

Create polls in e-mail messages and review the results

This feature requires you to use a Microsoft Exchange Server 2000, Exchange Server 2003, or Exchange Server 2007 account. Most home and personal accounts do not use Microsoft Exchange. For more information about Microsoft Exchange accounts and how to determine which version of Exchange your account connects to, see the links in the See Also section.

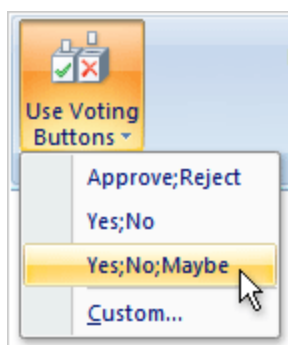
It is easy to create a poll in Microsoft Outlook by including voting buttons in an e-mail message. When recipients respond to the poll, you can either automatically tabulate the results of the vote in Outlook or export the responses to a Microsoft Office Excel 2007 worksheet.

What do you want to do?

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- Add the voting buttons
 - Review the voting responses
 - Export the voting responses to Excel
 - Process the voting responses
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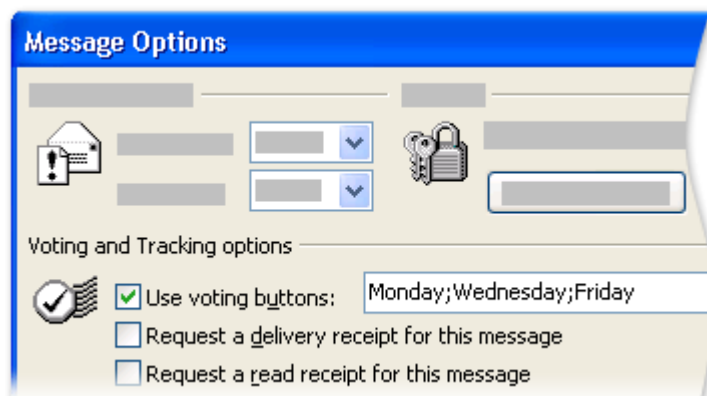
Add the voting buttons

1. Create a new e-mail message, or open a message that you want to reply to or forward.
2. In the message window, on the **Options** tab, in the **Tracking** group, click **Use Voting Buttons**.



3. Click one of the following:
 - **Approve; Reject** This option is best when you need an authorization for an action. For example, you can send an e-mail request to several recipients seeking their approval of a project proposal.
 - **Yes; No** When all you need is either a yes or a no, this is a good way to take a quick poll.
 - **Yes; No; Maybe** When you do not want to limit the choices to yes and no, this voting option offers an alternative response.
 - **Custom** Click this command to create your own custom voting button names. For example, you can ask your colleagues to choose among three days of the week for a recurring weekly staff meeting.

1. When the **Message Options** dialog box appears, under **Voting and Tracking options**, select the **Use voting buttons** check box.
2. Select and delete the default button names, and then type the text that you want. Separate button names with semicolons.



3. Click **Close**.
4. Compose your message, and then click **Send**.

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Review the voting responses

1. Open the original message with voting buttons that you sent. This message is usually located in the **Sent Items** folder.
2. On the **Message** tab, in the **Show** group, click **Tracking**.

NOTE **Tracking** does not appear until at least one recipient of the e-mail message has replied with his or her vote.

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Export the voting responses to Excel

1. Open the original message with voting buttons that you sent. This message is usually located in the **Sent Items** folder.
2. On the **Message** tab, in the **Show** group, click **Tracking**.

NOTE **Tracking** does not appear until at least one recipient of the e-mail message has replied with his or her vote.

3. Select the responses that you want to copy. Do one of the following:
 - **All rows**
 - Click the first row, hold down SHIFT, and then click the last row.

- **Nonadjacent rows**
 - Click the first row, hold down CTRL, and then click additional rows.
4. Press CTRL+C.
 5. Start Excel.
 6. Select a cell, and then press CTRL+V.

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Process the voting responses

1. On the **Tools** menu, click **Options**.
2. Click **E-mail Options**, and then click **Tracking Options**.
3. To select the processing options, do one or more of the following:
 - **Automatically record responses in the original item** Select the **Process requests and responses on arrival** check box.
 - **Delete blank responses** A blank response is a message that contains no comments from the sender other than a vote.

NOTE To review the responses in your **Inbox** before they are recorded; clear the **Process requests and responses on arrival** check box.