



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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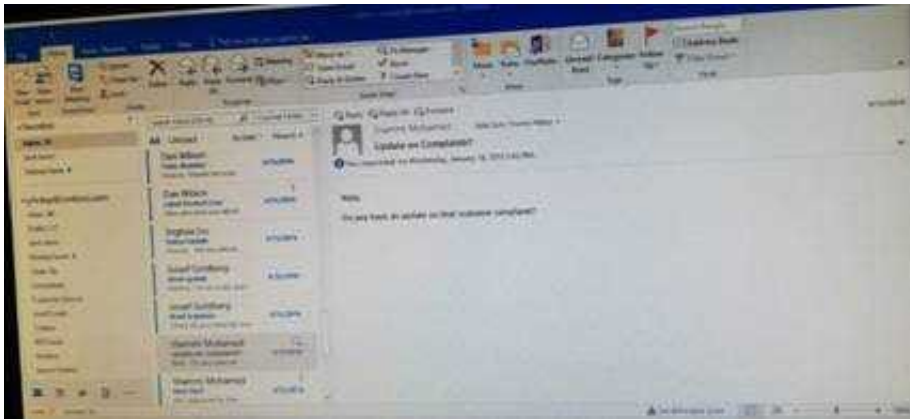
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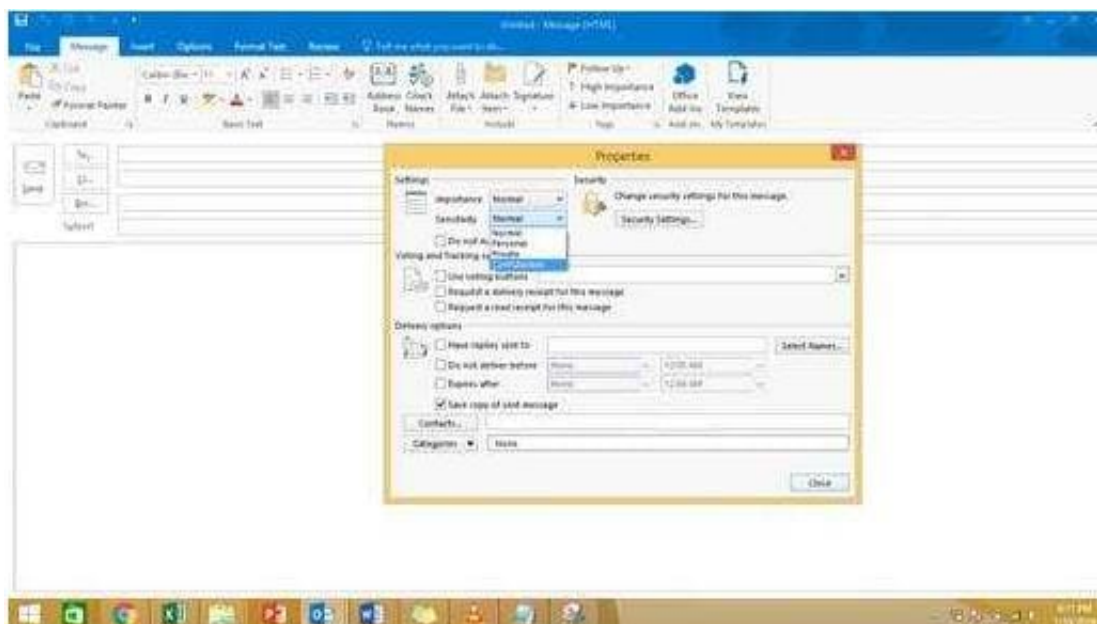
QUESTION 1

In the Drafts folder, open the "New Organizational Chart" message. Change the Sensitivity to confidential. Send the message.



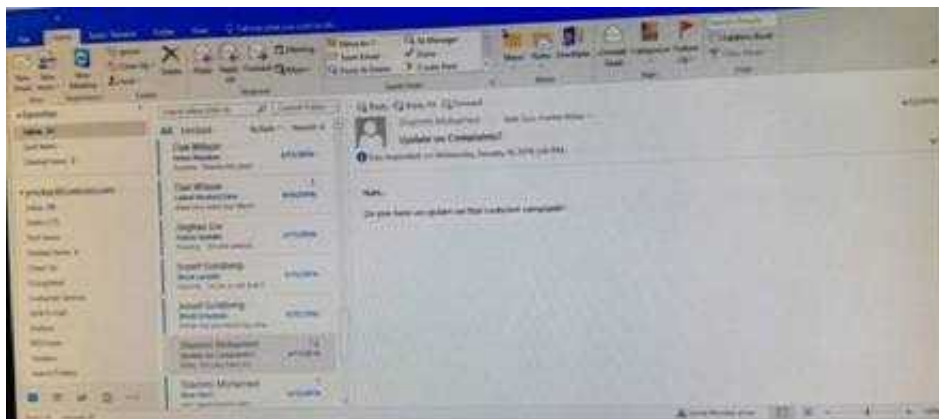
Correct Answer: See below for solution.

Open the message and click on message options dialog box launcher. Select the sensitivity, close the box and send.



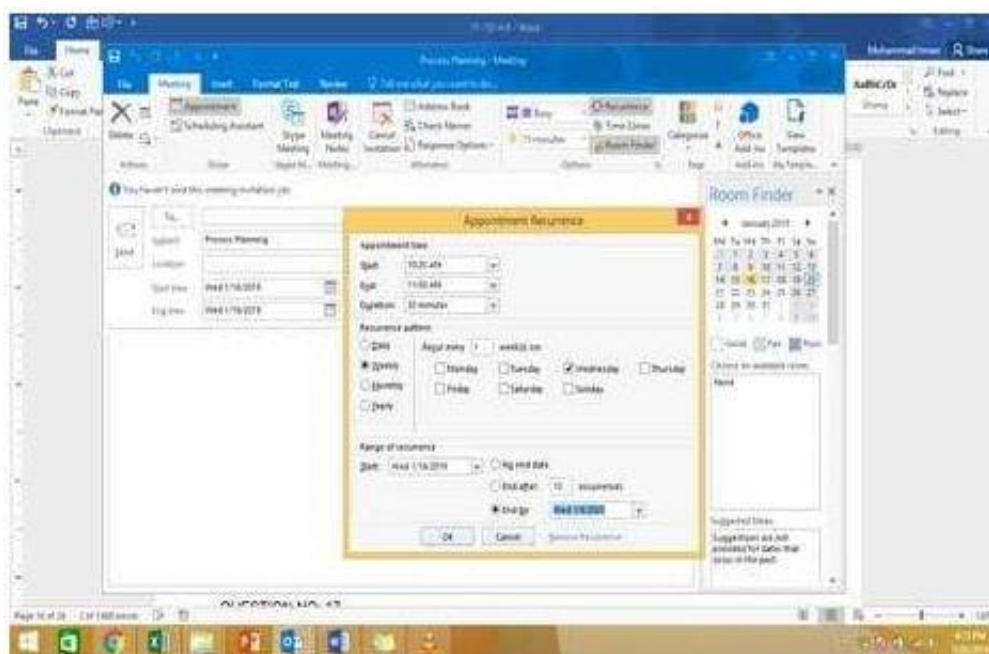
QUESTION 2

On the Calendar, locate the "Process Planning" meeting that occurs every Wednesday. Update the meeting series to end on the second Wednesday in January of next year. Send the meeting update.



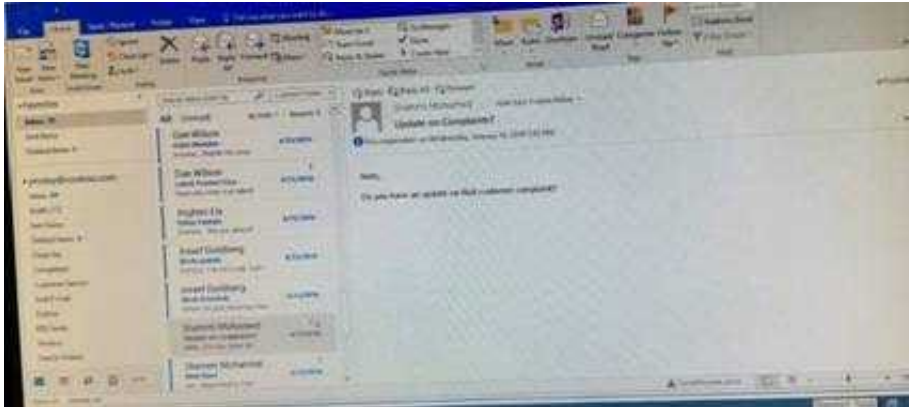
Correct Answer: See below for solution.

In calendar locate the '\\\\'Process Planning\\\\' meeting, double click and select the entire series option. Click on "recurrence" and then give the desired date in "End By" field.



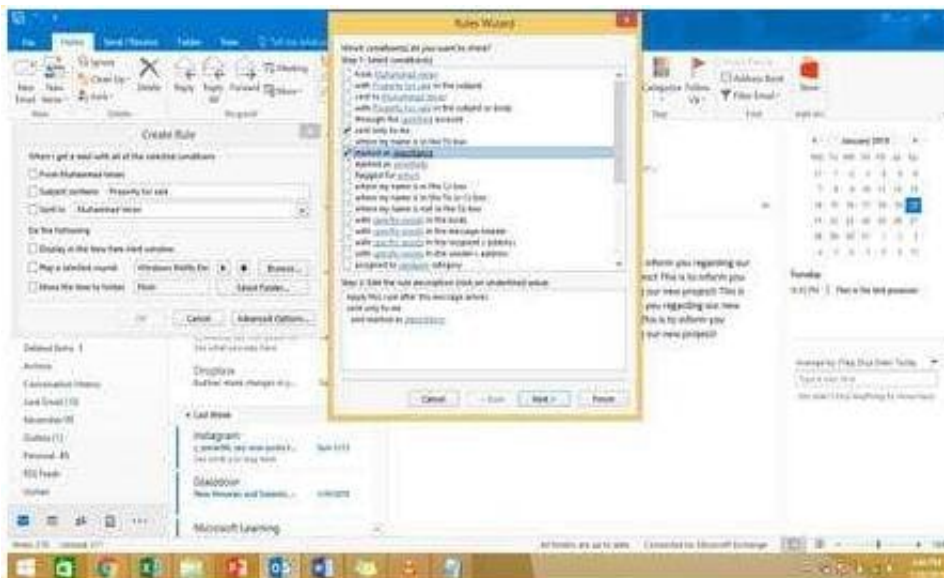
QUESTION 3

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.

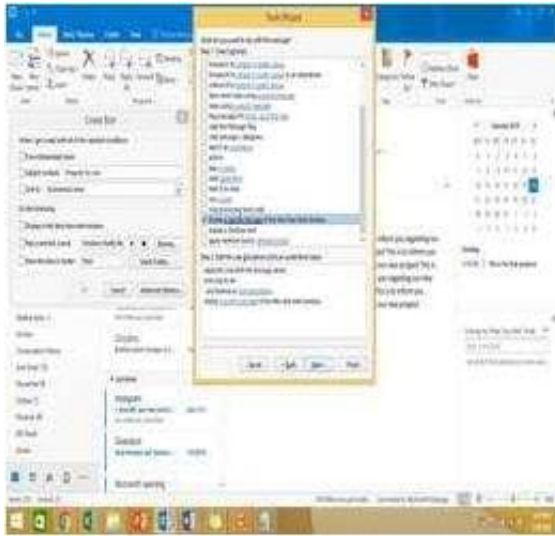


Correct Answer: See below for solution.

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

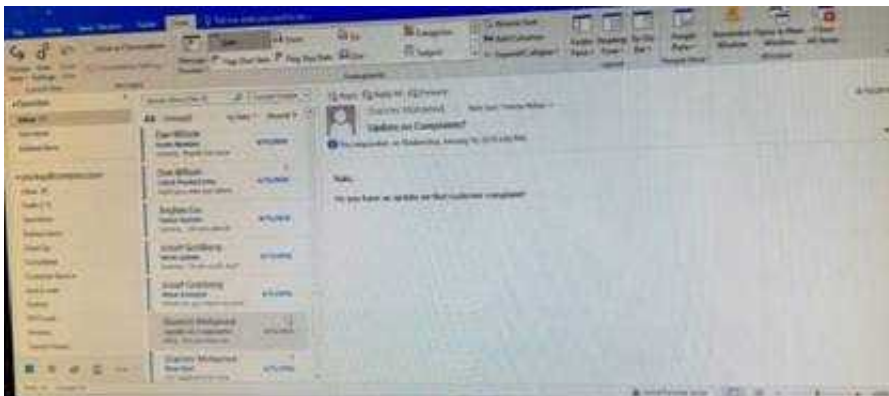


Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



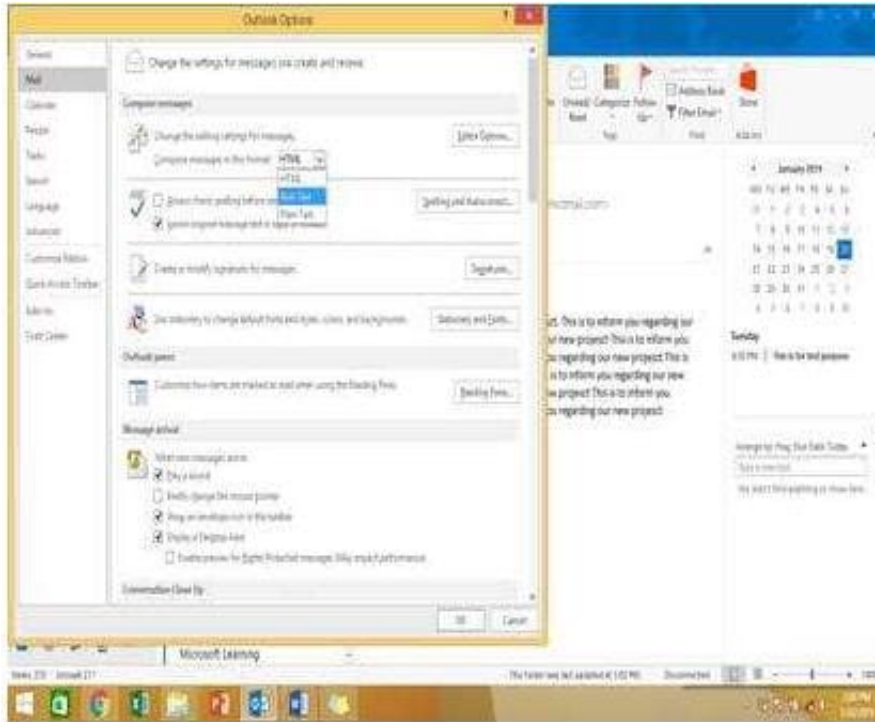
QUESTION 4

Configure Outlook to compose all outgoing messages in Rich Text format.



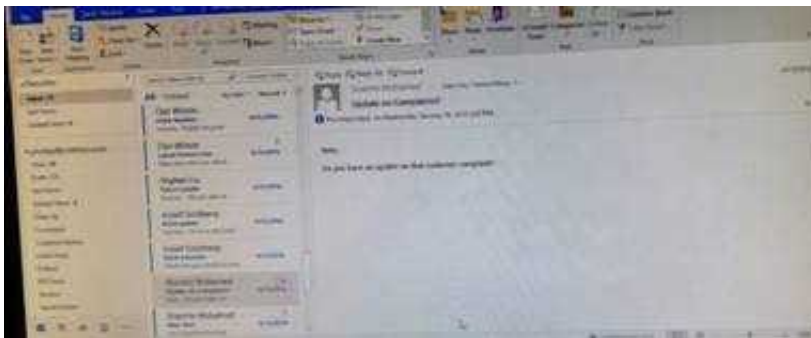
Correct Answer: See below for solution.

File -options -mail -select Rich Text



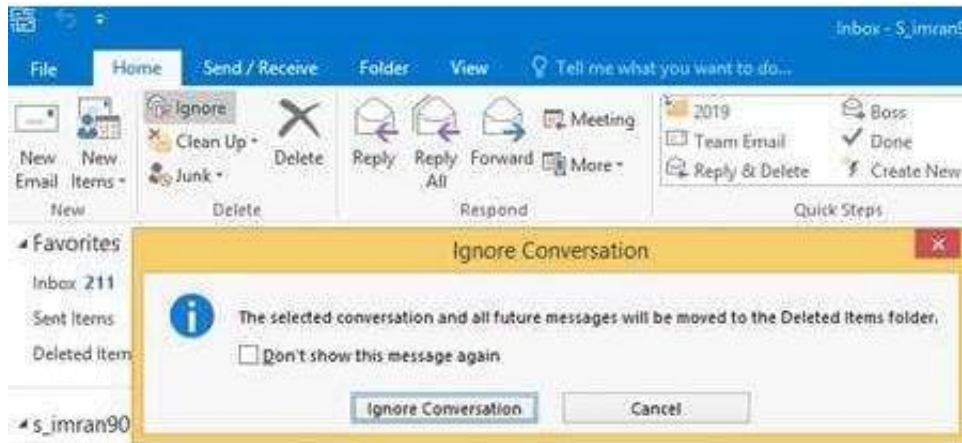
QUESTION 5

Locate the '\\Account\\' conversation in the Vendors folder. Send the entire conversation and all future messages related to that conversation to the Deleted items folder.



Correct Answer: See below for solution.

Locate the conversation. Click on "Ignore" and then "Ignore Conversation"



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