Microsoft Outlook 2007
Voting Buttons

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Voting Buttons
Do you ever need to poll a group of people on something? If so, you may like this feature in Outlook!
Create a new email message.

1. Click Options on the Ribbon bar.
2. Click Use Voting Buttons
3. There are three choices for voting responses – click one if it is suitable for your purposes.

Click Custom if the available choices don’t fit your need.
After clicking custom, a new window appears:
Next to “Use Voting buttons” enter your choices. **Make certain to put a semi-colon between words or phrases. That will ensure a separate button for each one.** See example below:

![Image of Voting Buttons in Outlook](image)

After creating your voting responses, click on the Close button (bottom of page) to return to your email message. Enter the recipients and type your email message.

**Important!** Add instruction in your email so people know they need to look and click a response button. It’s also good to mention where the buttons will appear on their email as you will not see the buttons on the email you are creating. They will only appear once the message is sent.

**Example of message going out**

![Example of Email Message](image)
Send the email.

Note where the voting buttons are on the email you just sent:

![Voting buttons on email](image)

**Emailing a vote**

Click on the drop down arrow next to Vote on your email message. The following screen will appear:
Send the response now – will automatically send your vote.

Edit the response before sending – allows you to write a note with your response. An email message window will appear where you can type your note. Then send.

The sender of the original email will receive messages from anyone voting. They will look something like this:

Their response is noted in the Subject line and in the yellow informational line above their name.

**Tracking votes**

Click on the Sent Items folder in your folder list.
Find the original email you sent.
There will be a tracking symbol next to the message. That means there’s more information on this email.

Double click on the email.
Click on the Tracking Tab and you will see the same tracking info noting how the voting went.