FAU College of Medicine Support Center

Outlook: Email Voting Options

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Create polls in email messages and review the results

Applies To: Outlook for Office 365 Outlook 2016 Outlook 2013 Outlook 2010 Outlook 2007

It's easy to create a poll in Microsoft Outlook by including voting buttons in an email message. When recipients respond to the poll, you can either automatically tabulate the results of the vote in Outlook or export the responses to an Excel worksheet.

Add voting buttons

1. Create an email message or reply to or forward a message that you received.

2. On the **Options** tab, in the **Tracking** group, click **Use Voting Buttons**.

3. Choose one of the following:

    - **Approve;Reject**
      Use when you need an authorization for an action. For example, you can send an email request to several recipients seeking their approval of a project proposal.

    - **Yes;No**
      Use when you need either a yes or a no. This is a good way to take a quick poll.

    - **Yes;No;Maybe**
      Use when you don't want to limit the choices to yes and no. This voting option offers an alternative response.

    - **Custom**
      Use 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.

Custom voting button

- If you chose a **Custom** voting button, do the following:

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

1. 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.

    1. Click **Close**.

Important: If you apply Information Rights Management (IRM) permissions (**Options** tab > **Permission** command) to a message, the recipient won't see the voting options.

- 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.

- The sender can see all responses in a table. On one of the response messages, click the **The sender responded** line in the message header, then click **View voting responses**.

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 doesn't appear until at least one recipient of the email message has replied with his or her vote.

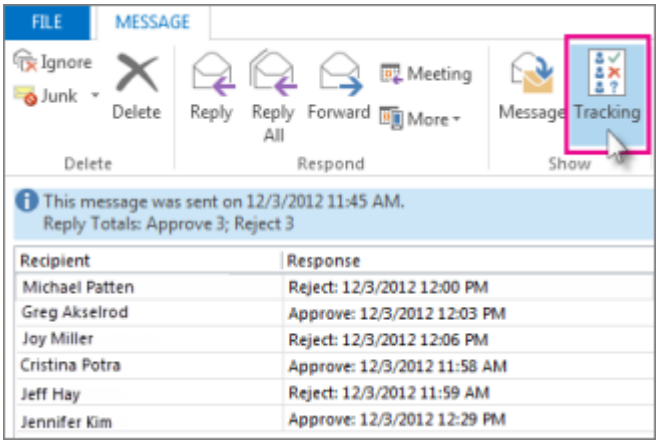
Track and print poll results

When you create and send an email poll to others, you may want to track and print the results. You can either quickly copy the voting results into a blank Word document or a new email, or copy them into Excel so you can work with the data later.

1. In Outlook, in the **Sent Items** folder, open the email message you sent that contains the voting poll.

2. Click **Message > Tracking**.

   Tip: The Tracking button doesn't appear until at least one vote has been cast.



3. To print the results of the poll, do one of the following:

   - For a quick print, press Alt + Print Screen (PrtScrn) on the keyboard, and then do one of the following;

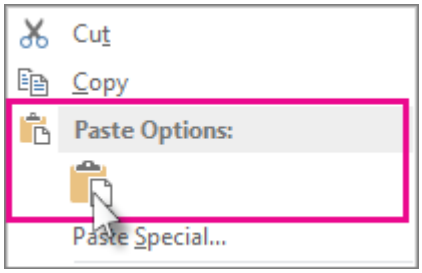
     - In Word, click **Blank document**, and then click **Paste**.

- In Outlook, click **Home >New Email**, and then click **Paste**.

  Click **File > Print,** specify a printer, and then click **Print**.

- To sort and work with the data results in Excel, first do this:

  1. Click **Message > Tracking**.
  2. On the keyboard, press and hold Ctrl, and then click and drag the mouse to select all names and responses in the list.
  3. On the keyboard, press Ctrl + C.
  4. Open Excel and choose **Blank workbook**.
  5. Right-click the top-left cell, and then click **Paste**.



- To adjust the columns to fit the text, place the cursor between the column headers and double-click.

	A	B	C	D
1	Micha	Reject: 12/3/2012 12:00 PM		
2	Greg A	Approve: 12/3/2012 12:03 PM		
3	Joy Mi	Reject: 12/3/2012 12:06 PM		
4	Cristin	Approve: 12/3/2012 11:58 AM		
5	Jeff Ha	Reject: 12/3/2012 11:59 AM		
6	Jennif	Approve: 12/3/2012 12:29 PM		

Click **File > Print**, specify a printer, and then click **Print**.

https://support.office.com/en-gb/article/create-polls-in-email-messages-and-review-the-results-4d10e079-8ea1-489a-a79c-18cb71ae12dd