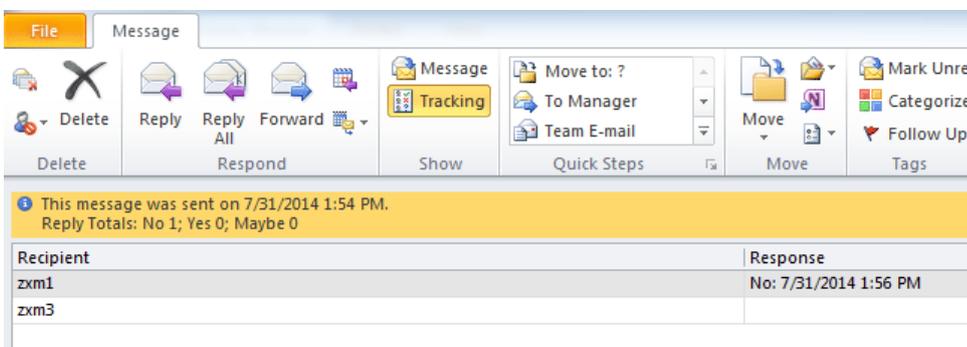
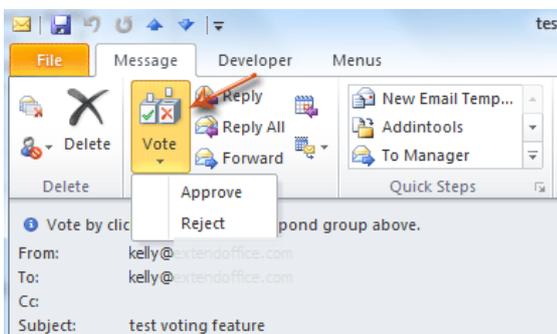


Create and send a voting poll in an email message

Sometimes, you may want to do a simple survey or ask around your team member's opinion on a specific subject. Normally, we will use email message to do that, but different people have different style to reply, and you have to spend more time to gather all information by read all of them one by one. Do we have an easy way to do that?

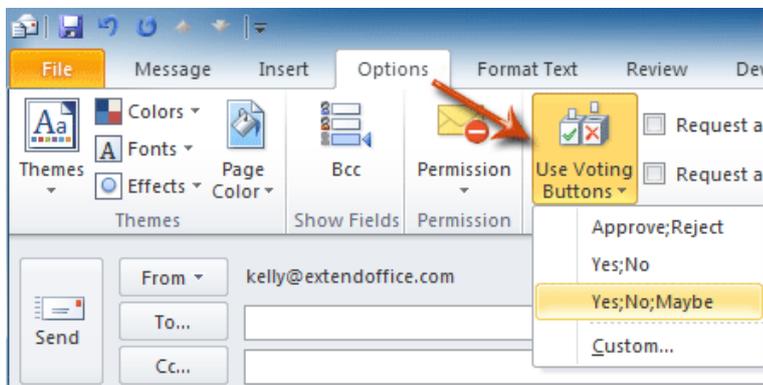
Of course, It is easy to create a poll in Microsoft Outlook by including voting buttons in an email message that you are sending. Recipients' votes are delivered to your Inbox. We would like to do a brief introduction on that at this time.

Demo:



Add a voting button in your message

1. Create a new email message, or open a message that you want to reply to or forward. On the **Options** tab, in the **Tracking** group, click **Use Voting Buttons**.

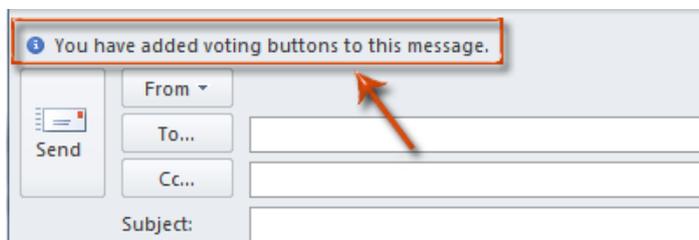


2. Click one of the following:

- ◆ **Yes; No** When you want only a definite yes or a no, this is the best choice.
- ◆ **Yes; No; Maybe** This voting option offers recipients a third option.
- ◆ **Custom** Click this command to create your own custom voting button names. For example, you can ask your colleagues to choose among restaurants for a lunch meeting.

When the Properties dialog box appears, under Voting and Tracking options, select the **Use voting buttons** check box.

Use the default button options, or delete the default options and then type the text that you want, and use semicolons to separate the button names.

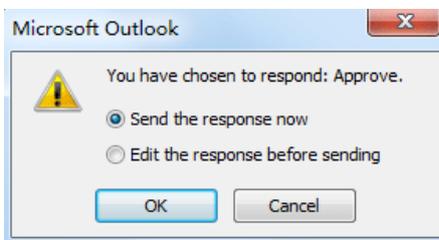
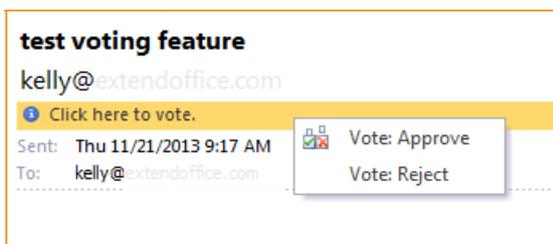


3. Now, you can compose your message and send it.

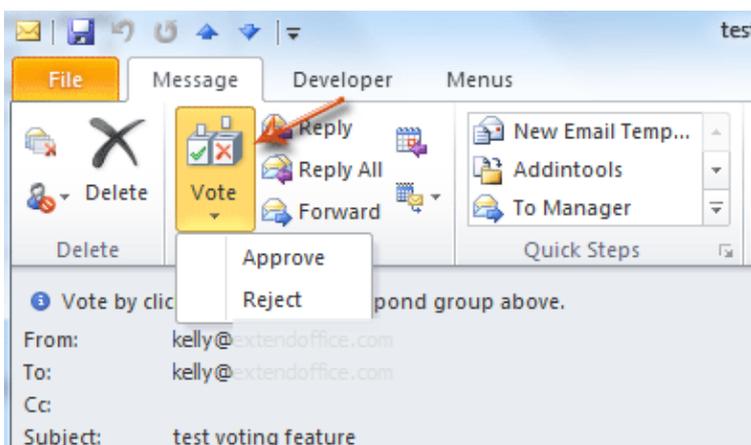
Response to the email with voting button

Recipients can vote in the Reading Pane or in an open message.

- In the Reading Pane, click the **Click here to vote** line in the message header and then click the option that you want.



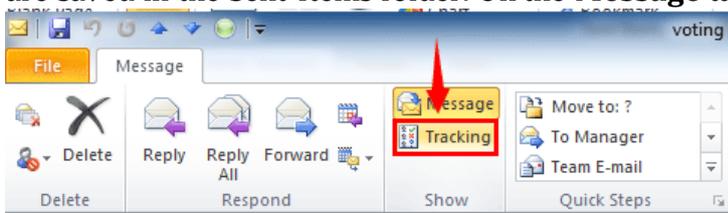
- In an open message, on the **Message** tab, in the **Respond** group, click **Vote** and then click the option that you want.



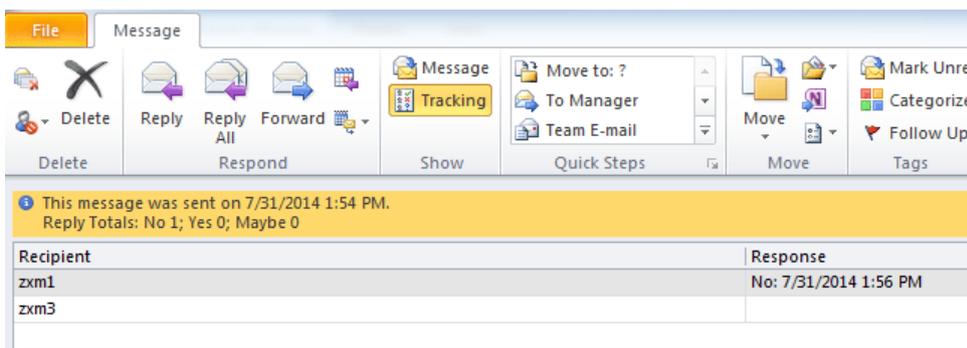
Review the voting responses

The sender can see all responses in a table.

- On one of the response messages click the sender responded line in the message header, then click **View voting responses**.
- Open the message that you sent which included voting buttons. By default, sent messages are saved in the Sent Items folder. On the **Message** tab, in the **Show** group, click **Tracking**.



- you will see the voting response is listed in the Message window.



NOTE: Tracking does not appear until at least one recipient of the email message has replied with his or her vote.

Thanks and see you at next week.