

## About Outlook 2007 Voting Buttons

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

Topics in this guide:

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

## Add Voting Buttons to a Message

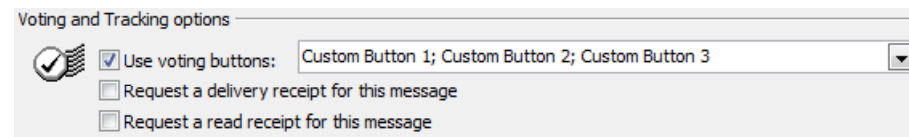
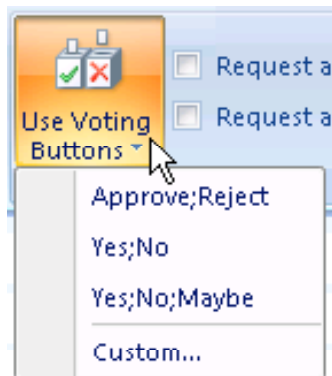
Add voting buttons by choosing from a list of default buttons or by creating custom buttons.

- 1 In a new Outlook 2007 message, on the **Options** tab, click **Use Voting Buttons**.

- 2 Click a set of default voting buttons.

- OR -

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**.



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

### Tips

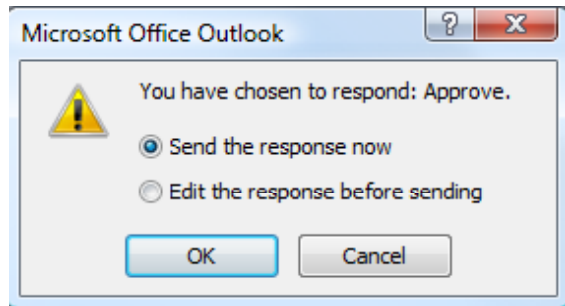
- In the subject line or the body of the message (or both), tell your recipients to respond by using the voting buttons.
- If you want a text reply as well as a voting button response (for example, if you want information on why they voted a specific way), tell your recipients to click a voting button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

## Respond to a Message by Using Voting Buttons

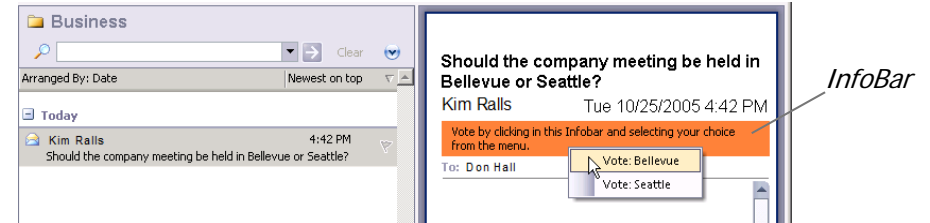
- 1 On the **Message** tab, click **Vote**, and then click a voting button.



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



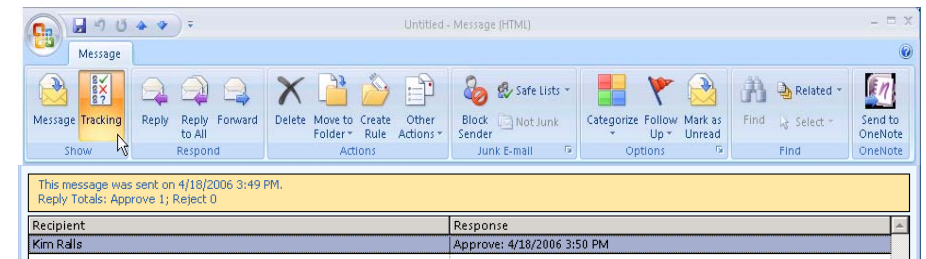
**Tip** Use the Reading Pane to vote without opening a message. In the Reading Pane, click the InfoBar (see picture below) at the top of the message, and then click a voting option from the list. If there are more choices than can be shown, click **More** on the menu to view all the choices.



## Track Results and Responses

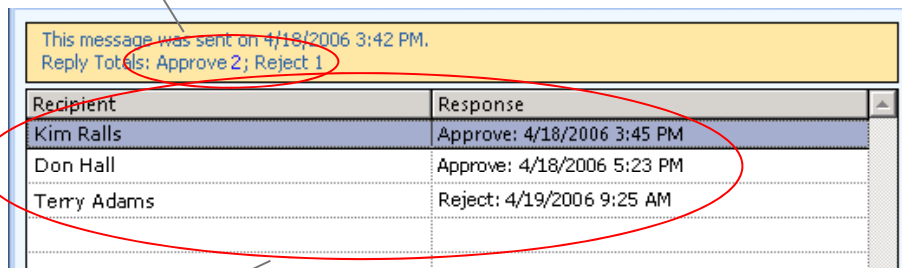
Outlook 2007 automatically tracks voting button results for you.

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



3 On the **Tracking page**, view the voting results.

*Total Responses*



This message was sent on 4/18/2006 3:42 PM.  
Reply Totals: Approve 2; Reject 1

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

*Individual Responses*

**Tip** 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.

**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.