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Outlook 2010

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QUESTION 1

You work as an IT Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You need to schedule some out of hours work to upgrade the company accounts system. The upgrade must take place during a weekend.

You have three possible weekends available to do the work. You need to send an email to other members of the IT team so see which of the three weekends they would be available. You want to view the response of each of the IT team

members.

You create a new email. What should you do next?

- A. You should request a Read Receipt to the email.
- B. You should add Voting Buttons to the email.
- C. You should attach a meeting request to the email.
- D. You should select the Follow Up option in the email.

Correct Answer: B

QUESTION 2

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You use the Outlook Calendar to organize your time and schedule activities related to a new project.

Which of the following is described as "an appointment to which you invite people or reserve resources for"?

- A. A Meeting.
- B. An Appointment.
- C. An All Day Event.
- D. A Task.
- E. A To-do

Correct Answer: A

QUESTION 3



Steph works in the Human Resources department at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company email server.

Steph is composing an email that contains confidential information. Steph wants to configure the email to request information about who opened the email and at what time and a confirmation that the email was received by the intended recipient in an unaltered state.

Which two of the following actions should Steph perform? (Choose two).

- A. She should select the Request a Read Receipt check box in the email options tab.
- B. She should select the Request a Delivery Receipt check box in the email options tab.
- C. She should select the Encrypt message contents and attachments check box in the Security settings of the email.
- D. She should select the Add digital signature to this message check box in the Security settings of the email.
- E. She should select the Request S/MIME receipt for this message check box in the Security settings of the email.

Correct Answer: DE

QUESTION 4

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You use Outlook to organize your time and schedule activities related to a new project.

Which of the following is described as "an Outlook item that has been marked as requiring some sort of action in the future"?

- A. A Meeting.
- B. An Appointment.
- C. An All Day Event.
- D. A Task.
- E. A To-do

Correct Answer: E

QUESTION 5

You work as a Systems Administrator at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010

company email server.



You want to ensure that every user in the company has their Outlook configured to AutoArchive their emails.

You discover that some users are modifying their AutoArchive settings.

How can you disable the users' ability to modify their AutoArchive settings?

- A. By logging in to each computer with an Administrator account and configuring the AutoArchive settings.
- B. By modifying the folder permissions on each user's Inbox.
- C. By configuring a retention policy on the Exchange server.
- D. By configuring the Default Data File option on each user's computer.

Correct Answer: C

QUESTION 6

Sally works as the Sales Assistant at ABC.com. The company email system runs Microsoft Exchange Server 2010. Sally uses Microsoft Outlook 2010 configured with an Exchange account.

Sally wants to create a new email. She opens a new email and now wants to open the address book to select an email address to send the email to.

Which of the following keyboard shortcuts could Sally use to open the address book?

- A. CTRL + O
- B. CTRL + SHIFT + O
- C. CTRL + B
- D. CTRL + SHIFT + B

Correct Answer: D

QUESTION 7

Steve works in the Human Resources department at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft

Exchange 2010 company email server.

Steve is composing an email that contains confidential information. Steve wants to configure the email to request information about who opened the email and at what time and a confirmation that the email was received by the intended

recipient in an unaltered state. To achieve this Steve wants to configure the email to request an S/MIME receipt.

However, when Steve opens the security settings of the email, she discovers that the Request S/MIME receipt for this message check box is disabled. What should Steve do first?



- A. She should select the Encrypt message contents and attachments check box in the Security settings of the email.
- B. She should select the Add digital signature to this message check box in the Security settings of the email.
- C. She should select the Request a Read Receipt check box in the email options tab.
- D. She should select the Request a Delivery Receipt check box in the email options tab.

Correct Answer: B

QUESTION 8

Sally works as the Sales Assistant at ABC.com. The company email system runs Microsoft Exchange Server 2010. Sally uses Microsoft Outlook 2010 configured with an Exchange account.

Sally wants to create a meeting request to request a meeting with the Sales Manager.

Which of the following keyboard shortcuts could Sally use to reply to the meeting request?

- A. CTRL + N
- B. CTRL + F
- C. CTRL + R
- D. CTRL + SHIFT + Q

Correct Answer: D

QUESTION 9

You work as a Systems Administrator at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010

company email server. The email server is configured for Exchange, POP3, IMAP and HTTP connections.

You use Outlook 2010 on your work computer to access your company email. You also use Outlook 2010 on your home computer to access your company email.

You want to be able to access your company email from any computer such as a computer in an Internet Cafe or an airport terminal.

Which technology should you use to access your company email?

- A. An email account configured POP3 access.
- B. An email account configured for Outlook Anywhere (RPC over HTTP) access.
- C. An email account configured IMAP access.
- D. An email account configured Outlook Web Access.



Correct Answer: D

QUESTION 10

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company email server. A user named Tanya has searched her local address books for the email address of customer. However her searches were unsuccessful. She now wants to search an external address book.

What type of address book should Tanya search?

- A. She should search the Global Address List.
- B. She should search a Contact Group.
- C. She should search an Internet Directory Services (LDAP) directory.
- D. She should search the Outlook Cache.

Correct Answer: C

QUESTION 11

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the IMAP based company email server.

A user in the Human Resources (HR) department wants to send a confidential email to a manager. How can the HR user ensure that the manager sees a "Please treat this as Confidential" message in the information bar of the email?

- A. By adding a digital signature to the email.
- B. By setting the sensitivity level to Private.
- C. By setting the sensitivity level to Confidential.
- D. By setting the importance level to High.

Correct Answer: C

QUESTION 12

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

A user named Myles want to be able to use Outlook to subscribe to his favorite websites and automatically download the latest postings from those websites.

Which Outlook function should Myles use?

- A. He should use Tasks.



B. He should use Contacts.

C. He should use Blind Carbon Copy (BCC).

D. He should use an RSS Feeds.

Correct Answer: D

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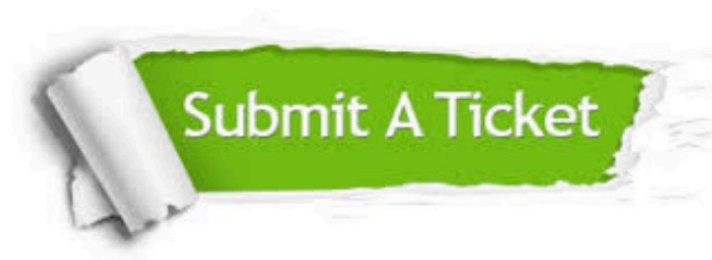
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