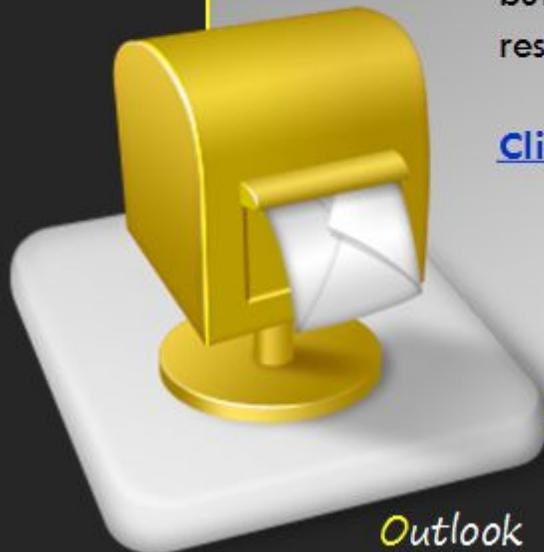


Review of Voting Response

We tackled the use of voting feature of Outlook the last time but we haven't discussed how we would know the voting results.

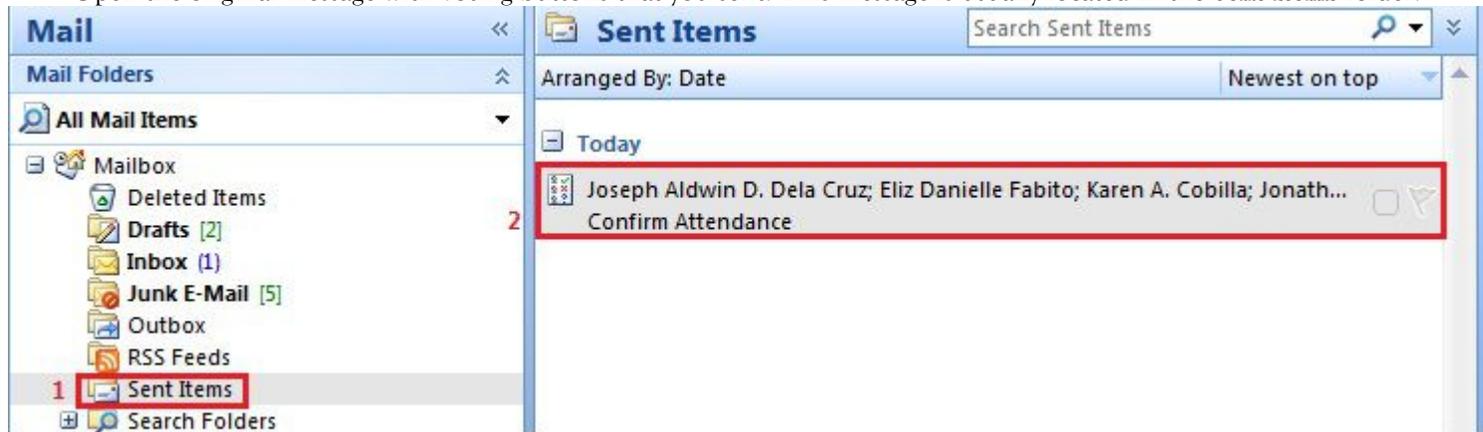
[Click here](#) to learn how review the voting response.



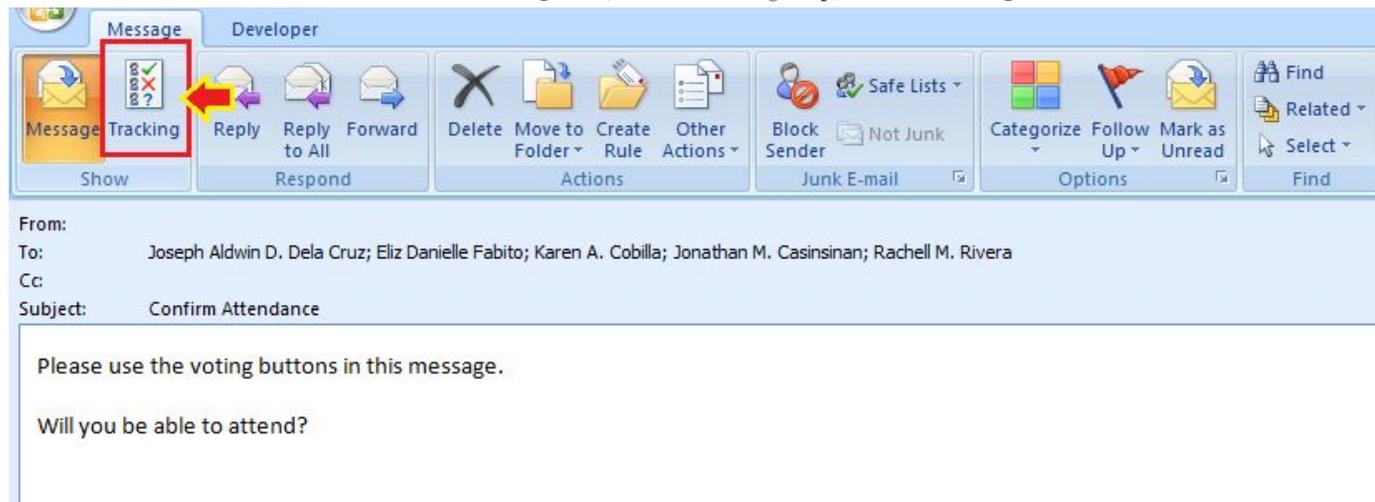
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Review of Voting Response

1. Open the original message with voting buttons that you sent. This message is usually located in the **Sent Items** folder.



2. On the **Message** tab, in the **Show** group, click **Tracking**.



3. Voting results will be displayed.

The screenshot shows the Microsoft Outlook interface. At the top, there are tabs for 'Message' and 'Developer'. Below the tabs is a ribbon with various actions: 'Message Tracking' (highlighted), 'Reply', 'Reply to All', 'Forward', 'Delete', 'Move to Folder', 'Create Rule', 'Other Actions', 'Block Sender', 'Safe Lists', 'Not Junk', 'Categorize', 'Follow Up', 'Mark as Unread', 'Find', 'Related', and 'Select'. Below the ribbon, a message header indicates it was sent on 12/18/2014 at 9:39 AM and has 4 'Yes' and 1 'No' reply. A table below the header lists the recipients and their responses.

Recipient	Response
Joseph Aldwin D. Dela Cruz	Yes: 12/18/2014 9:39 AM
Eliz Danielle Fabito	No: 12/18/2014 9:40 AM
Karen A. Cobilla	Yes: 12/18/2014 9:40 AM
Jonathan M. Casinsinan	Yes: 12/18/2014 9:41 AM
Rachell M. Rivera	Yes: 12/18/2014 9:40 AM

Note: **Tracking** does not appear until at least one recipient of the e-mail message has replied with his or her vote.

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