reject, Yes; No, Yes; No; Maybe, or Custom).

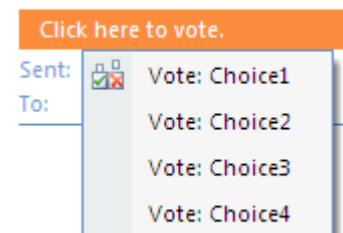


Create custom voting buttons by clicking **Custom**. In the Options dialog box, make sure the **Use voting buttons** check box is selected, and then type your customized button names. Separate the names with semicolons. When you have finished, click **Close**.

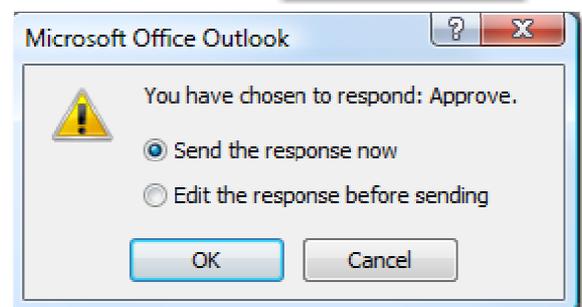


5. Make sure your message is the way you want it, including the question or statement that is to be voted on. Make sure you have included the proper recipients for the email message.
6. Click Send.

The recipients of your message will notice a highlighted line of text (vote by clicking Vote in the Respond group above) showing up above the From line in the email. By clicking Vote, they will be shown the voting options to select from.



After they select the desired voting option, a confirmation prompt will appear showing their selection and giving them the choice of sending the response or editing the response before sending.



Tips

- In the subject line or the body of the message (or both), tell your recipients to respond by using the voting buttons.
- If you want a text reply as well as a voting button response (for example, if you want information on why they voted a specific way), tell your recipients to click a voting button and then to send a text reply also.

Getting a Tally of the Votes:

You will receive the replies to your message with the selected voting option in the subject line. You could tally the votes yourself, however if you sent the message out to a large number of recipients, this could be rather time consuming. A better method is to let Outlook tally the votes for you.

1. Go to your **Sent Items**.
2. Open the message that had the voting buttons.
3. Go to the Ribbon.
4. In the **Show** section, select **Tracking**.



You will see the reply totals followed by a list of the individual votes.

Total Responses

This message was sent on 17/12/2008 10:47.	
Reply Totals: Jan 16 1; Jan 9 0	
Recipient	Response
Patricia Rochford	
Damien Raftery	Jan 16: 17/12/2008 10:47

(Individual Responses: here two people were invited to vote; Damien voted for Jan 16 and Patricia has yet to vote)

Tips

- Also track responses by clicking the response header in replies to your voting message, and then clicking View voting responses. In order for this tracking to be available, the original message must remain in the Sent folder of your Inbox. It cannot be deleted or archived.
- If recipients send comments in addition to or instead of using voting buttons, these comments are stored as regular e-mail messages in your Inbox. They will not appear in the Tracking page of the original message.

Limitation

- Each person casts only one vote for their preferred option. For example, you cannot use the Voting Buttons feature to get respondents to select more than one option from a list. Consider a Google Form for short surveys.

Adapted from sources:

http://www.tech-recipes.com/rx/2266/outlook_2007_how_to_use_voting_buttons_in_a_message/

http://download.microsoft.com/download/1/a/9/1a98ea01-3a35-4ff4-8e8c-50b0a78ac20b/OutlookVotingButtons_GS_E.ppt