

Make meeting and event coordination easier with Outlook's polling feature:

1. Open a new message.
2. On the menu ribbon, select the options tab.

Go to "tracking" and open the dialogue box by clicking on the downward-pointing arrow in the bottom right of that box.

In the "voting and tracking options" field, select the "Use voting buttons" check box. In the bar right next to it, select the voting button names you want to use from the drop-down menu. Or, create your own voting options by entering any text you want, such as "Board room," "Bldg D" and "Esplanade." Separate the button names with semicolons.

Next, in the "Delivery" options field, go to "have replies sent to" and select the person who will receive poll responses. Click "Close."

3. In the email message itself, add your polling question. For example, "What's your preference for the location of our next meeting?" Direct people to the poll options by telling them to "click on the blue highlighted area at the top of this message to view poll options."

4. Track responses through the email messages you receive as each person votes. Responses will be listed in the blue highlighted area at the top of the message.