77-731 Q&As

Outlook 2016 Core Communication, Collaboration and Email Skills

Pass Microsoft 77-731 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

https://www.passapply.com/77-731.html

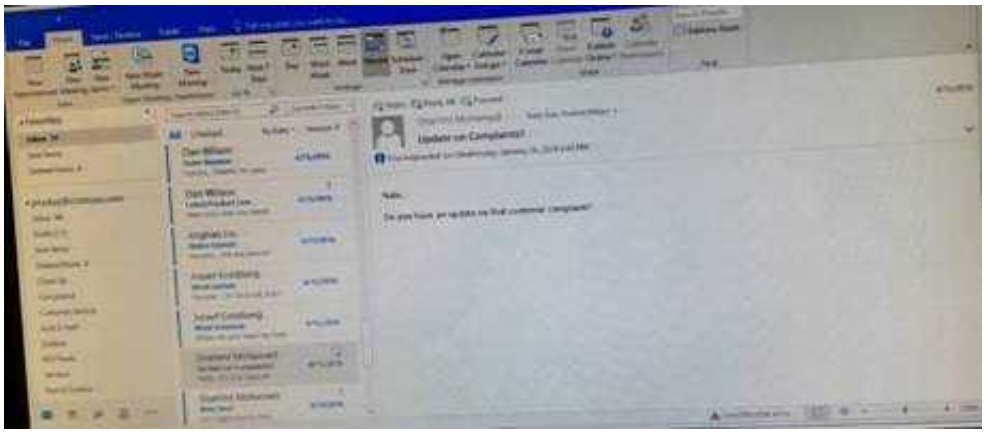
100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft Official Exam Center

Instant Download After Purchase
100% Money Back Guarantee
365 Days Free Update
800,000+ Satisfied Customers

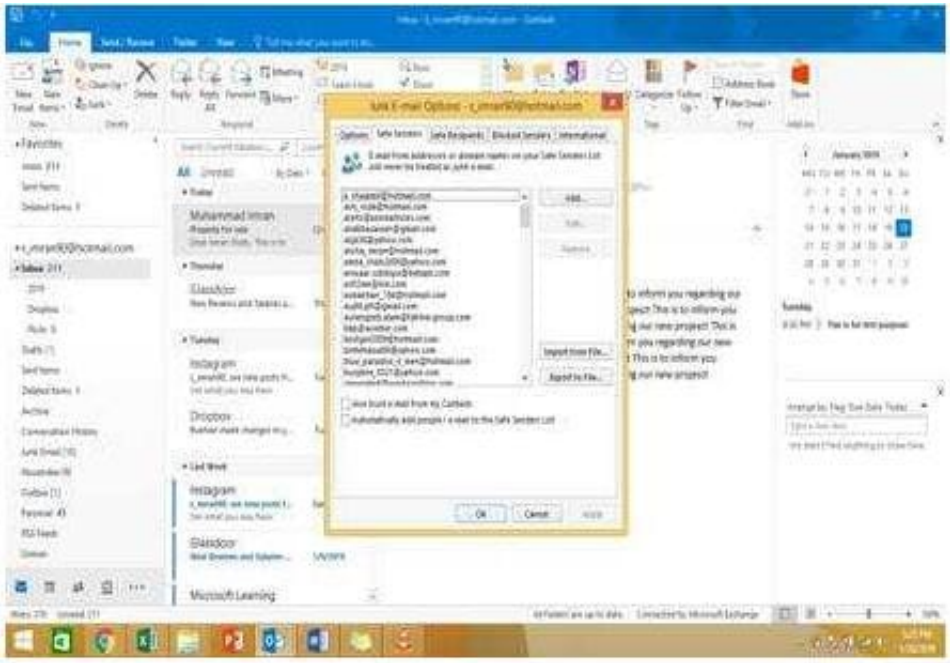
QUESTION 1

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



Correct Answer: See below for solution.

Home tab – Junk – Junk email options – safe recipients – click on “Also trust email from my contacts”

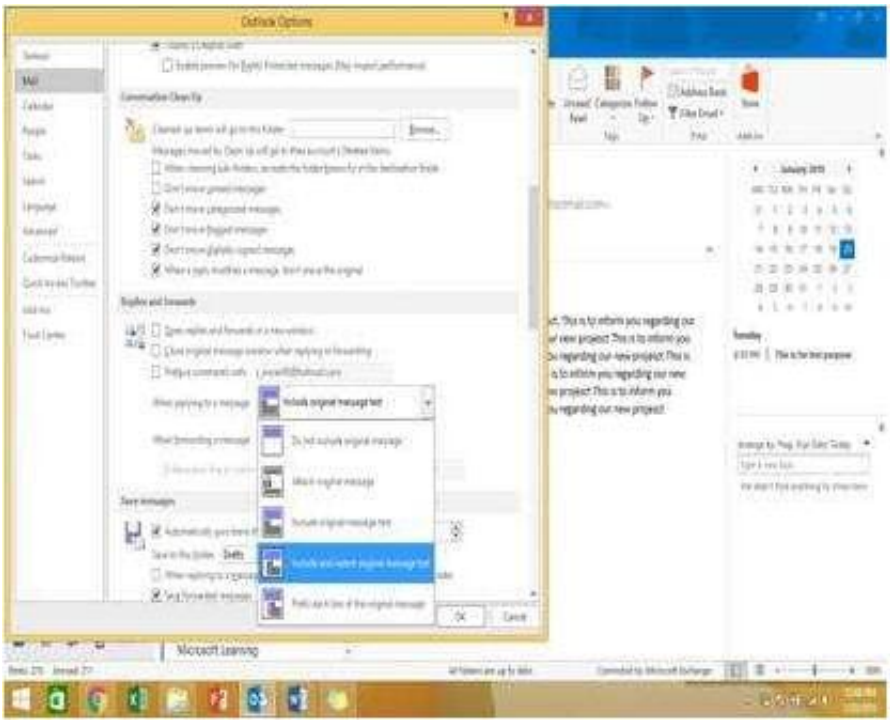


QUESTION 2

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

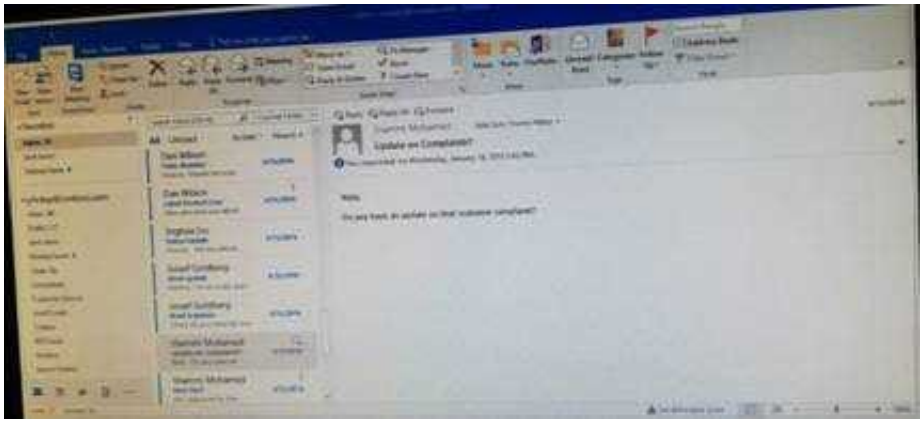
Correct Answer: See below for solution.

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



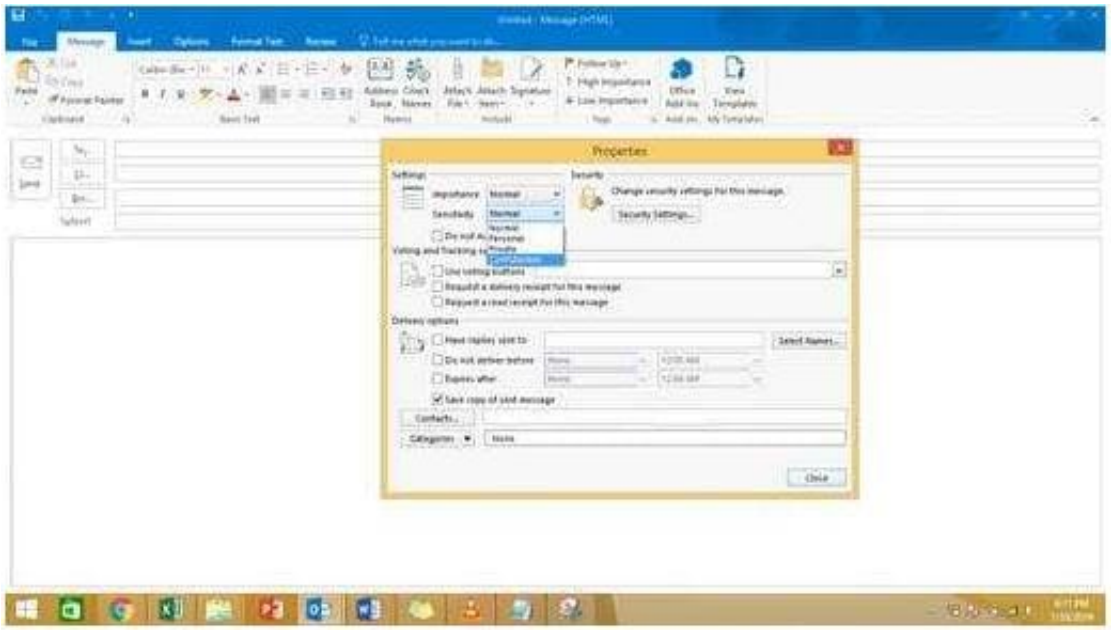
QUESTION 3

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



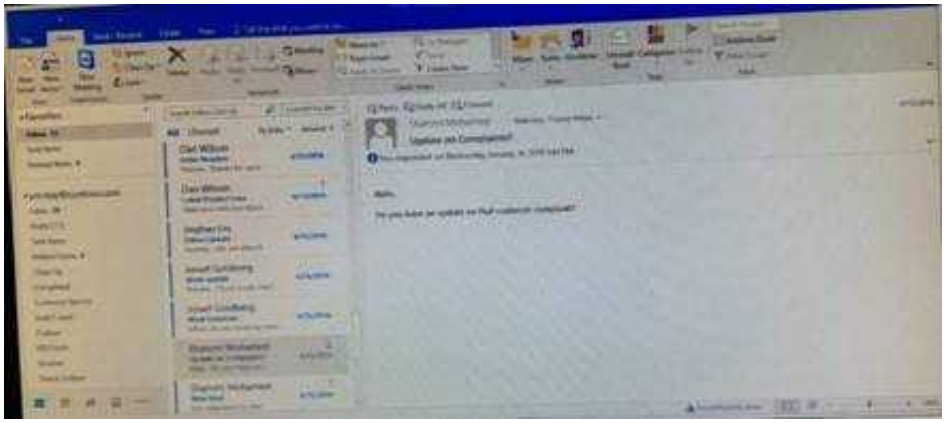
Correct Answer: See below for solution.

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



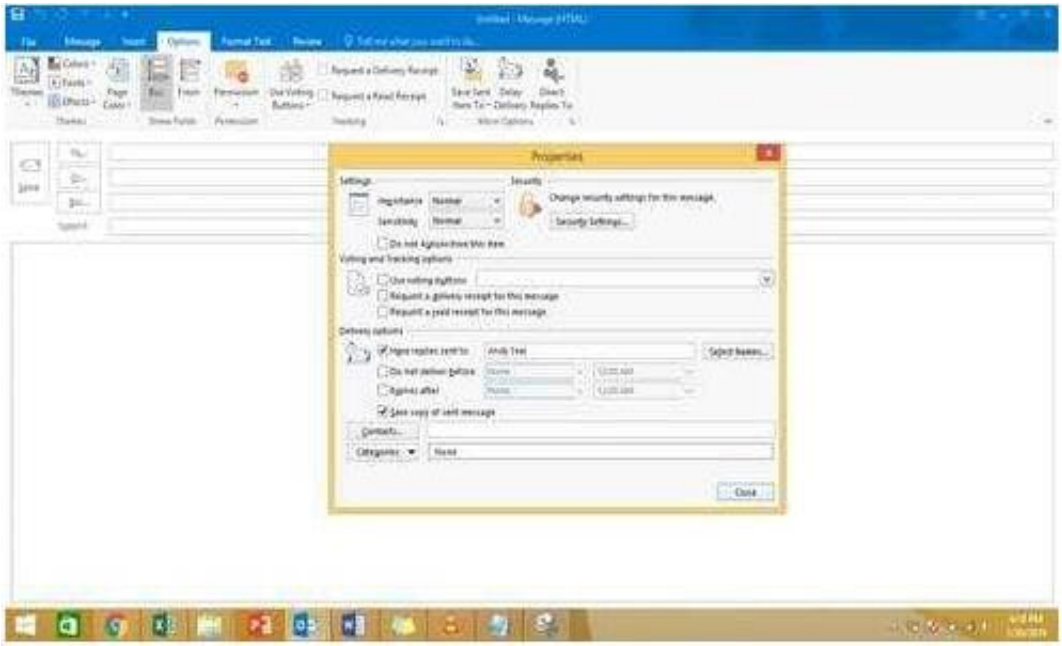
QUESTION 4

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



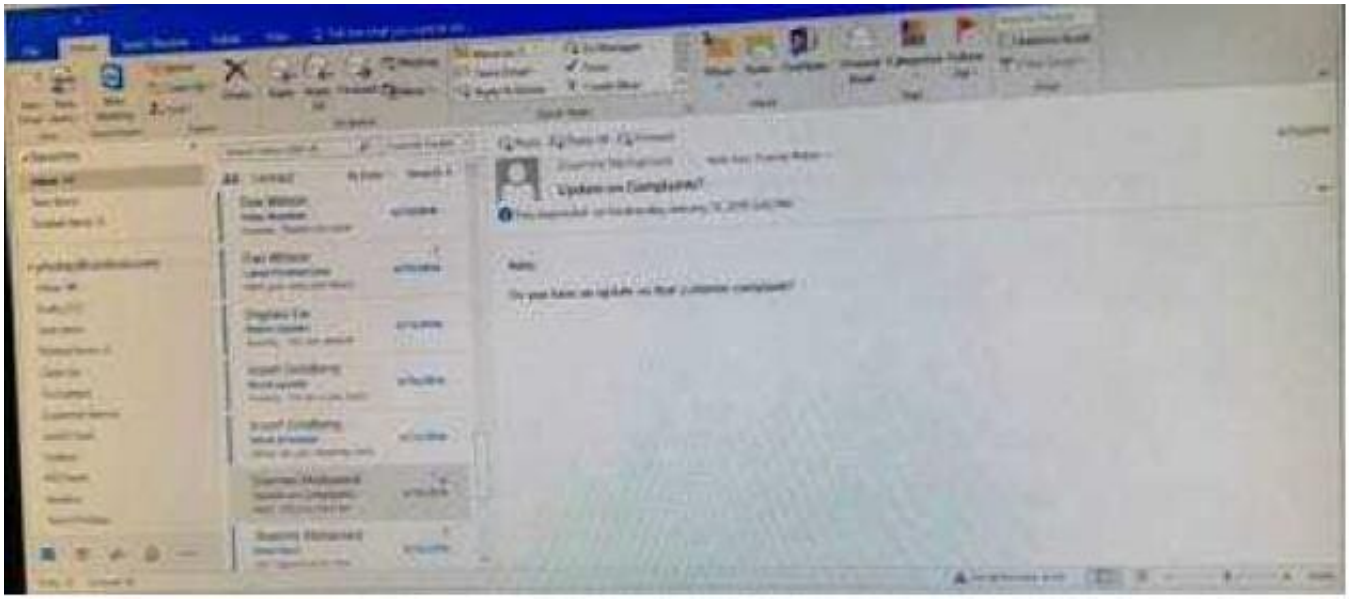
Correct Answer: See below for solution.

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.



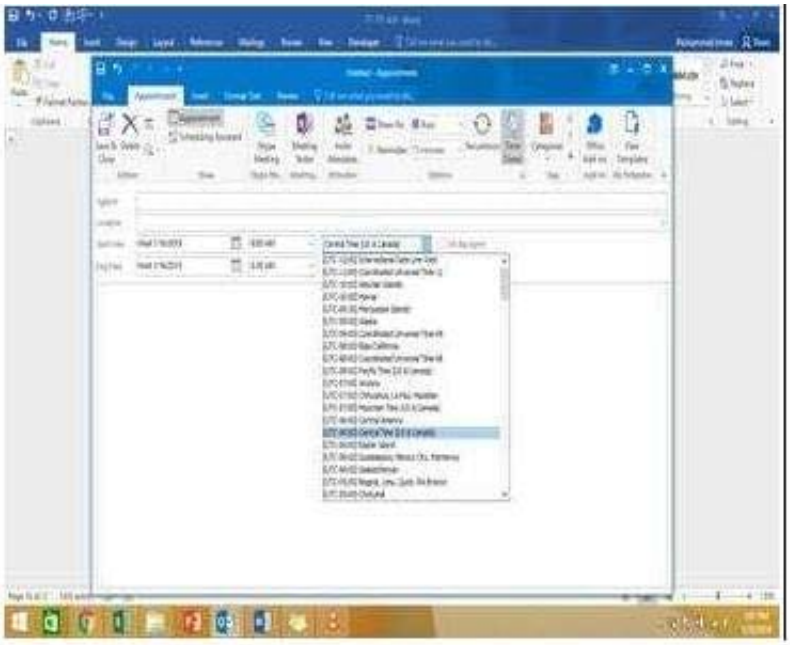
QUESTION 5

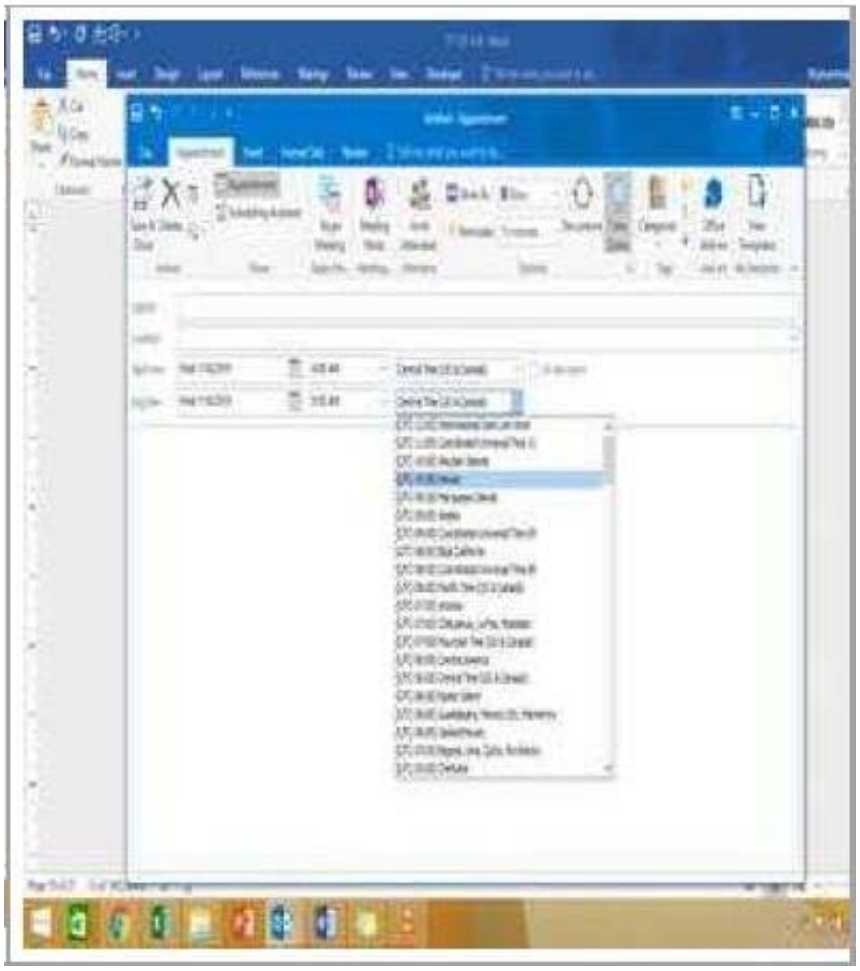
On the Calendar, locate the "Flight\\'\\' appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: See below for solution.

Locate and then double click on the “Flight\\'\\' appointment top open it. Click on time Zones and then select the required time and the time zone.





[77-731 VCE Dumps](#) [77-731 Exam Questions](#) [77-731 Braindumps](#)