

USING OUTLOOK'S "VOTING BUTTONS"



What is it?

Outlook's "Voting Buttons", is yet another awesome feature in Outlook which is hardly used, as people aren't aware of it. Outlook enables you to insert default or custom voting buttons into your messages to ask questions of staff and then automatically tracks and counts your results, making it a cinch to automatically record and keep track of responses.



Where you would find it useful:

The following are some examples where you would find this useful:

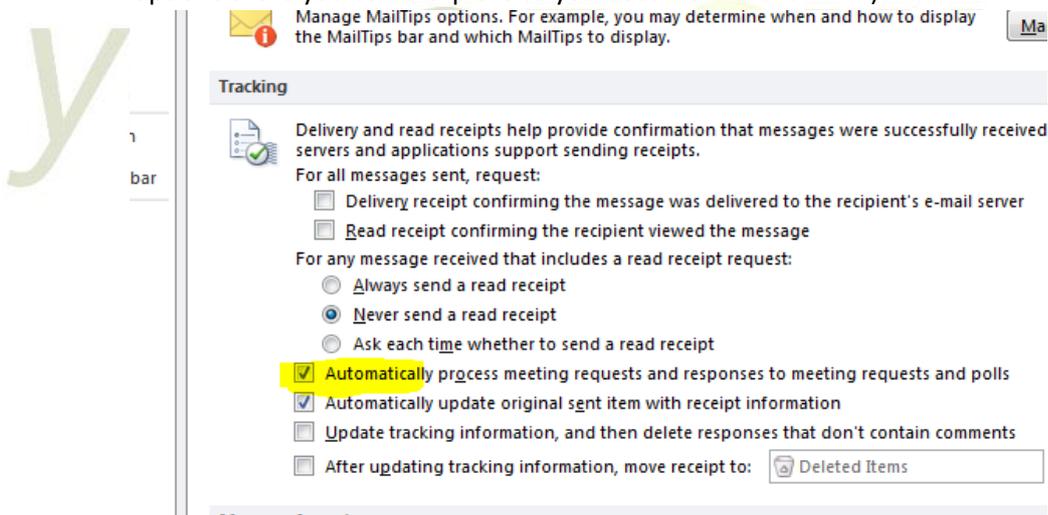
1. Check if your staff are happy with their youGROW training
2. Check if your staff are using youGROW
3. See which venue/menu staff would prefer for a function
4. Check if staff are able to access Office products after an upgrade
5. Check if staff want to go ahead with a new Project/Plan/Equipment
6. Anything else which will save what I call "corridor chats" – the possibilities are endless.



How to Use:

Prepare and Send:

1. First check your settings in Outlook.
 - a. Go to File | Options | Mail, and ensure the following is checked – "Automatically process meeting requests and responses to meeting requests and polls". (You have some other options there you could explore as you become more familiar)

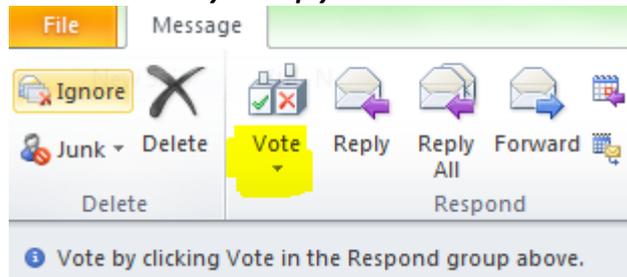


- b. Click OK to close out of Outlook options.
2. Open a new email message in Outlook

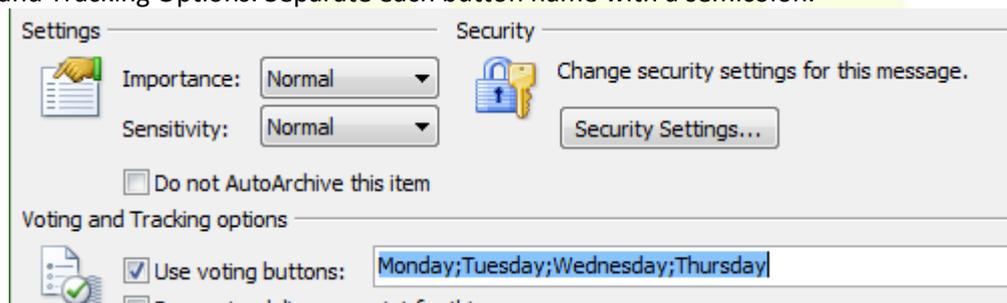
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- Write the message you want for your email. If this is the first time you have used Voting Buttons with your staff, then include a message within the email with instructions – eg:

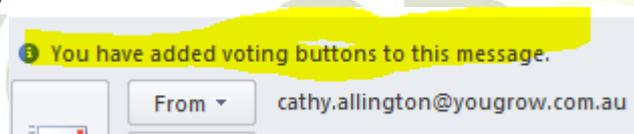
NOTE: We have made it easy for you to just click an option for your reply. Just click on "Vote" and select your reply.



- Select the "Options" tab at the top of the email message and click "Use Voting Buttons" under the Tracking group.
- You can choose one of the voting options provided – "Approve; Reject," "Yes; No," "Yes; No; Maybe", or "Custom" to create your own. If you select "Custom," the Message Options dialog box appears and you can enter your voting button names in the "Use Voting Buttons" text field under Voting and Tracking Options. Separate each button name with a semicolon.



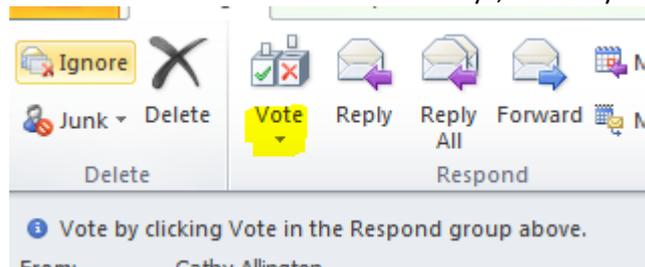
- You can add a flag/reminder to your survey message to prompt and remind recipients to respond. Select the "Message" tab and click "Follow Up" under the Tags section. Click "Flag for Recipients." Specify the date and time you want an automatic reminder to be sent out if the default doesn't suit your needs. Press "Close" to get back to your email message. You will now see the below in your message.



- Enter your recipients and click "Send" when ready.

How your recipient receives this, and their instructions:

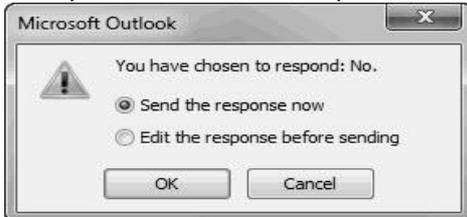
When your recipients receive the message, they will see an information icon (i) just above the From field. The note that follows this icon says, "Vote by clicking Vote in the Respond group above."



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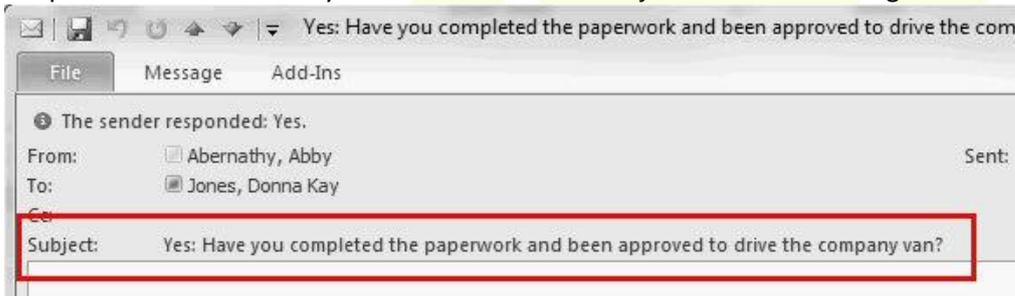
When recipients click on the Vote button, a drop-down menu will appear. Recipients can choose any of the options you have selected.

When the recipient selects one of these options, a Microsoft Outlook dialog box will appear asking if they want to Send the response now or Edit the response before sending.



If the recipient clicks on the first radio button, the vote will be sent without any added message. If they click on the second option, a new message form will appear and they will be able to type in an explanation or additional information that will accompany their response – much how Meeting Requests work.

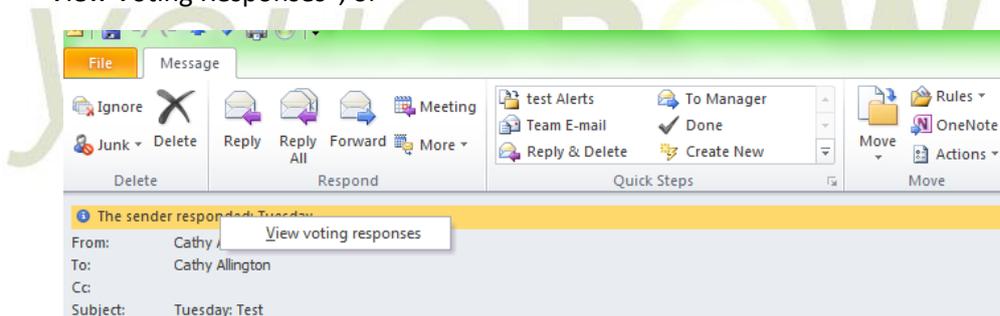
Regardless of which option is chosen, the subject header of the reply message will include the recipient's vote followed by a colon and then the subject line from the original email.



Tracking Your Responses:

This is really easy, and very cool. You have 2 options:

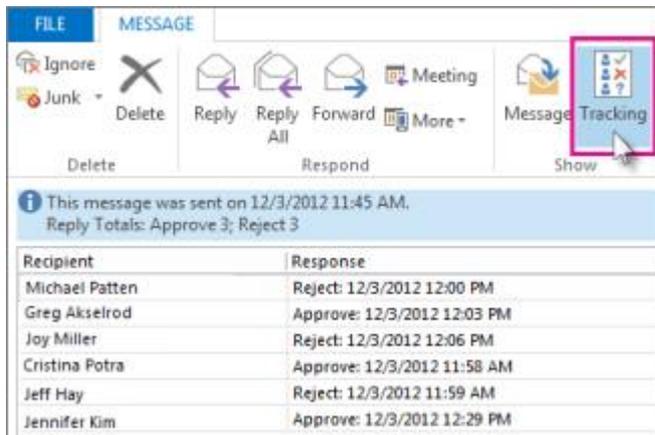
1. As replies come in, you can open the email; right click on "The sender responded ..." and select "View Voting Responses", or



2. In Outlook, in the Sent Items folder, open the email message you sent that contains the voting poll.
3. Click Message > Tracking.

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

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4. To print the results of the poll, do one of the following:
 - a. For a quick print, press Alt + Print Screen (PrtScrn) on the keyboard, and then do one of the following;
 - b. In Word, click Blank document, and then click Paste.
 - c. In Outlook, click Home >New Email, and then click Paste.
 - d. Click File > Print, specify a printer, and then click Print.



Voting Buttons are only guaranteed to work within an organisations with users on the same domain name- ie your staff. It is unreliable for external use.

youGROW