77-884^{Q&As}

Outlook 2010

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QUESTION 1

Jane is working in the Sales department at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

Jane receives an email from the Sales Manager. Jane wants to flag the email and assign start and due dates to the email.

Which of the following keyboard shortcuts could Jane use to open the Flag for Follow Up dialog box?

A. CTRL + SHIFT + G

B. CTRL + SHIFT + B

C. CTRL + SHIFT + W

D. CTRL + SHIFT + S

Correct Answer: A

QUESTION 2

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use

Microsoft Outlook 2010 for their email clients.

Dan is a member of your project team. You create a task and assign it to Dan. You have entered information into the Billing and Mileage fields of the task.

Dan double clicks the task to open it.

How can Dan view the information in the Billing and Mileage fields of the task?

A. By clicking the Recurrence option on the Task tab.

B. By clicking the Details button on the Task tab.

C. By clicking the Task button on the Task tab.

D. By clicking the Properties button on the File tab.

Correct Answer: B

QUESTION 3

You work as a Support Analyst at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company

email server. The email server is configured for Exchange, POP3, IMAP and HTTP connections.

You receive a call from a user saying that they are trying to perform a search for a public folder. He has the Search box to open the Search tab. The user reports that when they click the Search Tools button, there is no Find Public Folder

option.

How can you solve the user\\'s problem?

A. By configuring the Indexing Options in the user\\'s Outlook to include the Public Folders.

B. By configuring the user\\'s Outlook to use an IMAP account.

C. By configuring the user\\'s Outlook to use a Microsoft Exchange account.

D. By configuring the Internet Directory Service in the user\\'s Outlook.

Correct Answer: C

QUESTION 4

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the IMAP based company email server.

A user named Mia in the Human Resources (HR) department adds an appointment to her calendar. Other users in the HR department have permission to view Mia\\'s calendar. The appointment contains confidential information.

How can Mia prevent other users from viewing the confidential appointment information without affecting their ability to view other appointments?

A. By configuring the appointment to show the time as Free.

B. By selecting the Private option in the appointment.

C. By modifying the permissions of the calendar.

D. By configuring a new Calendar Group.

Correct Answer: B

QUESTION 5

You work as a Systems Administrator at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010

company email server. The email server is configured for Exchange, POP3, IMAP and HTTP connections.

You use Outlook 2010 on your work computer to access your company email. You also use Outlook 2010 on your home computer to access your company email.

You want to be able to access your company email from any computer such as a computer in an Internet Cafe or an airport terminal.

Which technology should you use to access your company email?

A. An email account configured POP3 access.

B. An email account configured for Outlook Anywhere (RPC over HTTP) access.

C. An email account configured IMAP access.

D. An email account configured Outlook Web Access.

Correct Answer: D

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