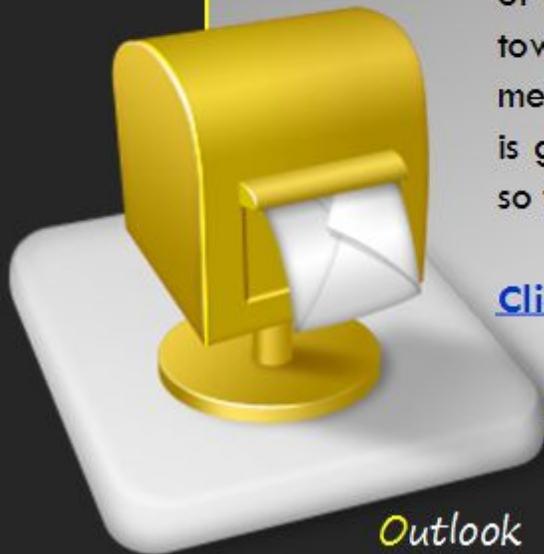


## Add Voting Buttons to a Message

You can use the Voting Buttons to get responses from a group of colleagues to see what the majority of them are leaning towards. This comes in handy when getting feedback for a meeting date and location or for figuring out where everyone is going to meet after work. Outlook tallies the votes for you so that they can easily be assessed.

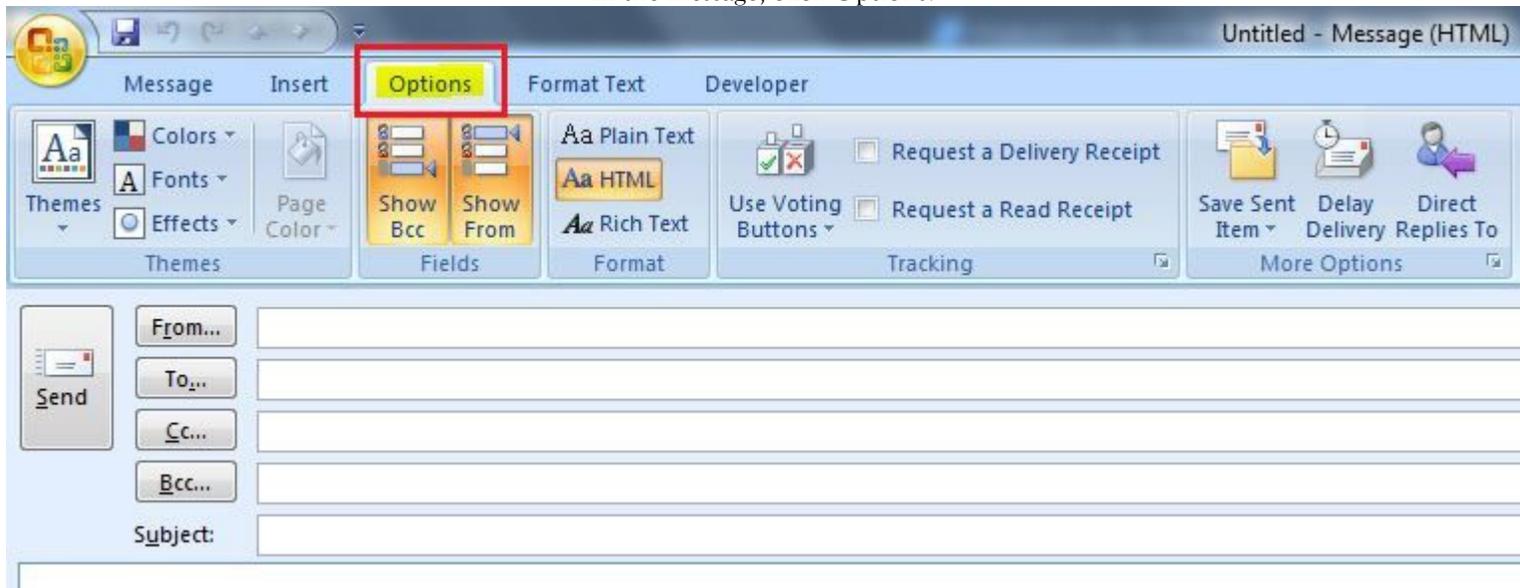
[Click here](#) to learn how to add voting buttons to a message.



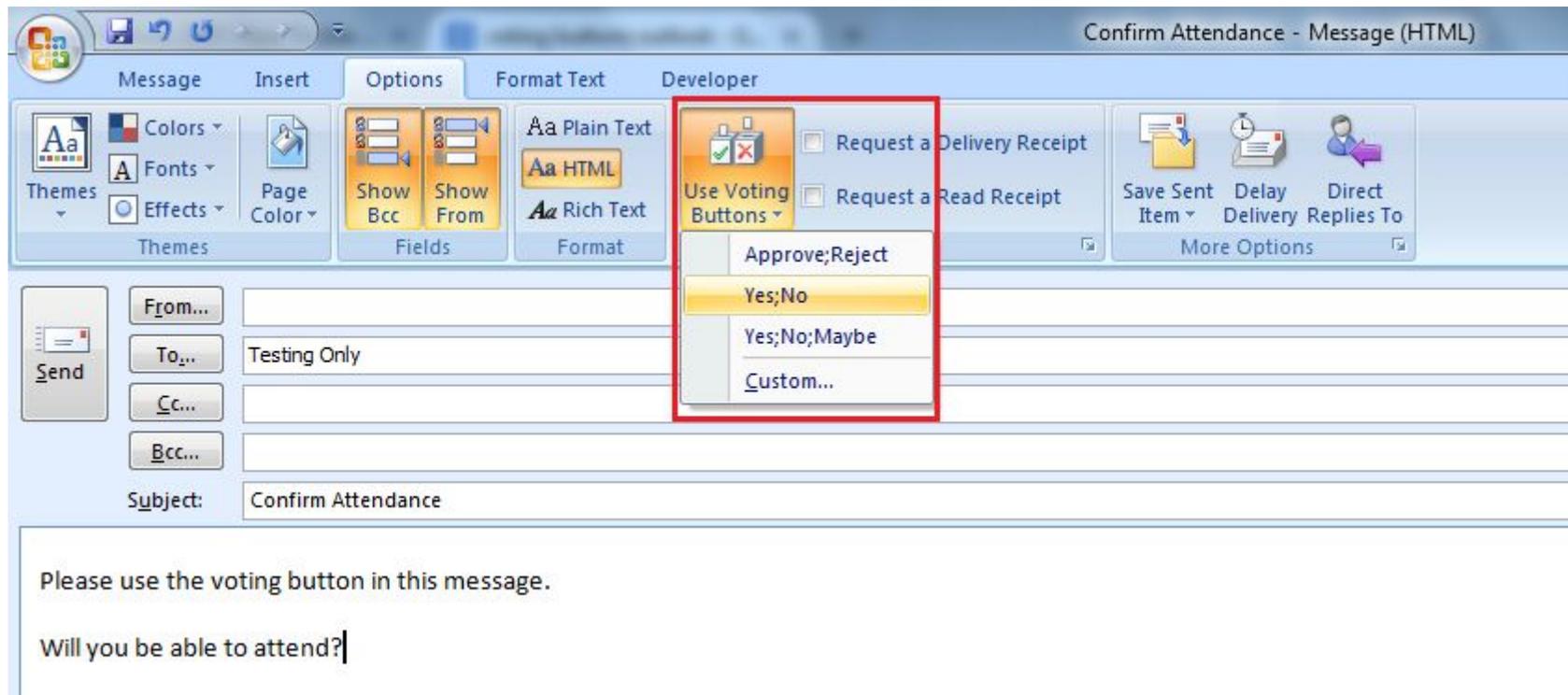
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

## Add Voting Buttons to a Message

1. In the message, click Options.

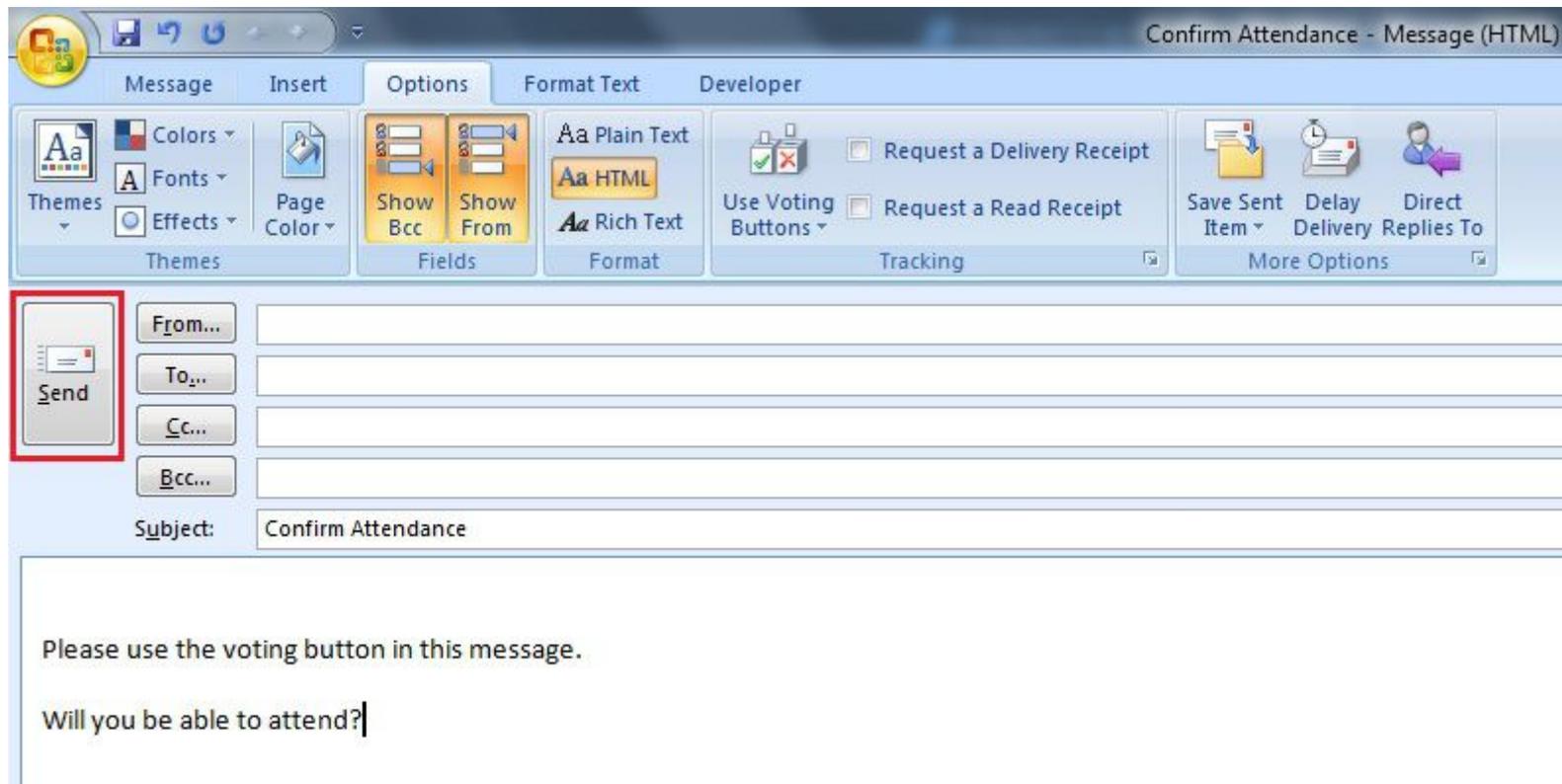


2. Select the **Use Voting Buttons**, and then click the voting button options you want to use (Approve; Reject / Yes; No / Yes; No; Maybe, or Custom).



3. Make sure your message is the way you want it, including the question or statement that is to be voted on. Make sure you have included the proper recipients for the email message.

4. Click **Send**.



**Note:** The recipients of your message will notice a highlighted line of text (vote by clicking Vote in the Respond group above) showing up above the From line in the email. By clicking Vote, they will be shown the voting options to select from. After they select the desired voting option, a confirmation prompt will appear showing their selection and giving them the choice of sending the response or editing the response before sending.



We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the "[Serbisyong Bida](#)" online survey form. You may also email your comments and suggestions to [ict-process@pjlhuillier.com](mailto:ict-process@pjlhuillier.com). [Click here](#) for back issues of ProductivI.T.y in MyLink.