

About Outlook Voting Buttons

With Microsoft® Office Outlook® 2007 voting buttons added to a message, you can make quick, simple decisions with your team.

Topics in this guide include:

- Add Voting Buttons to a Message
- Respond to a Message by Using Voting Buttons
- Track Results and Responses

Add Voting Buttons to a Message

Add voting buttons by choosing from a list of default buttons or by creating custom buttons.

1. In a new Outlook message, on the **Options** tab, click **Use Voting Buttons**. See [Figure A](#).
2. Click a set of default voting buttons, or click **Custom** to create custom voting buttons.

Note If you are creating custom voting buttons, in the **Options** dialog box, make sure the **Use voting buttons** check box is selected. Type your customized button names, and separate the names with semicolons. When you have finished, click **Close**. See [Figure B](#).

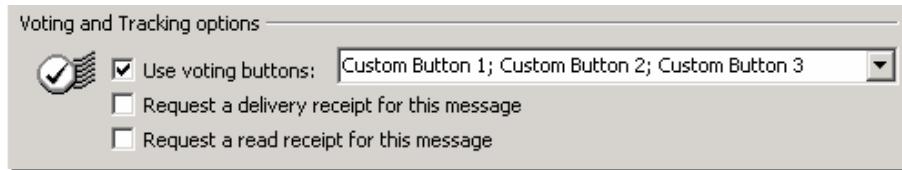


Figure B

3. Finish writing your message, return to the **Message** tab, and then click **Send**.

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 also send a text reply.

Respond to a Message by Using Voting Buttons

1. On the **Message** tab, click **Vote**, and then click a voting button. See [Figure C](#).

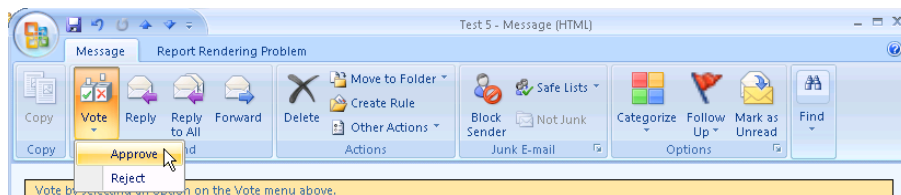


Figure C

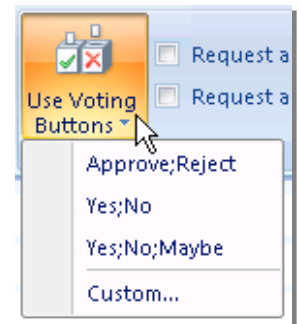


Figure A

- To send your vote, click **OK**. To add comments with your vote before sending, click **Edit the response before sending**, and then click **OK**. See Figure D.

Tip Use the Reading pane to vote without opening a message. In the Reading pane, click the InfoBar at the top of the message. Then, click a voting option from the list. If there are more choices than can be shown, click **More** on the menu to view all the choices.

Track Results and Responses

Outlook 2007 automatically tracks voting button results for you.

- Open the original message. This message is usually located in the **Sent Items** folder.
- On the **Message** tab, click **Tracking**. See Figure E.

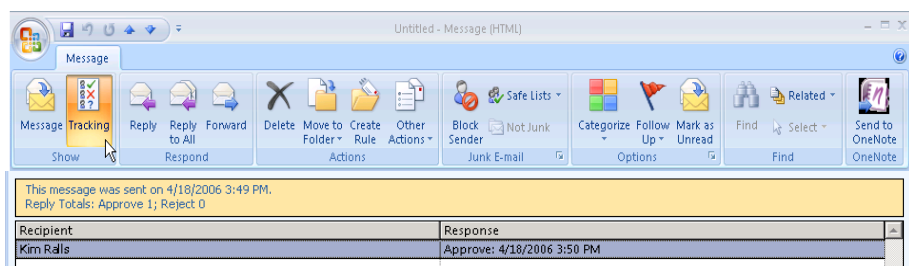


Figure E

- On the **Tracking** page, view the voting results. See Figure F.

The screenshot shows the Outlook Tracking page with a yellow status bar indicating 'This message was sent on 4/18/2006 3:42 PM. Reply Totals: Approve 2; Reject 1'. Below is a table showing the voting results for three recipients.

Recipient	Response
Kim Ralls	Approve: 4/18/2006 3:45 PM
Don Hall	Approve: 4/18/2006 5:23 PM
Terry Adams	Reject: 4/19/2006 9:25 AM

Figure F

Tip You can also track responses by clicking the response header in replies to your voting message, and then clicking **View voting responses**. For this tracking to be available, the original message must remain in the Sent folder of your Inbox. It cannot be deleted or archived.

Note 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.

For More Information

- Office Online:**
<http://office.microsoft.com>