



# 77-731<sup>Q&As</sup>

Outlook 2016 Core Communication, Collaboration and Email Skills

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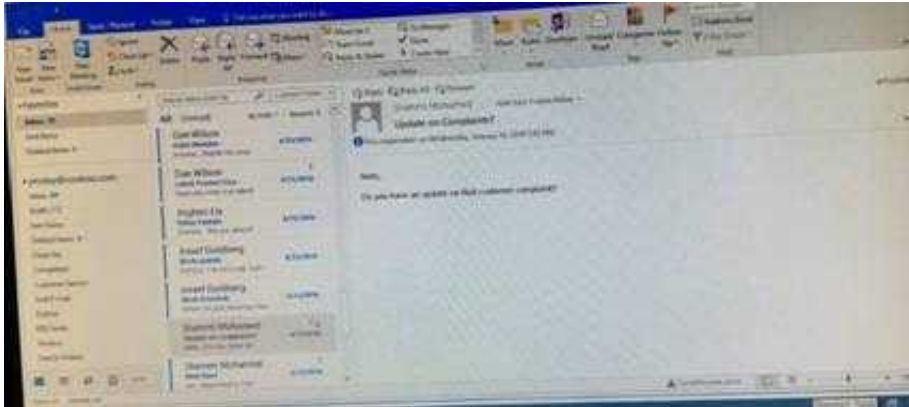
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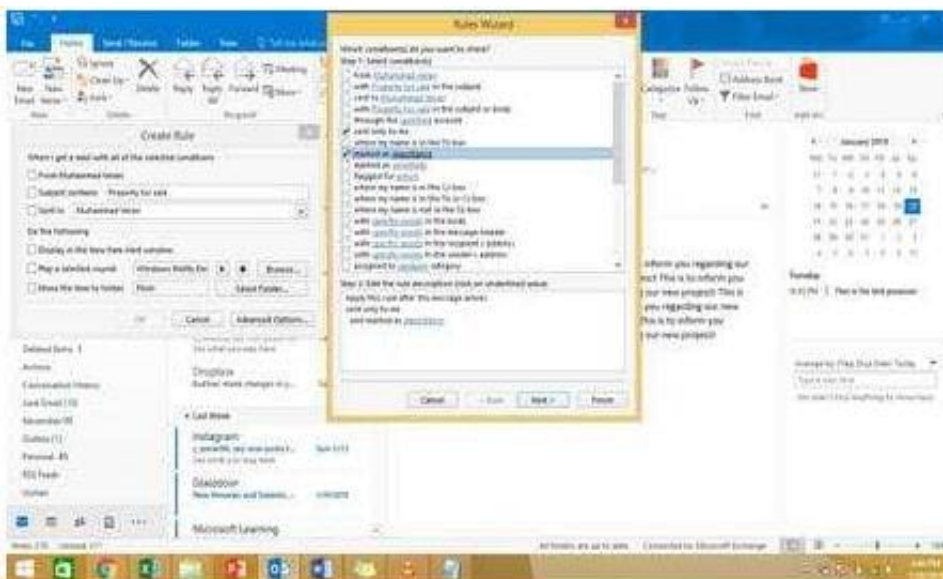
### QUESTION 1

Use the Ribbon to create a rule named 'Priority 1' that displays 'ACTION REQUIRED' in the NEW item Alert window when you receive a message that is sent only to you and is marked as high importance. Keep all other settings at default.

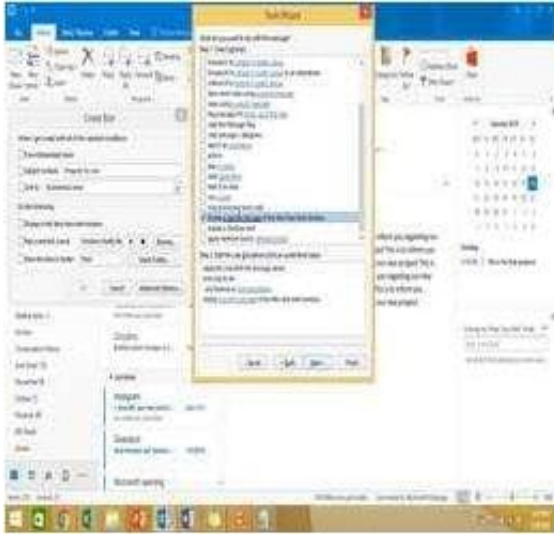


Correct Answer: See below for solution.

Home – Rules – Create rule – Advanced Options – select the following two options – click on “importance” and select “High” and click Next

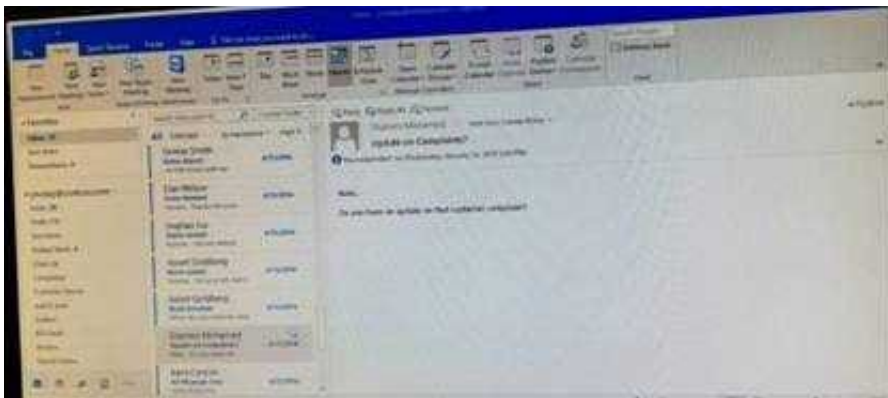


Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



## QUESTION 2

Import the contacts from the PersonalContacts.csv located in the Documents folder into the Contacts folder.



Correct Answer: See below for solution.

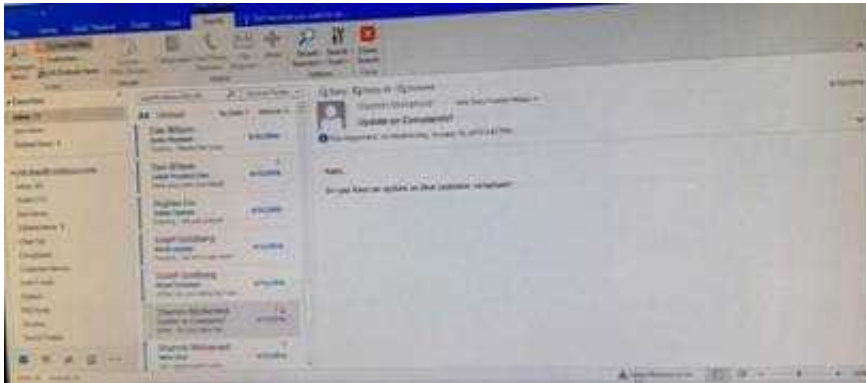
File – open and export – Import/Export Import from another program or file Comma separated values Locate the file and import





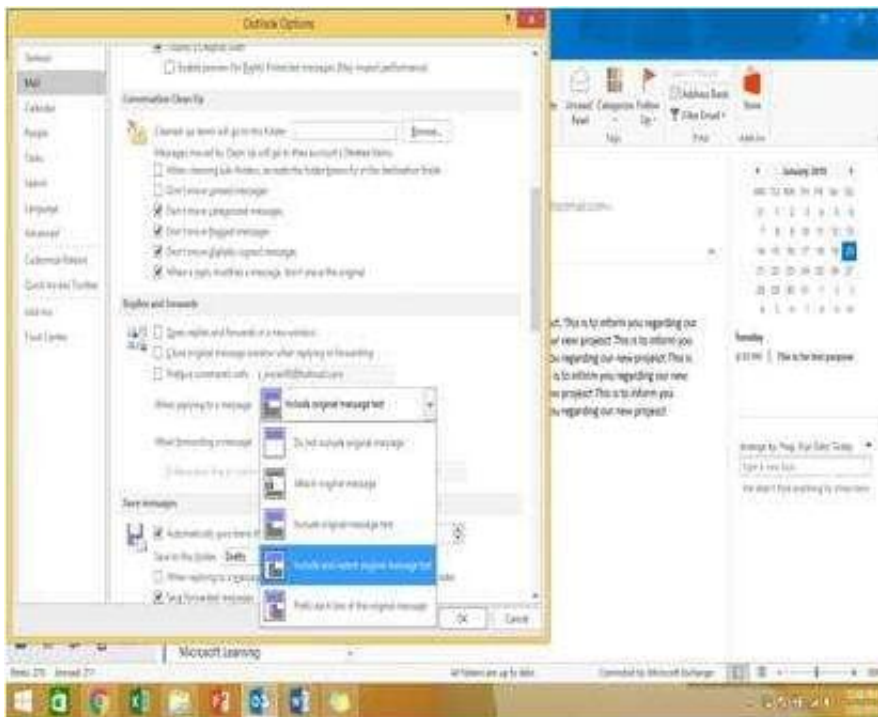
### QUESTION 3

Configure Outlook to include and indent the original message text when you reply to a message.



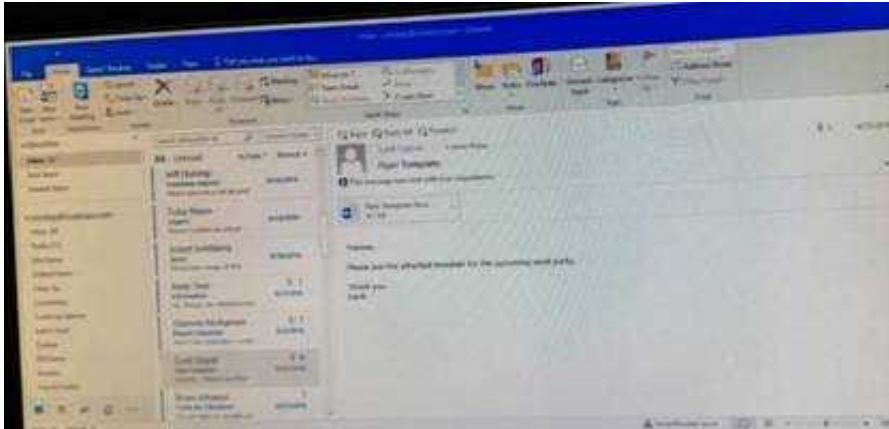
Correct Answer: See below for solution.

File – options – Mail – Replies and forwards – when replying to a message



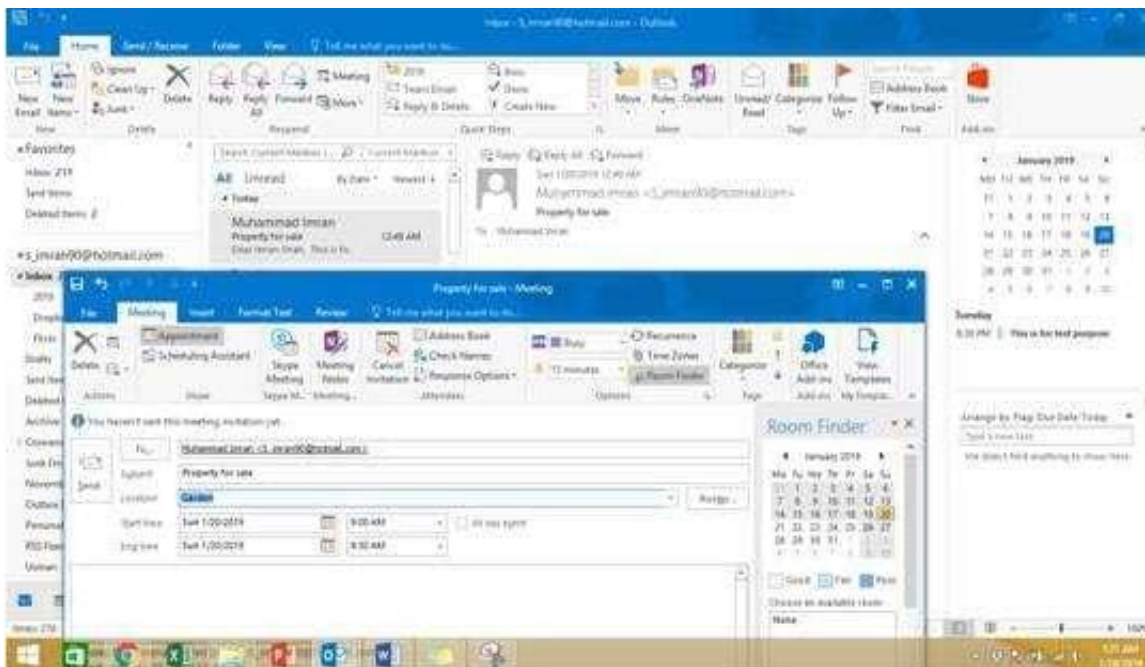
### QUESTION 4

In the inbox, Locate the 'Update on Complaints?' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in 'Garden'; Send the meeting request.



Correct Answer: See below for solution.

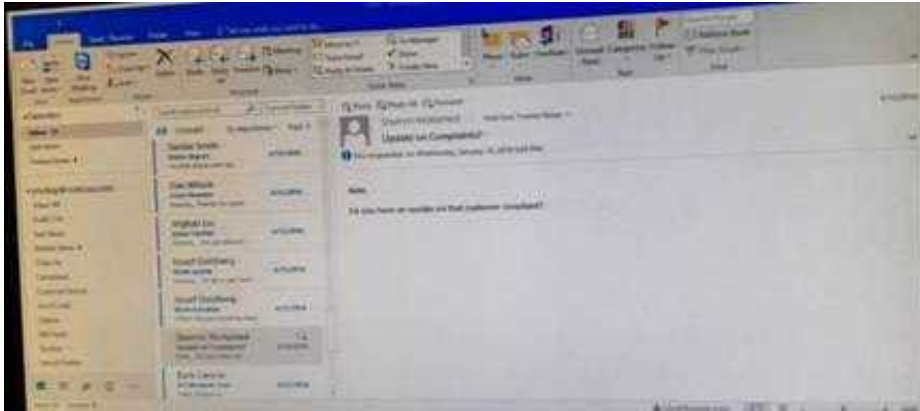
Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



### QUESTION 5

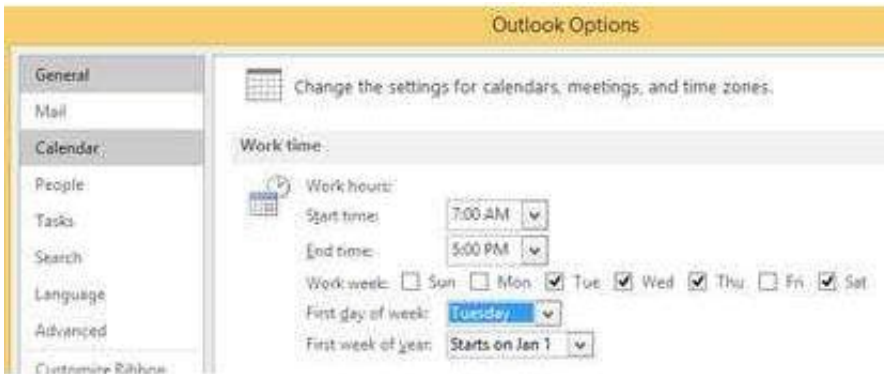
Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.





Correct Answer: See below for solution.

File – options – Calendar – Work week, then select the following options



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