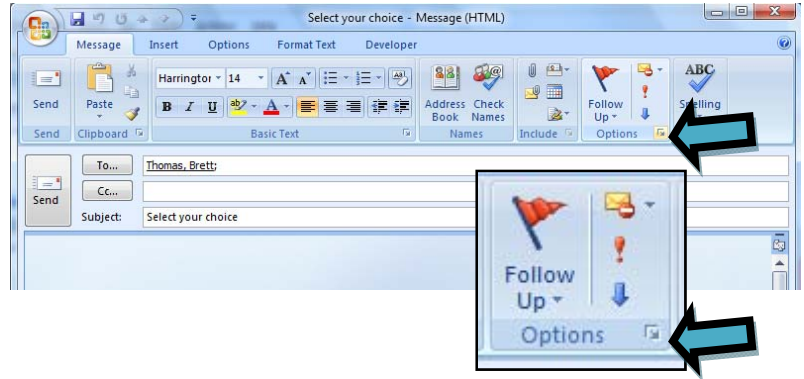


OUTLOOK

Voter Buttons

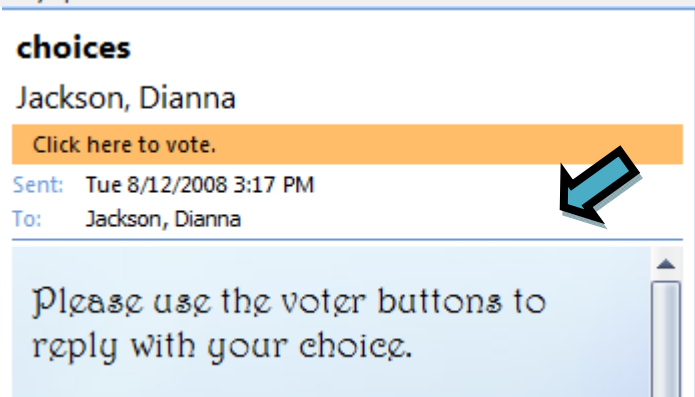
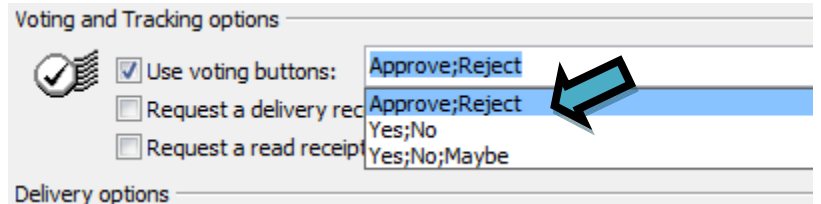
1. Open Outlook
2. Open New Email
3. To use the voter buttons, click the down arrow of the Options tab.



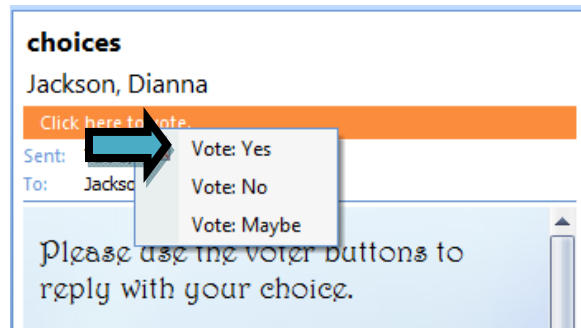
4. In the use voting buttons box, put a check mark in the box
5. Enter the choices that you want, separated with a semi-colon
6. Or select the choice that is appropriate



6. Or select the choice that is appropriate
7. The email recipients will click on the "Click here to vote"



8. Select their vote



8. A window opens with a message of what they voted and a choice to Send the response now or Edit the response. Click OK

