# Exchange / Outlook 2010
Using the Voting Button

The Voting feature in Outlook can be used to easily create polls and gather choices and opinions from coworkers in an organization that uses Microsoft Exchange Server. It can be as informal or as official as you want. You set up the poll in an e-mail message and send it. When votes come in, Outlook tabulates them automatically for you. This tutorial covers how to use 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** ribbon, in the **Tracking** group, click **Use Voting Buttons**.
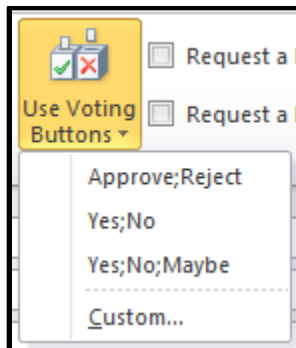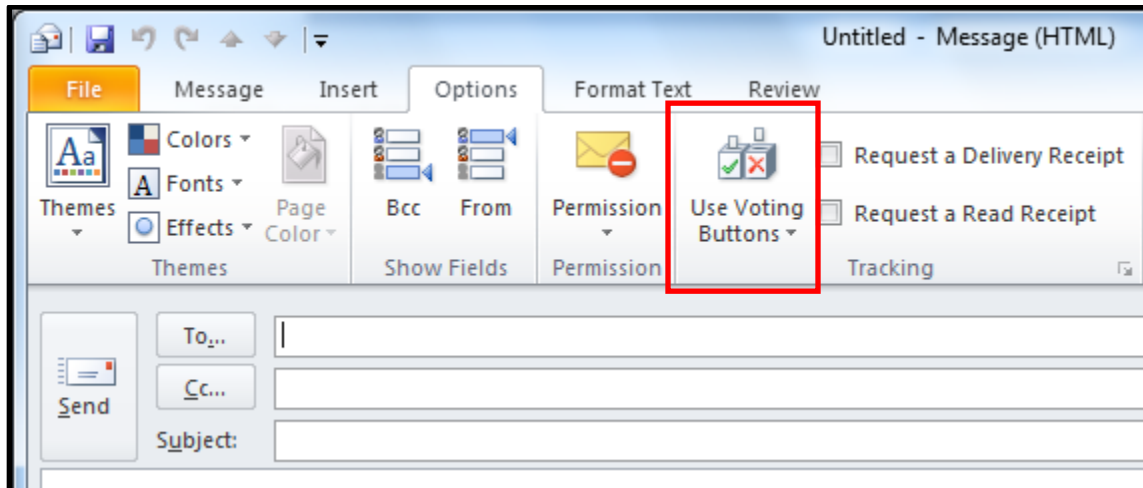
   Click one of the following:

3. **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 seeking their approval of a project proposal.

4. **Yes;No** When all you need is either a yes or a no, this is a good way to take a quick poll.

5. **Yes;No;Maybe** When you don't want to limit the choices to yes and no, this voting option offers an alternative response.

6. **Custom…** Click this command to create your own custom voting button names. For example, you can ask your colleagues to choose among three days of the week for a recurring weekly staff meeting.

7. When the **Message Options** dialog box appears, under **Voting and Tracking** section, select the **Use voting buttons** check box.

8. Select and delete the default button names, and then type the text that you want. Separate button names with semicolon.
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9. Click the **Close** button.

10. Compose your message, and then click the **Send** button.