77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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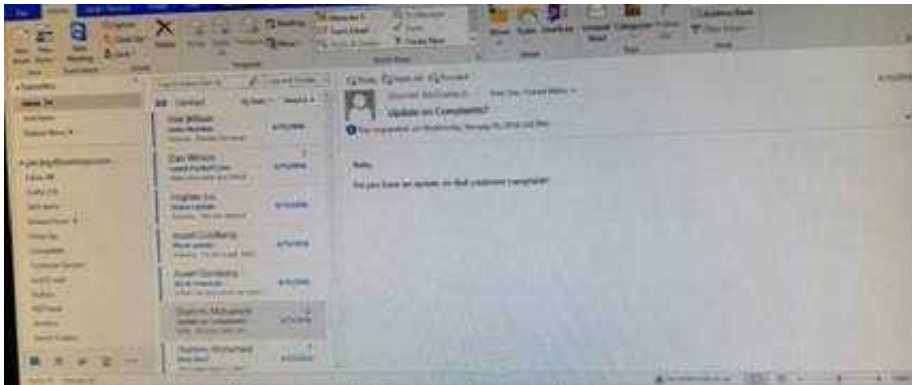Official Exam Center

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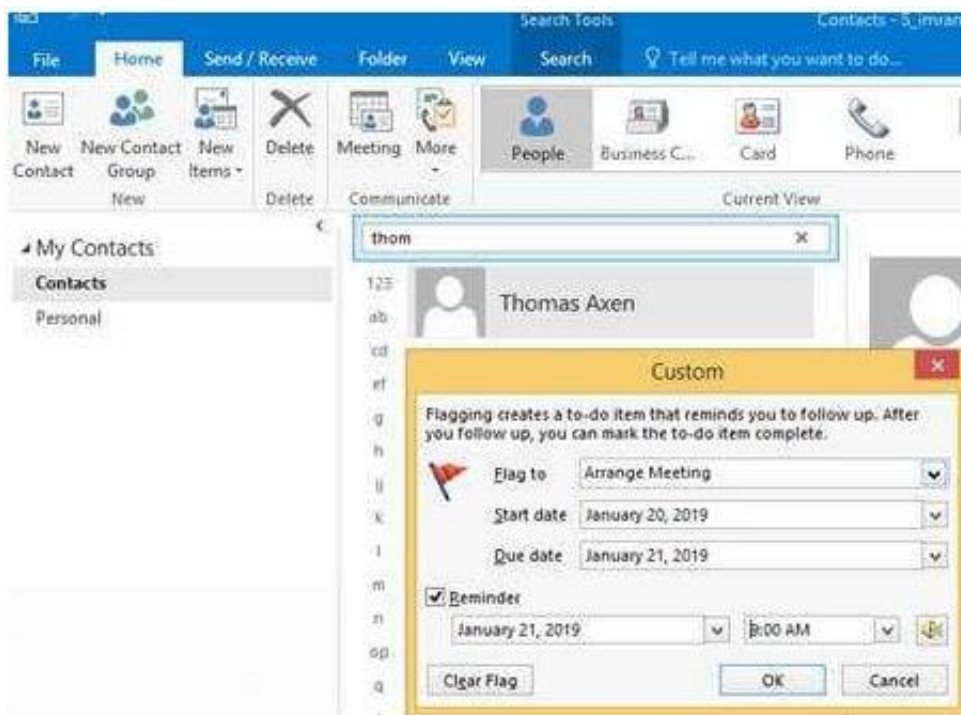⚙ **365 Days** Free Update

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QUESTION 1

Add the Arrange Meeting tag to the contact \\'\\'Thomas Axen\\'\\'. Set a start date of today and a due data of tomorrow. Set a reminder for 9:00 AM tomorrow.
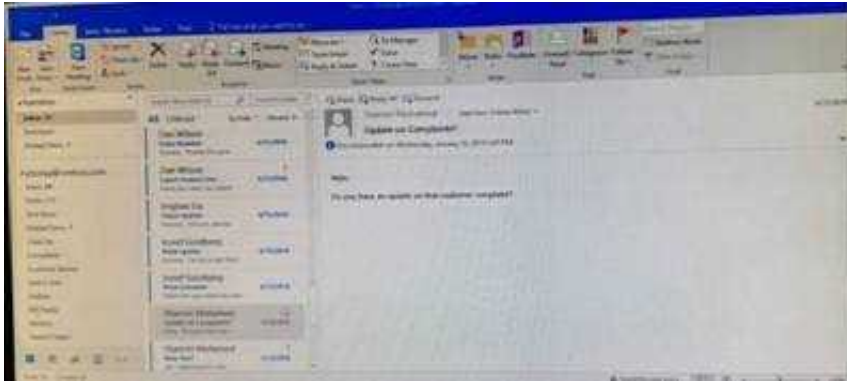

Correct Answer: See below for solution.

Go to contacts and search the \\'\\'Thomas Axen\\'\\' contact. Add follow up wit+h the following options
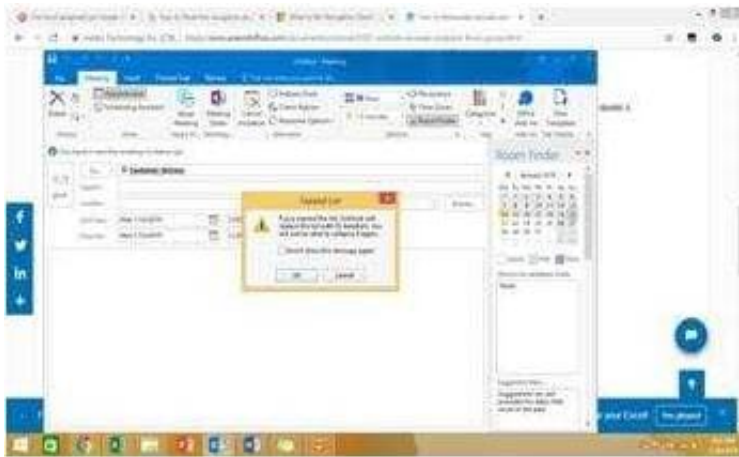

QUESTION 2

On the Calendar, locate the \\'\\'Team Review\\'\\' meeting that occurs on Thursday. Add all members of the \\'\\'Customer Service" group, except \\'\\'Andy Teal\\'\\', to the meeting as required attendees. Make \\'\\'Andy Teal\\'\\' an optional attendee. Send an invitation to all attendees.
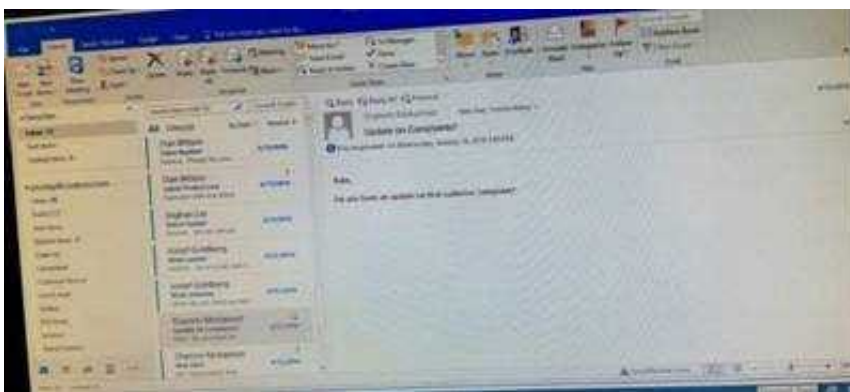
Correct Answer: See below for solution.

Locate the \\'\\'Team Review\\'\\'' meeting in calendar and double click to open it.

Select the customer service group and then click on + sign. On the Expand list box click on ok. Select and delete \\'\\'Andy Teal\\'\\'' and put it in Optional attendees.
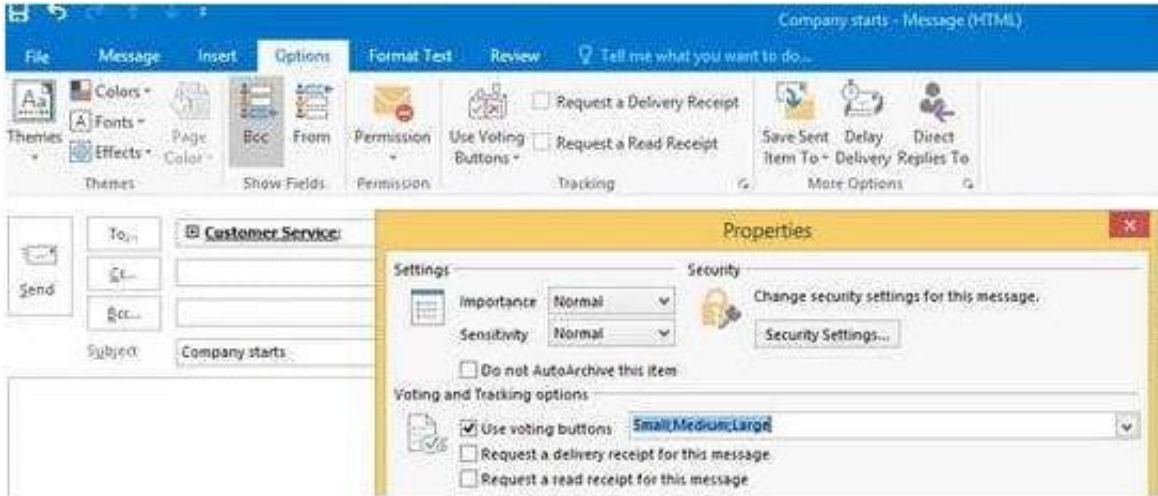

QUESTION 3

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

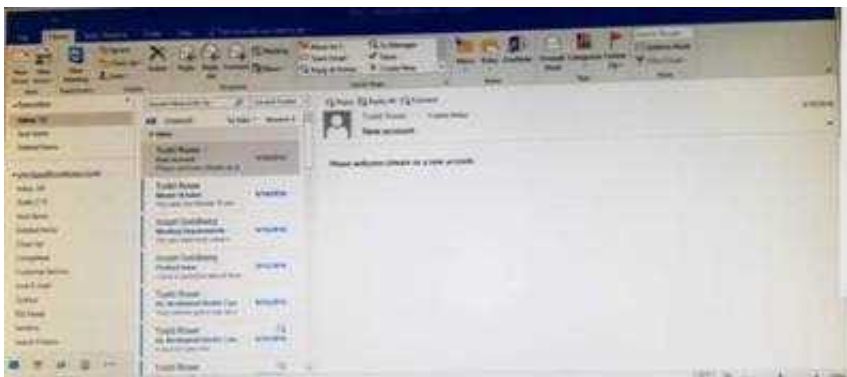Correct Answer: See below for solution.

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.
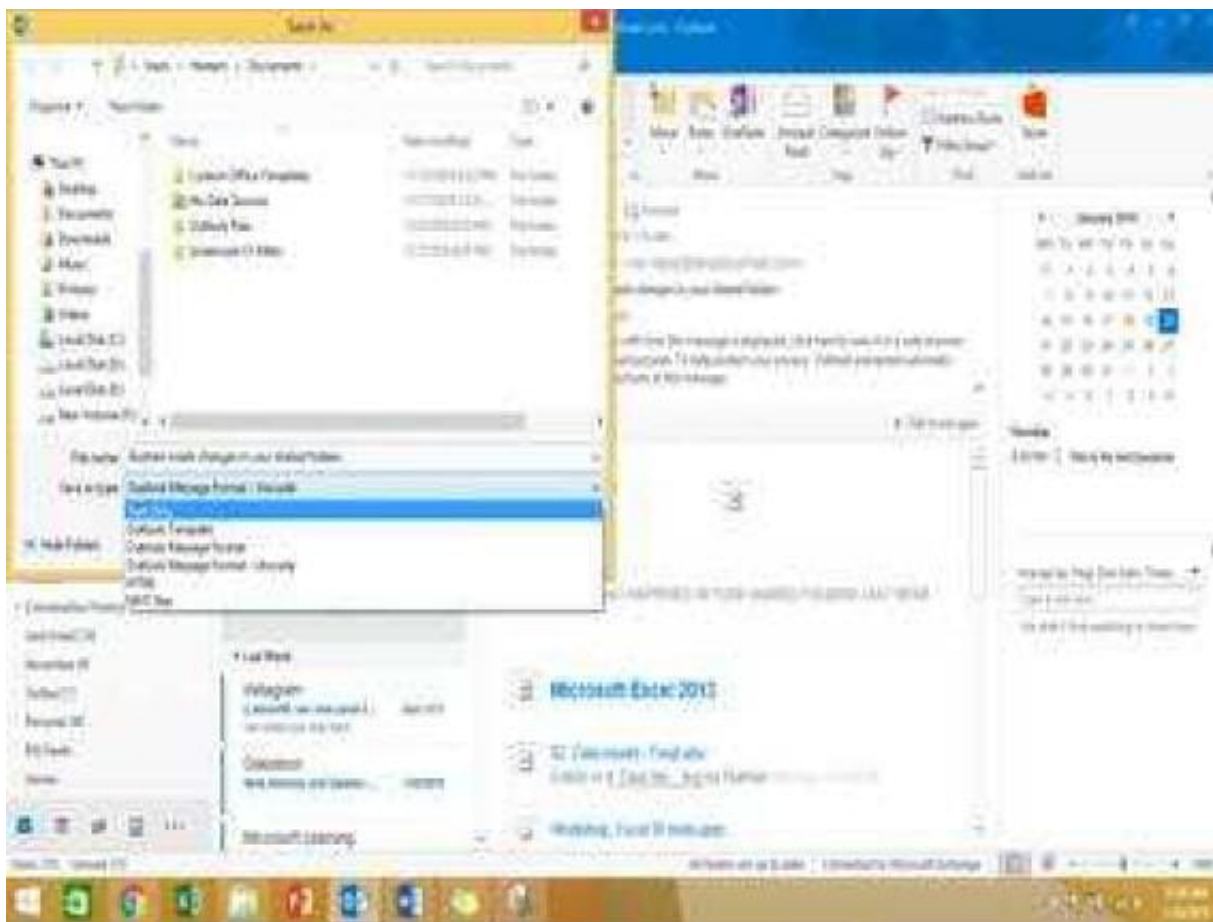

QUESTION 4

In the inbox locate the \\'\\'Flyer Template\\'\\' message. Save the message to the Documents folder as a text file. Use default file name.

Correct Answer: See below for solution.

Tap to select the message, go to File -Save As and select "Text Only" in Save As type
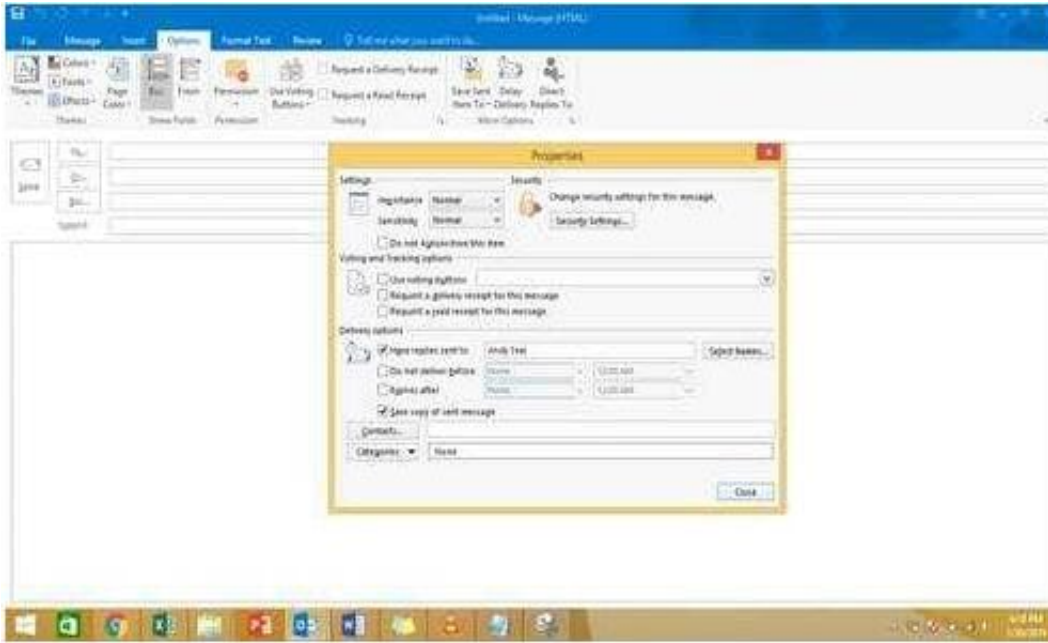
QUESTION 5

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.

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