



77-731^{Q&As}

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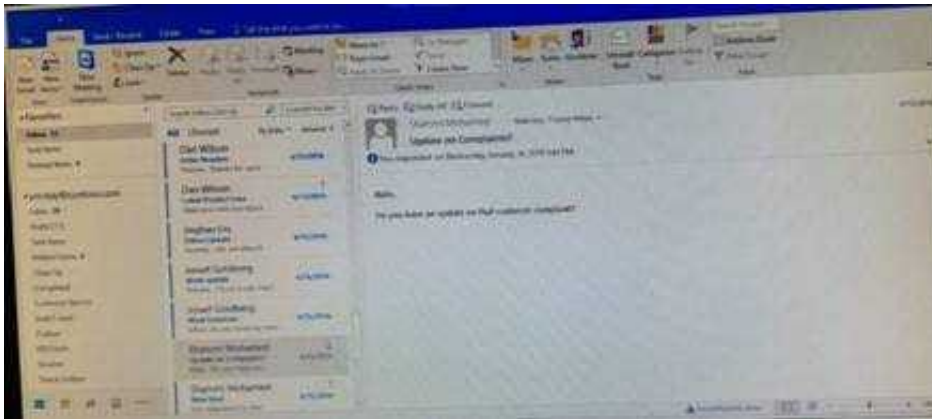
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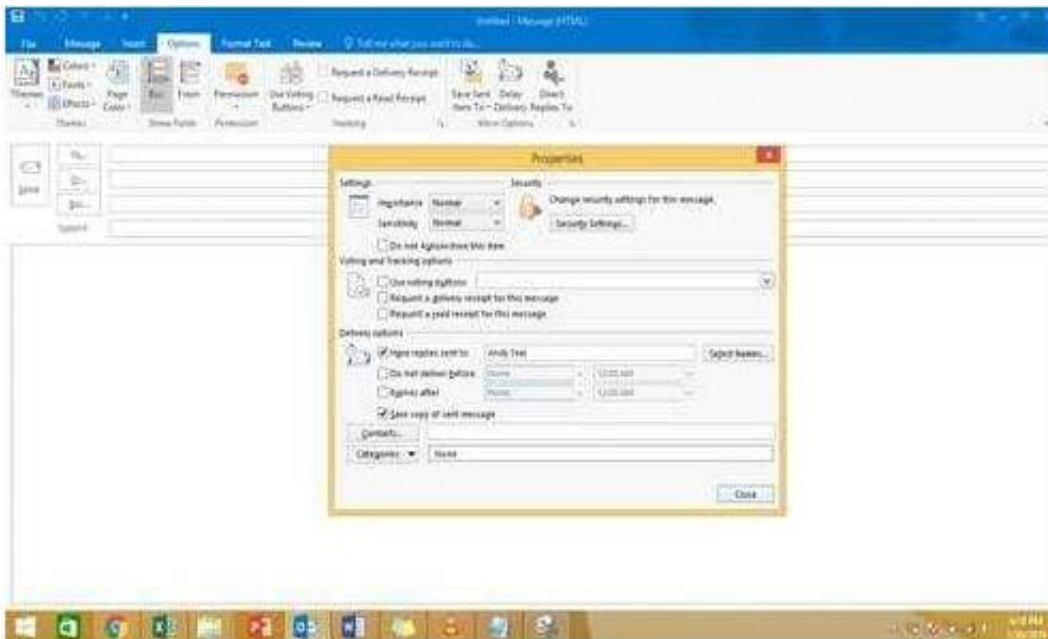
QUESTION 1

In the Drafts folder, open the '\\\\'Orientation\\\\' message. Configure the message options to direct replies to '\\\\'Andy Teal\\\\'. Send the message.



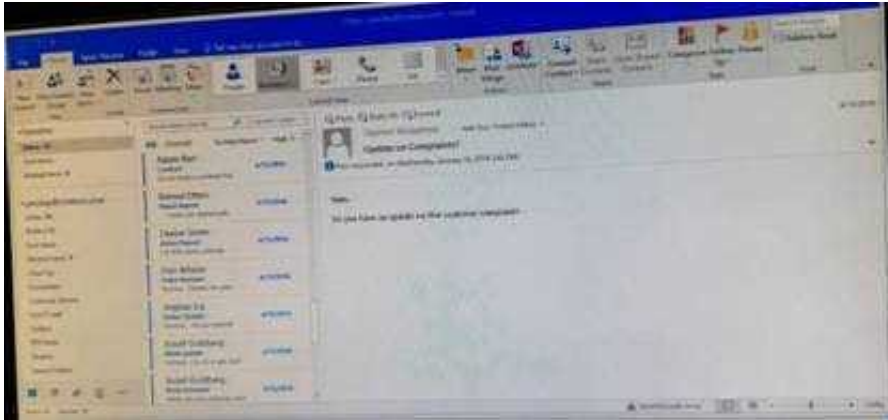
Correct Answer: See below for solution.

Open the message – Go to Options tab – Direct Replies to – Delivery options group – select the “Andy Teal” in Have replies sent to field. Close the box and send the message.



QUESTION 2

Send the contact item for '\\\\'Yvonne Mckay\\\\' to '\\\\'Adam Barr\\\\' as a business card.



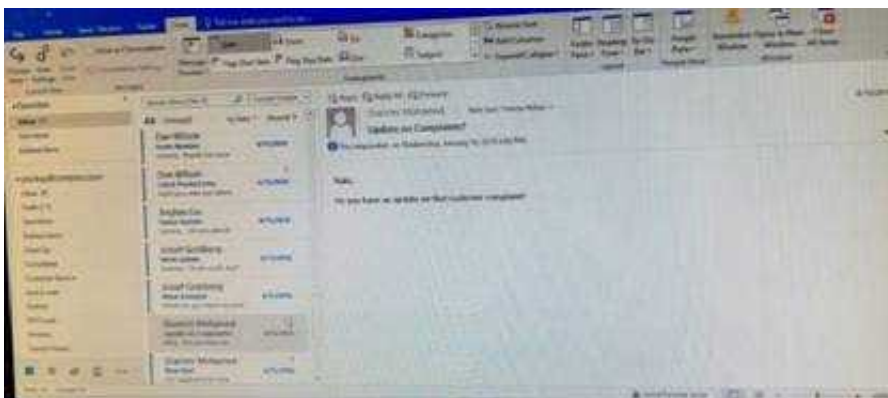
Correct Answer: See below for solution.

Search the contact "Yvonne McKay" and then click on "Forward Contact" "As a business card"



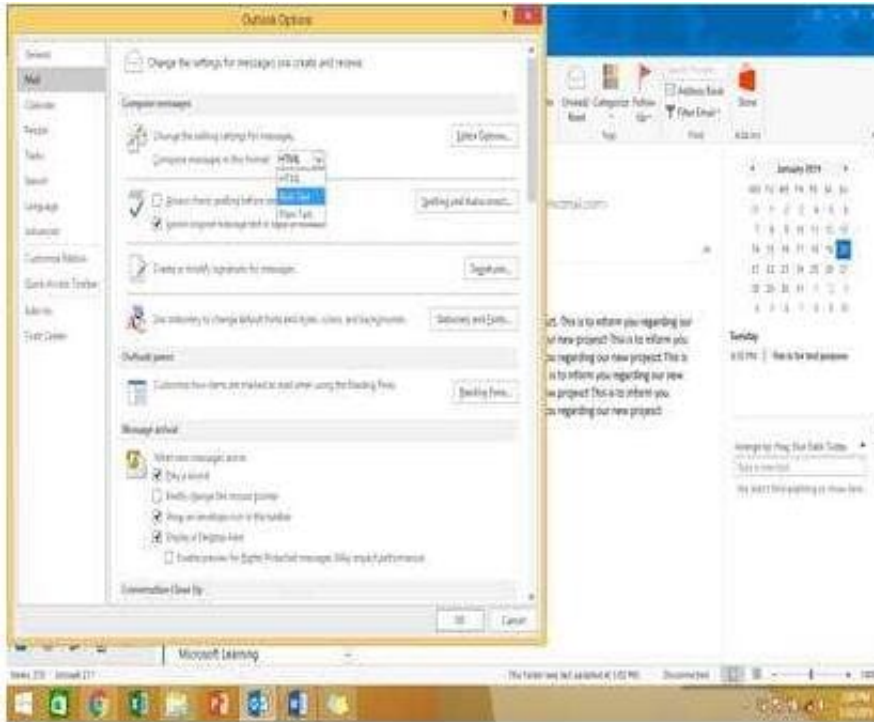
QUESTION 3

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



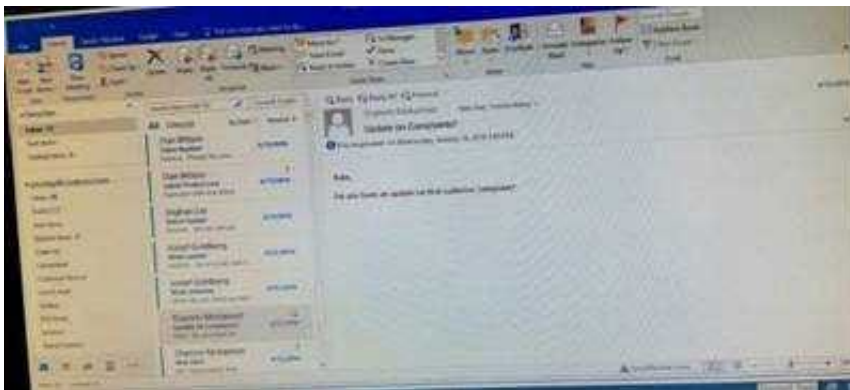
Correct Answer: See below for solution.

File -options -mail -select Rich Text



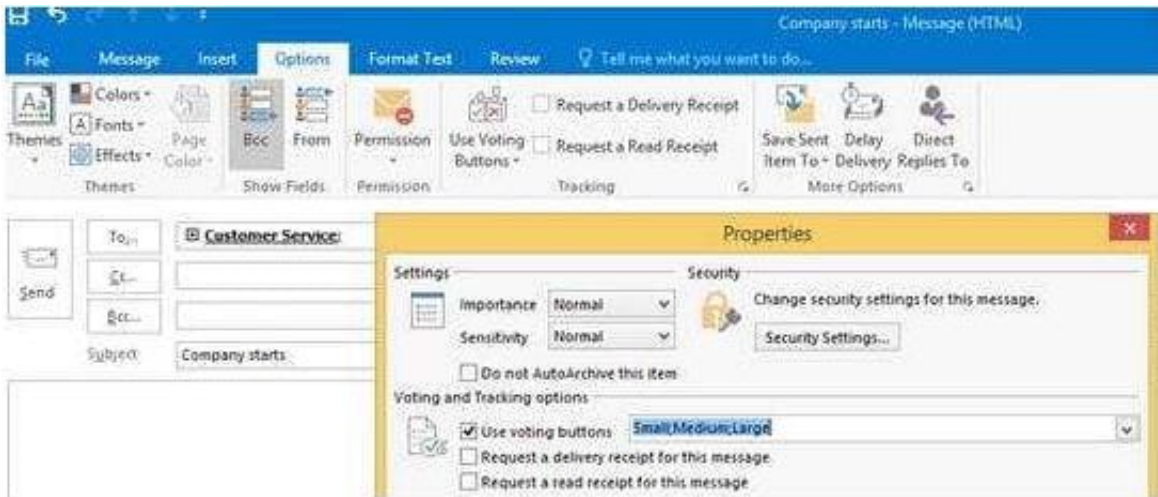
QUESTION 4

Send a message to the '\\Customer Service\\' contact group that has the subject '\\Company starts\\' and voting buttons labeled '\\Small \\Medium\\' and Large\\'.



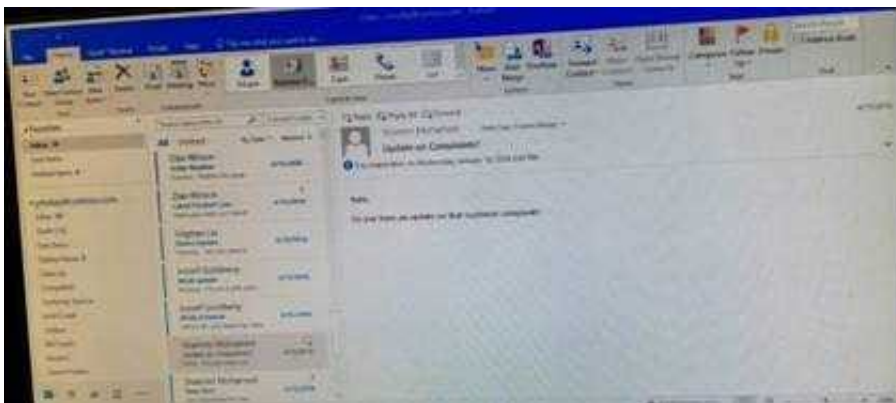
Correct Answer: See below for solution.

Create new message with the above mentioned recipient and subject. Click on Options – Voting buttons – Custom and then enter Small;Medium;Large (separated by semi colon) Close the dialog box and click on Send.



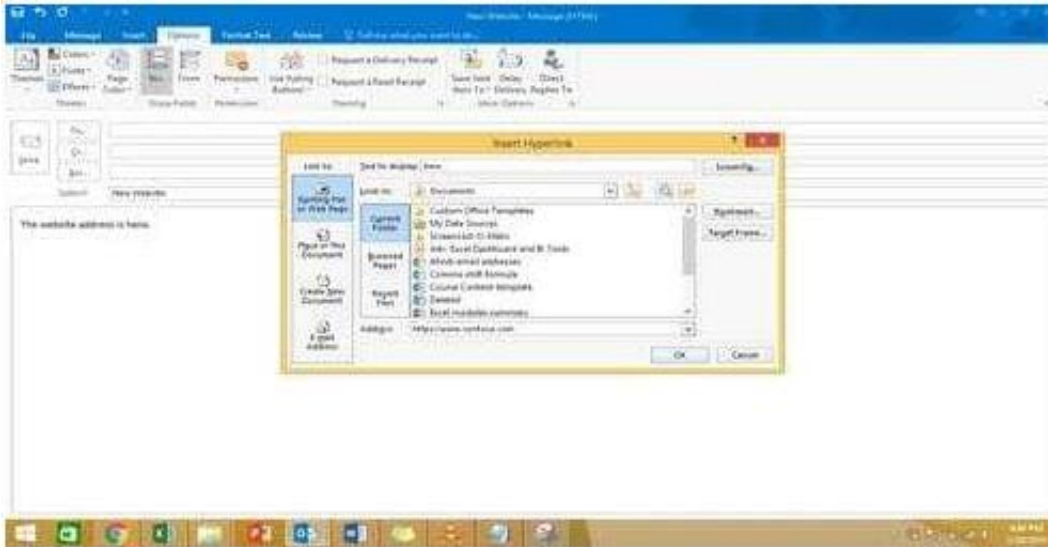
QUESTION 5

In the Drafts folder, open the "\\New Website" message. Insert a hyperlink on the word "here" that links to <https://www.contoso.com>. Send the message.



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.



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