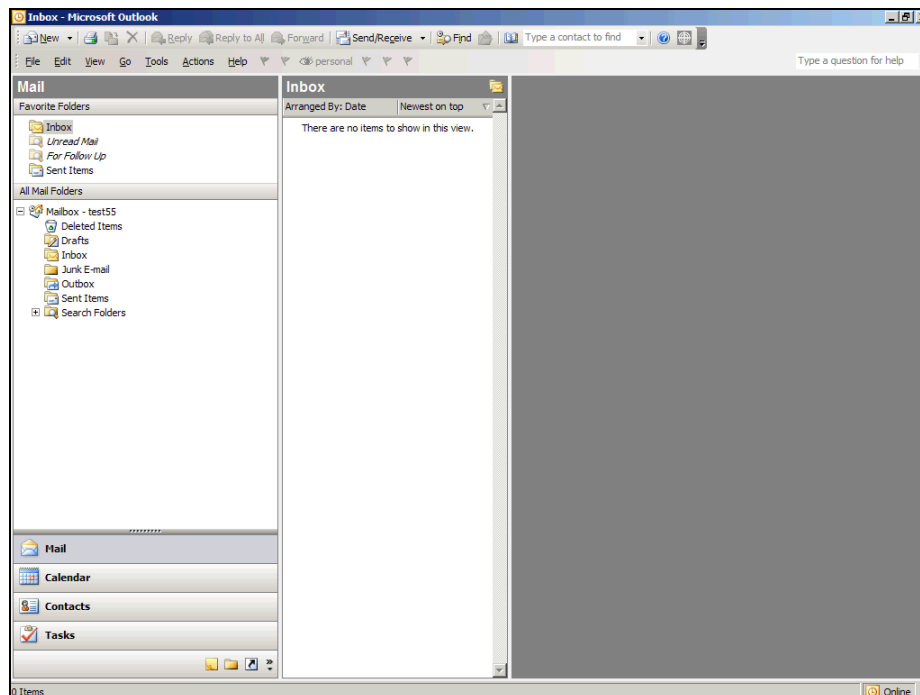


Email

Tracking/Voting

Procedure

In this topic you will learn how to use the Tracking/Voting buttons to take a simple survey.

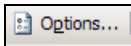


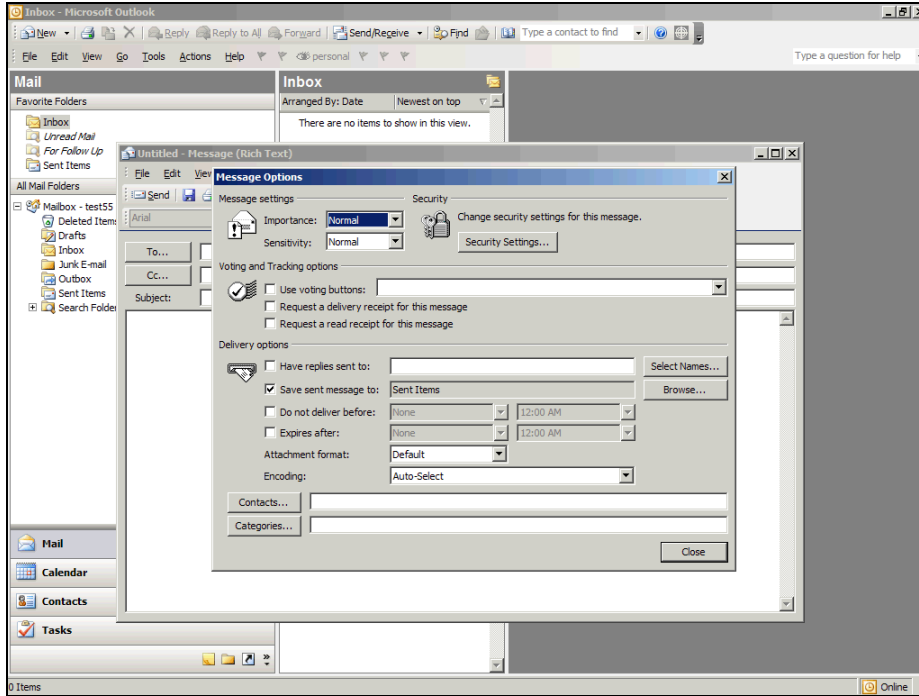
Step	Action
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1. Click the **New** button to begin a new mail message.



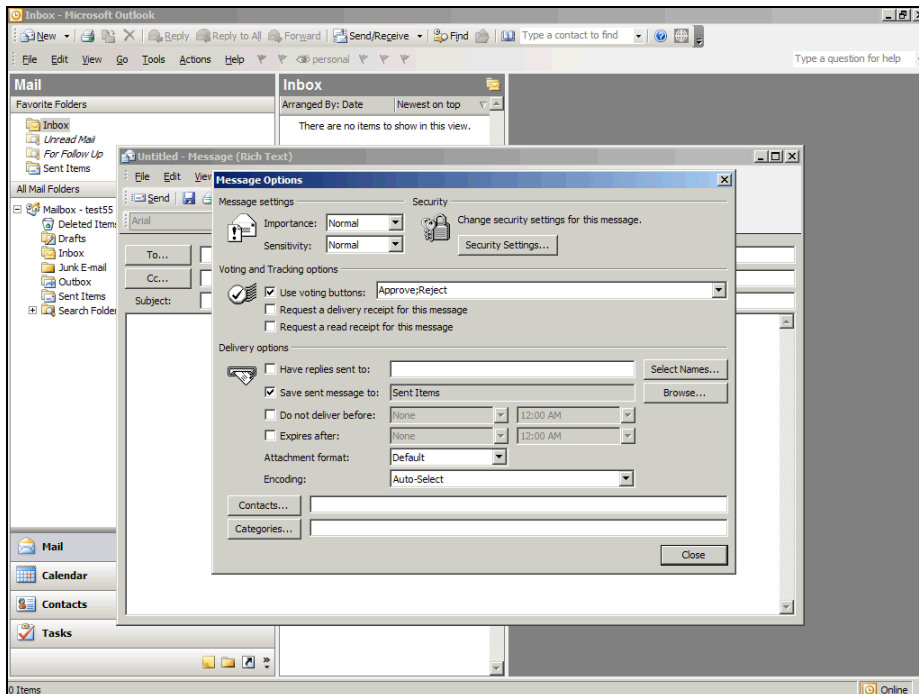
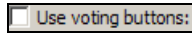
2. Click the **Options** button in the new mail message.





Step Action

3. Click the **Use voting buttons:** option.



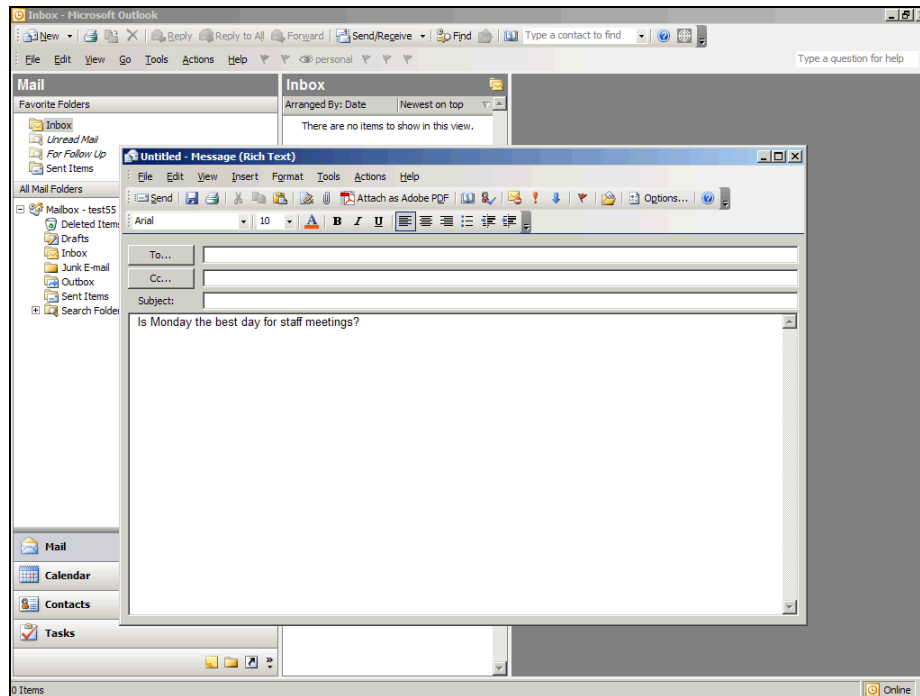
Step Action

4. Click the down arrow to access pre-selected votes or write in your own responses..



5. Enter the desired text into the message.

Is Monday the best day for staff meetings?



Step Action

6. Click the **Standard** object.



7. Congratulations, you have successfully completed the topic on tracking/voting.
End of Procedure.