Create polls in e-mail messages and review the results Outlook 2010

Do you ever send emails to gather information on where your next Team meeting site, Team Building event or fun raising event should be? Whatever, the situation may be, when you want to poll data from a large population, it would be a hard task to do it manually. Outlook 2010 provides a tool to a set of default voting responses that will help you to create a poll and collect all the responses. You can also create your own custom voting responses. Once created just send the email and wait for the voting responses and keep an easy track on them.
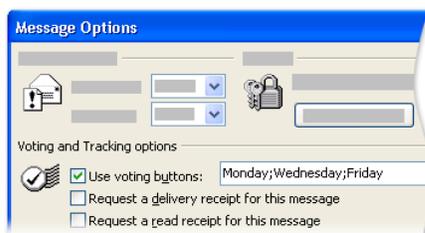
Add the voting buttons

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 asking for their approval of a new project proposal.
   - **Yes;No**   Select this option when you need just a yes or a no, this is a good way to take a quick voting poll.
   - **Yes;No;Maybe**   If you want to give them more options and not just yes and no.
   - **Custom**   This Option is to create your own custom voting button names. For example, you can ask your team to choose different places for your next staff meeting, or 3 choices on specific days of the week.

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

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

Review the voting responses

1. Open the original message with voting buttons that you sent. (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.)

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