



77-731^{Q&As}

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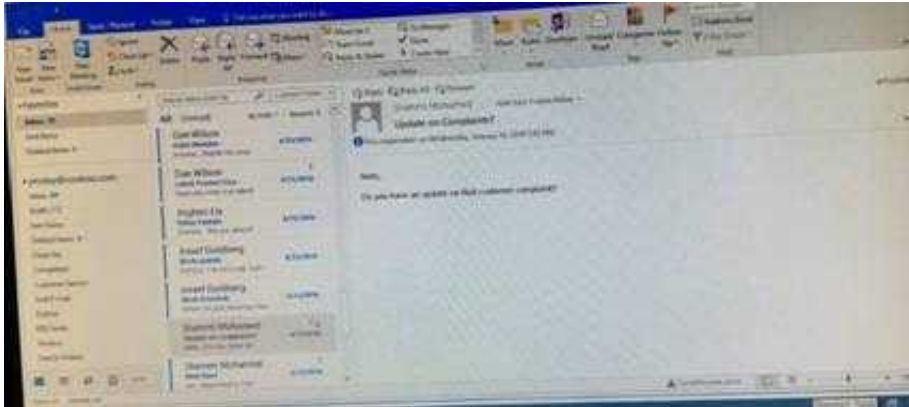
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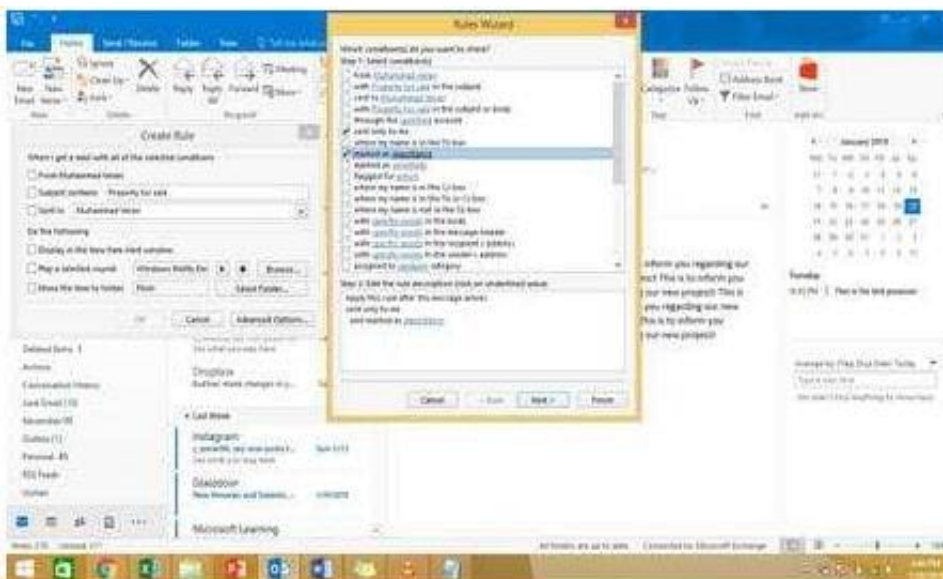
QUESTION 1

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.

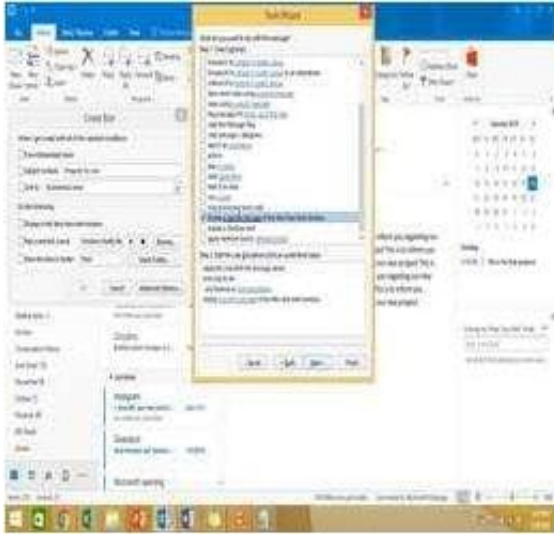


Correct Answer: See below for solution.

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

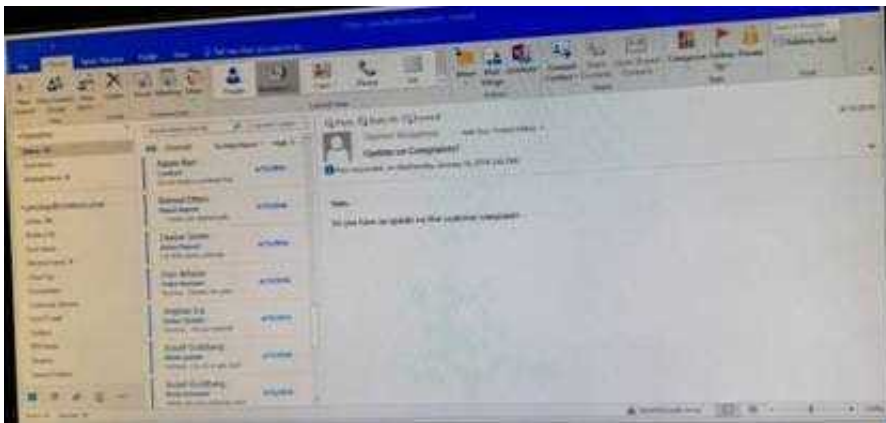


Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



QUESTION 2

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 the click on "Forward Contact" "As a business card"

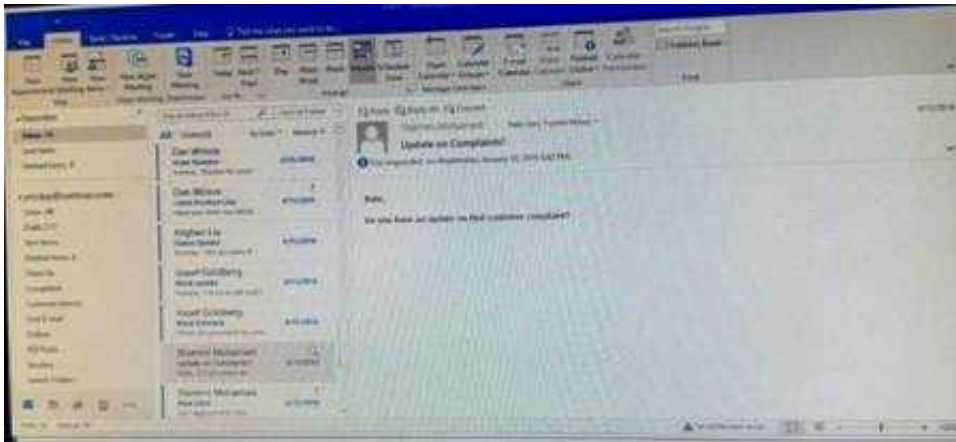


QUESTION 3

Create an appointment that has the subject '\\Working From Home\\'. Configure the appointment to recur from 8:00

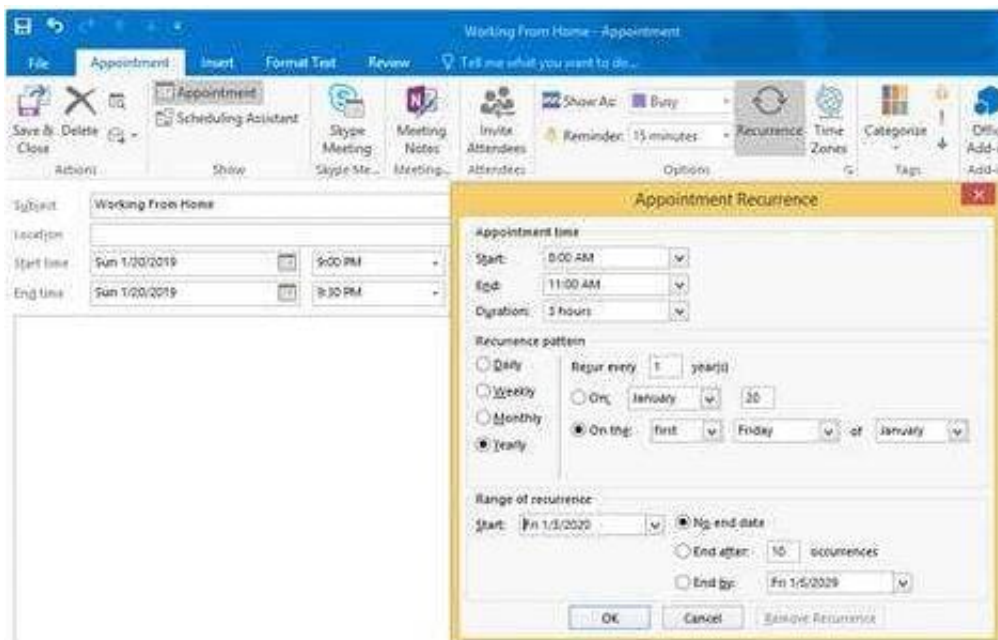


Am to 11:00 AM (from 8 o'clock until 11 o'clock) every other Friday starting the first Friday of next year. Show your time during the appointment as Working Elsewhere. Save close the appointment.



Correct Answer: See below for solution.

Create a new appointment and give the following options in "Recurrence".



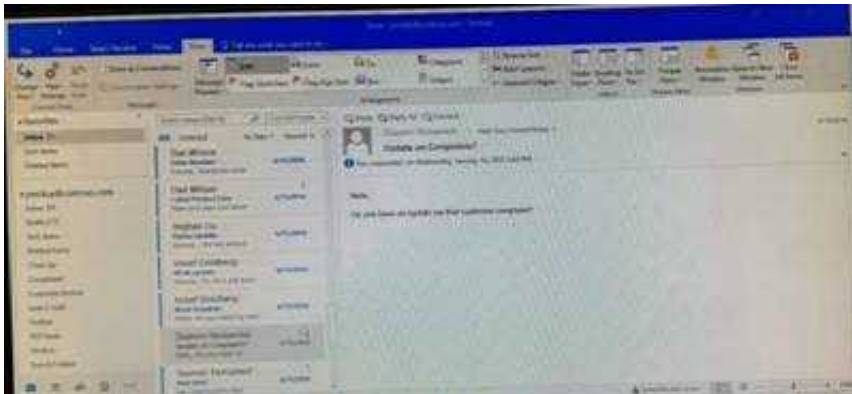
In Show as, select "Working elsewhere" and save and close the appointment.



QUESTION 4



Create a Search Folder named '\\\\Priority 1\\\\' that displays messages that are marked as high importance and have at least one attachment.



Correct Answer: See below for solution.

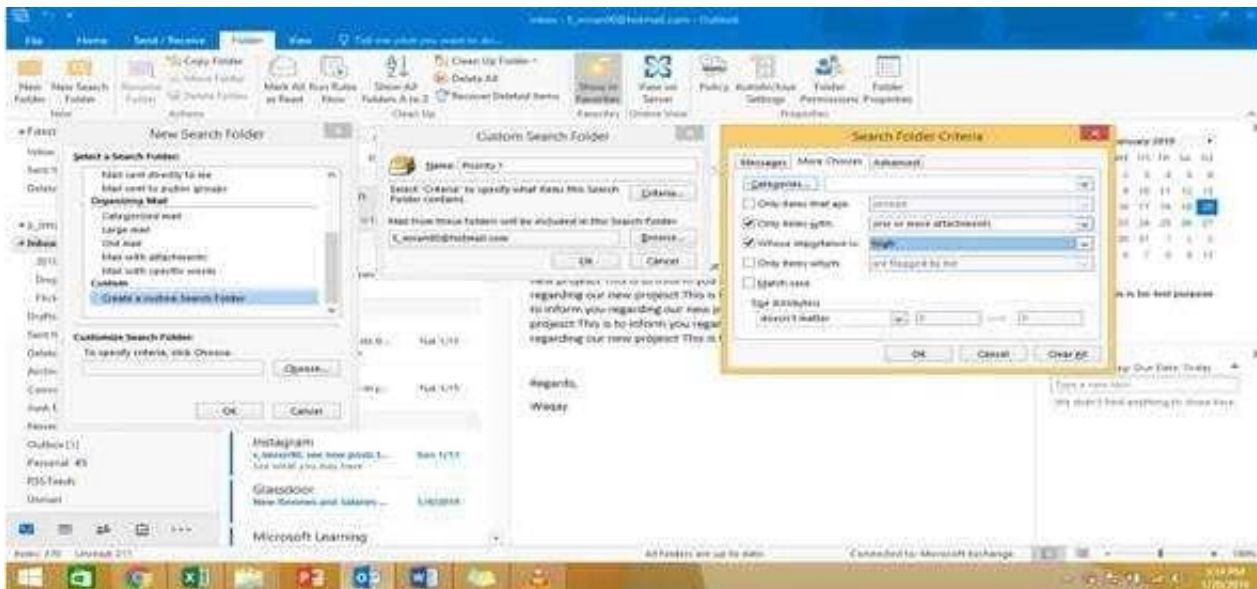
Go to Folder

Select "New Search Folder"

Select create custom search folder and click on "Choose"

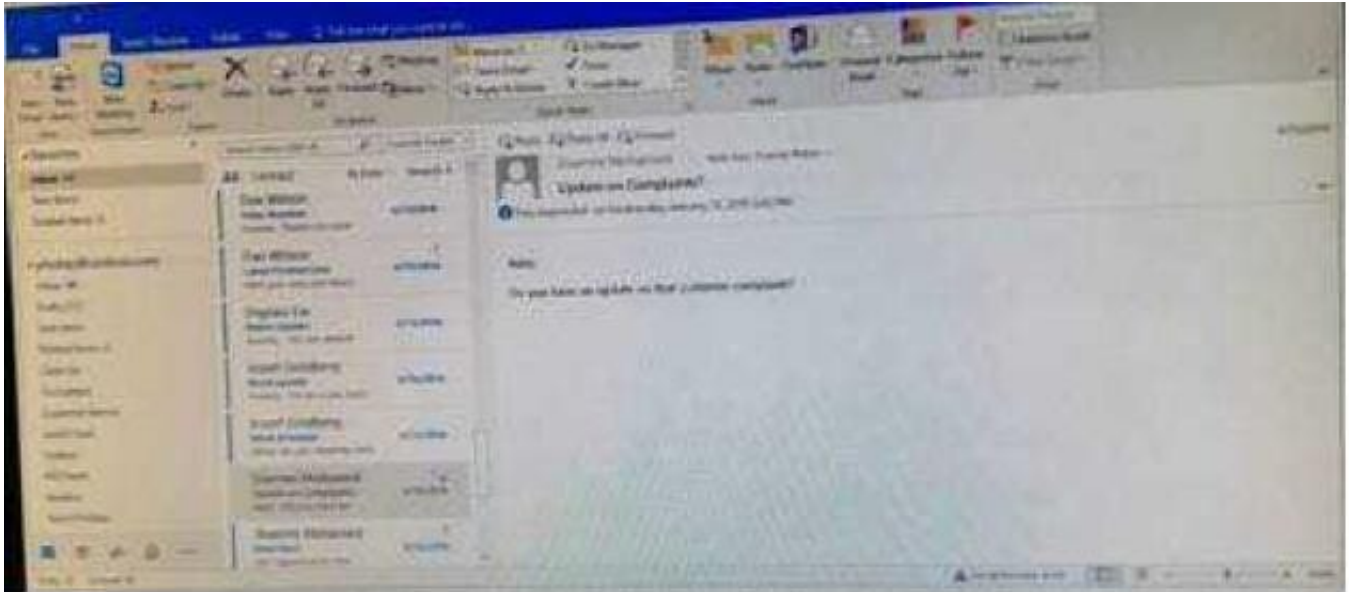
Give it name "Priority 1" and select "Criteria"

In "More choices tab" select the required options



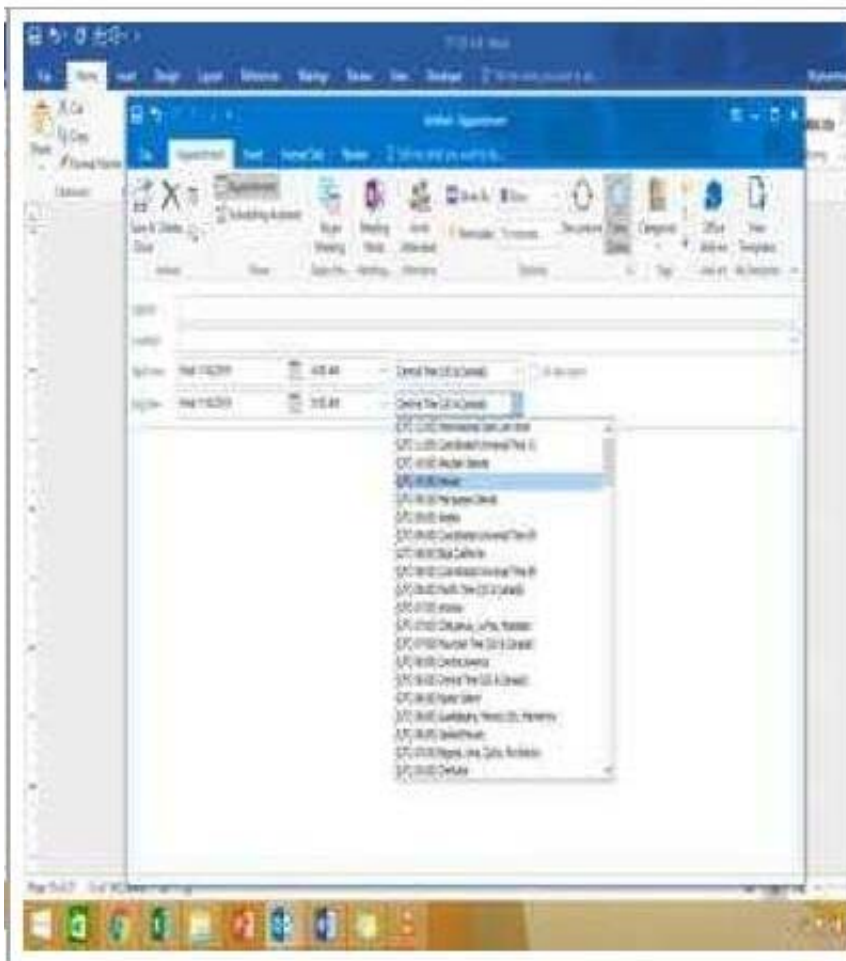
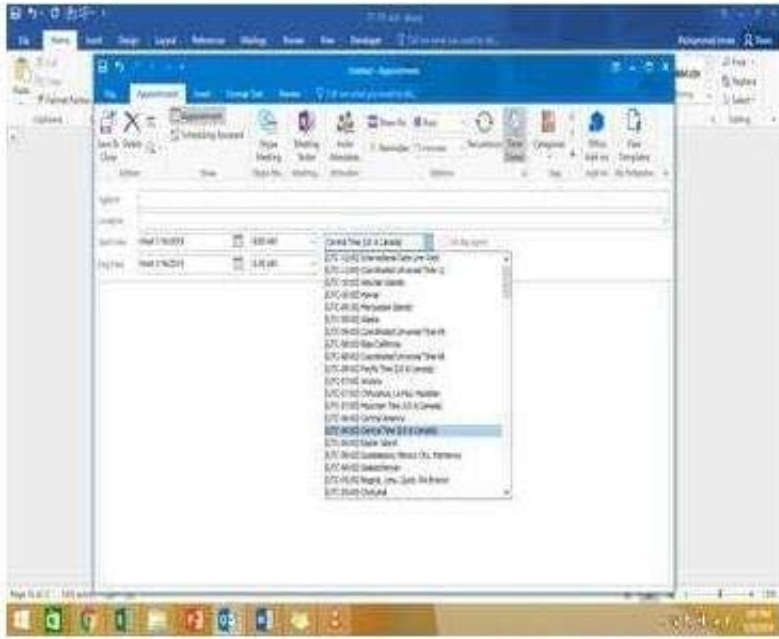
QUESTION 5

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.



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