

Create Polls in Email Messages

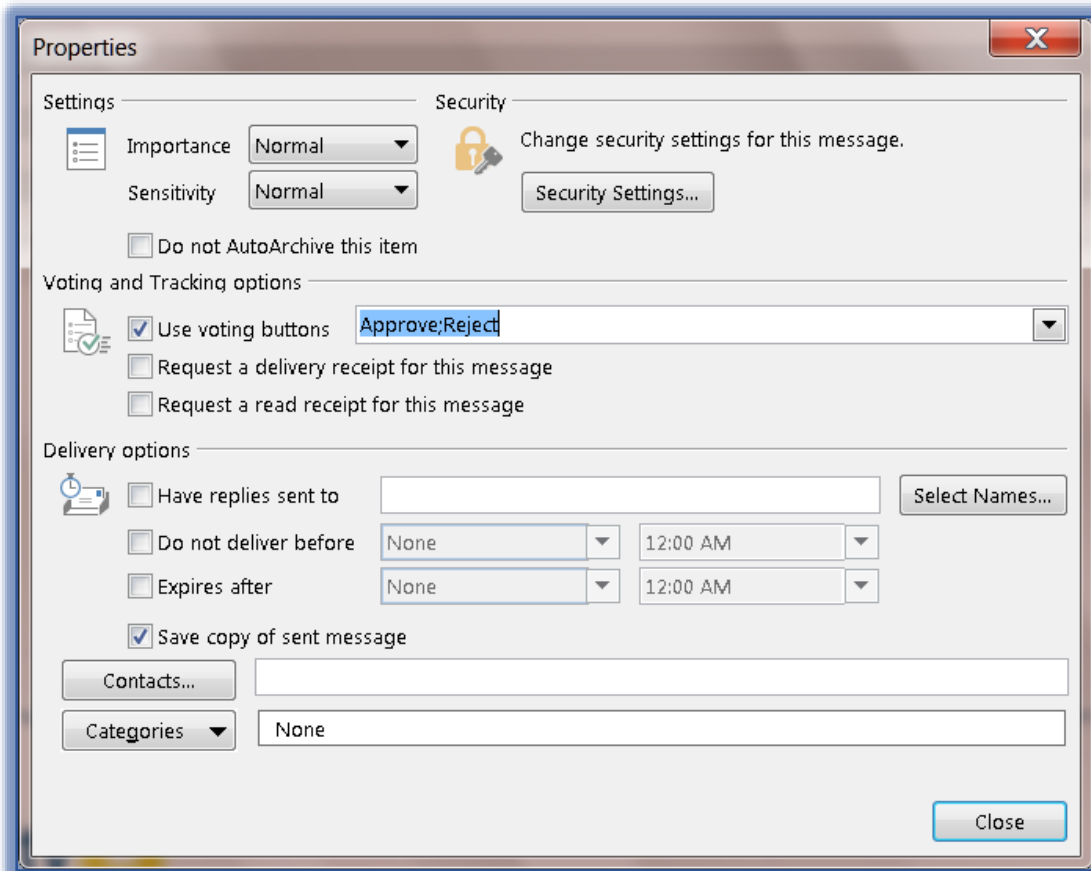
It is easy to create a poll in Outlook 2013. This is done by creating voting buttons in an email message. The poll responses arrive in your Inbox and are tallied in Tracking View. To use this feature, a Microsoft Exchange Account is required.

Default Buttons

- ☞ Do one of the following:
 - ☐ Create a new **Email Message**.
 - ☐ Reply to an **Email Message**.
 - ☐ Forward an **Email Message**.
- ☞ Click the **Options Tab**.
- ☞ In the **Tracking Group**, click the **Use Voting Buttons** button.
- ☞ Click one of the following:
 - ☐ **Yes/No** - Select this when a definite Yes or No response is required.
 - ☐ **Yes/No/Maybe** - With this voting option, recipients have a third option.
 - ☐ **Custom** - This option can be used to create custom voting button names.

Custom Options

- ☞ In the **Tracking Group**, click the **Use Voting Buttons** button.
- ☞ Click the **Custom** option.
- ☞ The **Properties** dialog box will display (see illustration).

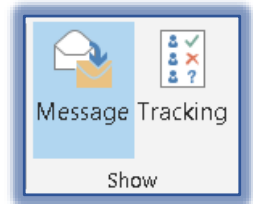


- ☞ Under **Voting and Tracking Options**, click the **Use Voting Buttons** check box, if necessary.

- ☞ Do one of the following:
 - ☐ Use the **Default Buttons Options**.
 - ☐ Delete the **Default Buttons Options** and then type the desired text.
- ☞ Use semicolons to separate the button names.
- ☞ Press the **Enter** key to accept the change.
- ☞ The **Voting/Poll** button will be added to the message.
- ☞ A message will appear above the **To** box stating that **Voting Buttons** have been added.

Review Voting Responses

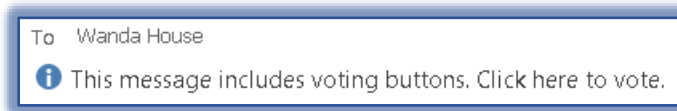
- ☞ Click the **Sent Items** folder link.
- ☞ Open the **Message** that contains the **Voting Buttons**.
- ☞ Click the **Message Tab**.
- ☞ In the **Show Group**, click **Tracking** (see illustration at right).
 - ☐ If none of the recipients have responded, the **Show Group** will not display.
 - ☐ The **Show Group** and **Tracking** button will display after one recipient of the poll has responded.
- ☞ A list of the recipients who have responded will appear in the window.



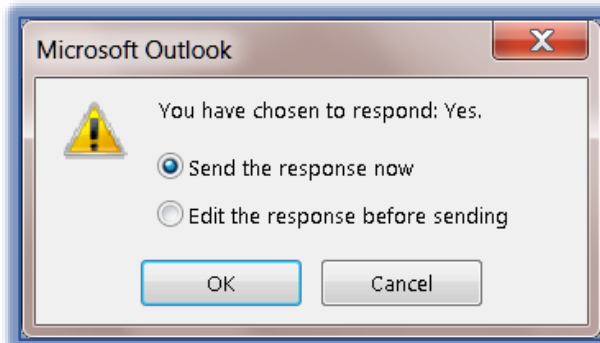
Respond to Polls

When an email message is received that contains voting buttons, it is easy to quickly respond to the sender's request for a vote.

- ☞ Do one of the following:
 - ☐ In the **Reading Pane**, click the link for **Click Here to Vote**.
 - ★ Select one of the two options.



- ☐ Open the message.
 - ★ Click the **Home Tab**.
 - ★ In the **Respond Group**, click the **Vote** button.
 - ★ Select your choice.
- ☞ A prompt will appear as shown in the illustration below.









- ☞ Select one of the two options.

 Click **OK**.

Track and Print Results

When a poll is created and sent in an email message, you may want to track and print the results.

-  Click the link for the **Sent Items** folder.
-  Open the **Email Message** that contains the **Poll**.
-  Click the **Message Tab**.
-  Click the **Tracking** button in the **Show Group**.
-  Copy the list of responses.
-  Copy the results into one of the following areas:
 - Copy the results into a blank **Word Document**.
 - Copy the results into a new **Email Message**.
 - Copy the results into an **Excel Worksheet**.