

## Microsoft Outlook 2013: Using the Voting Options

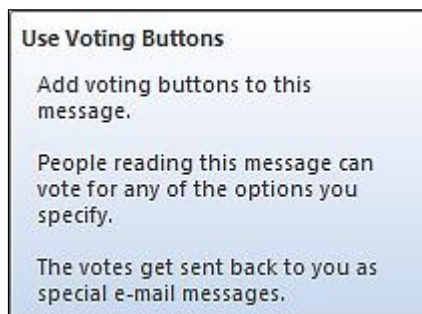
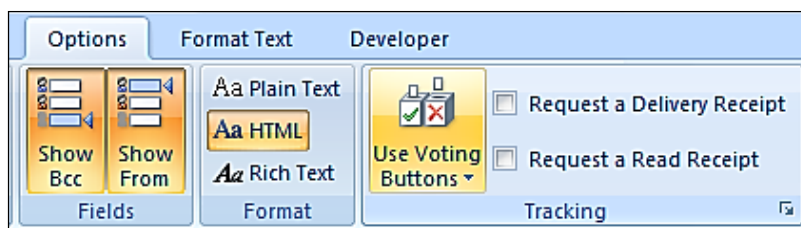
*You can use the Voting Buttons to get responses from a group of colleagues or users. This comes in handy when getting feedback for a meeting location, dinner reservations or even getting meal choices, the possibilities are endless. Outlook tallies the votes for you so that they can easily be assessed.*

### To Insert Voting Buttons into your Message:

Create your **New Email Message**.

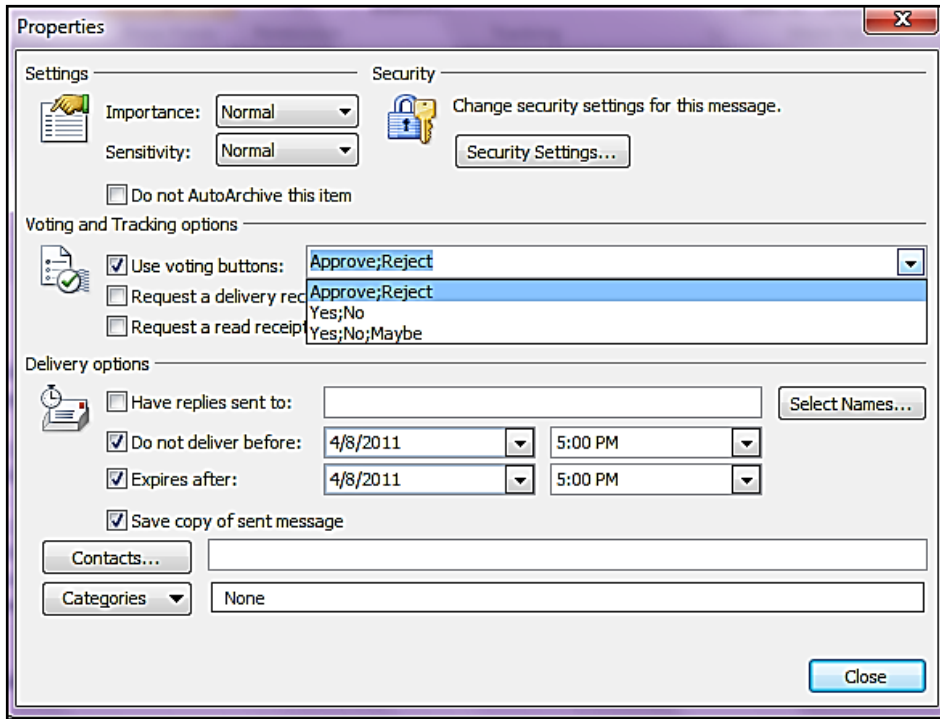
Select the **Options** tab, in the **Tracking** grouping.

Select **Use Voting Buttons** by clicking on the drop down arrow.



Choose the voting buttons you wish to use from the four options provided (Approve; Reject, Yes; No, Yes; No; or Maybe. You can even set up your own Custom Choices).

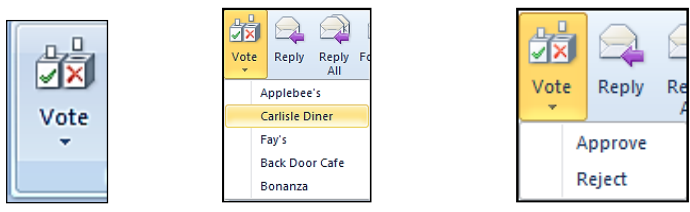
If you choose Custom Choices type in your Voting choices separated by a semi-colon. Click Close on the Message Options dialog box.



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

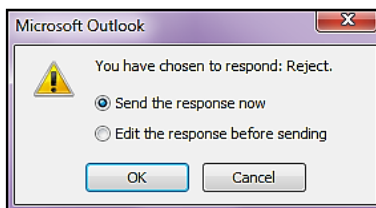
### How to Vote when you Receive a Voting Message:

The recipients of your message will notice a Vote option in the **Respond** group under the Message tab. This will only work when using Outlook client. By clicking **Vote**, they will be shown the voting options to select from.



Shown are several examples of various types of choices. You can make whatever you can for them to vote for.

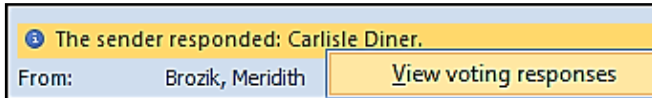
After they select the desired voting option, a confirmation prompt will appear showing their selection and giving them the choice of sending the response or editing the response before sending.



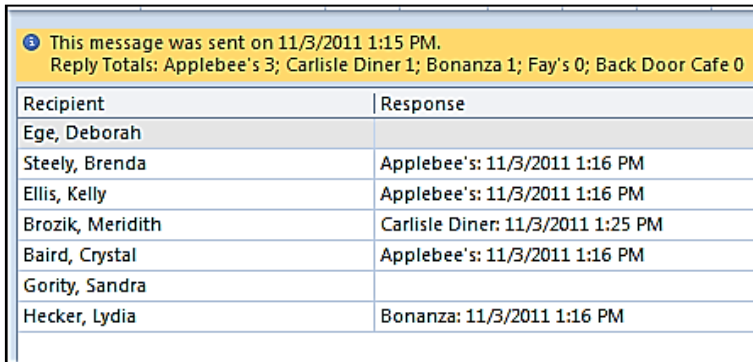
## How to Get a Tally of the Votes:

The responses will show up as new items in your Inbox as the recipients vote – this is very similar to seeing Accept and Decline responses for meeting requests.

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. You can look at the running tally of responses by clicking on the blue message bar in any of the response e-mails and choosing **View voting responses**.



This will launch a new window where you can see the total number votes as well as a list of individual responses dates and times.



The screenshot shows a window titled "This message was sent on 11/3/2011 1:15 PM." with a subtitle "Reply Totals: Applebee's 3; Carlisle Diner 1; Bonanza 1; Fay's 0; Back Door Cafe 0". Below this is a table with two columns: "Recipient" and "Response".

| Recipient        | Response                          |
|------------------|-----------------------------------|
| Ege, Deborah     |                                   |
| Steely, Brenda   | Applebee's: 11/3/2011 1:16 PM     |
| Ellis, Kelly     | Applebee's: 11/3/2011 1:16 PM     |
| Brozik, Meridith | Carlisle Diner: 11/3/2011 1:25 PM |
| Baird, Crystal   | Applebee's: 11/3/2011 1:16 PM     |
| Gority, Sandra   |                                   |
| Hecker, Lydia    | Bonanza: 11/3/2011 1:16 PM        |

You will see the reply totals followed by a list of the individual votes. Notice you can see the people that didn't vote too.

**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. This would be if someone was using a Mac or Outlook Web Access instead of the Outlook client found on PC computer.

You can also copy and paste these details to Excel. Nice!