## PRODUCTIV

For Internal Use Only

## 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. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

	Add Voting Butt	cons to a Message	
	1. In the me	ssage, click Options.	
	) 🗧	Untitled - Message (HTML)	
Message Insert	Options Format Text	Developer	
Aa     Colors *       A Fonts *     Page       *     Effects *       Themes     Themes	Show     Show     Show     Aa Plain Text       Fields     Aa HTML       Format	Request a Delivery Receipt         Use Voting       Request a Read Receipt         Buttons *       Tracking	Save Sent Delay Direct Item * Delivery Replies To More Options
From           Send <u>C</u> c <u>B</u> cc           Subject:			

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).

Confirm Attendance - Message (HTML)							
-	Message	Insert	Options	Format Text [	Developer		
Aa Themes	Colors * A Fonts * C Effects * Themes	Page Color *	Show Show From Fields	Aa Plain Text Aa HTML Aa Rich Text Format	Request a Delivery Receipt   Use Voting   Request a Read Receipt   Buttons     Approve:Reject     More Options		
<u>s</u> end	F <u>r</u> om To <u>.</u> <u>C</u> c	Testing Only			Yes;No Yes;No;Maybe <u>C</u> ustom		
	S <u>u</u> bject:	Confirm Attendance					
Pleas Will y	e use the vo you be able t	oting butto	on in this mes	sage.			

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.

Ca 90	~ * *	Confirm Attendance - Message (HTML)
Message	Insert Options Format Text Developer	
Themes Themes Themes	Page Color + Fields Format Aa Plain Text Aa HTML Aa Rich Text Fields Format	Request a Delivery Receipt     Image: Constraint of the sector of the sect
F <u>r</u> om		
Send To		
<u><u> </u></u>		
<u>B</u> cc		
S <u>u</u> bject:	Confirm Attendance	
Please use the vo Will you be able t	oting button in this message. to attend?	

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.

	Confirm Attenda	nce - Message (HTML)						
Message Developer					0			
Vote Vote	Delete Move to Folder *	Block Not Junk	Categorize Follow v Up v	Mark as Unread	H Find Related *			
Respond	Actions	Junk E-mail 😡	Options	۲ <u>م</u>	Find			
Vote by clicking Vote in the Respond group above.         From:       Sent: Thu 11/20/2014 11:44 AM         To:         Cc:         Subject:       Confirm Attendance								
Please use the voting button in this message. Will you be able to attend?								

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