

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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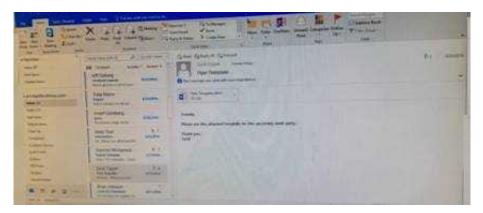
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QUESTION 1

In the Drafts folder, open the \\'\\'Process Development\\'\\' message. Apply the Basic (Stylish) style set. Send the message.



Correct Answer: See below for solution.

In message body click on Format Text tab -Change styles -Style set -select Basic (Stylish)

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QUESTION 2

Configure Outlook so that email from a contact is never sent to the junk e-mail folder.



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Correct Answer: See below for solution.

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Home tab - Junk - Junk email options - safe recipients - click on "Also trust email from my contacts"

QUESTION 3

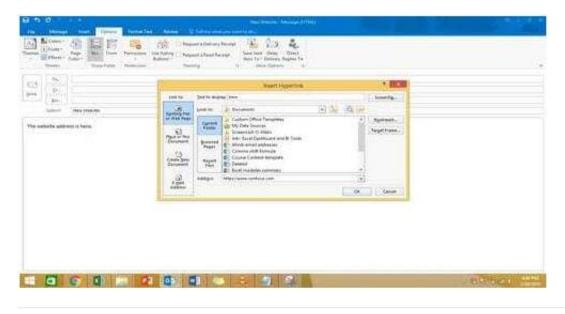
In the Drafts folder, open the website" message. Insert a hyperlink on the word "here $\$ that links to $\$ https://www.contoso.com $\$ be message.



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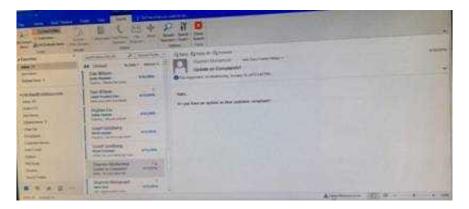
Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.



QUESTION 4

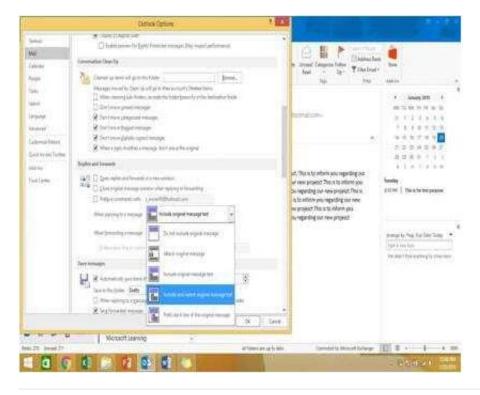
Configure Outlook to include and indent the original message text when you reply to a message.



Correct Answer: See below for solution.

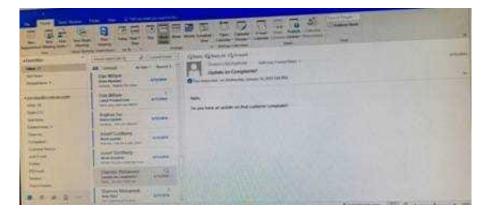


File - options - Mail - Replies and forwards - when replying to a message



QUESTION 5

Add the contact \\\\\'Dan Wilson" to the \\'\\'Management Team\\'\\' contact group. Save and close the contact group.



Correct Answer: See below for solution.

•Search the "management team" contact group Double click the contact group Click Add Members and then select the desired list and search and add members



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