



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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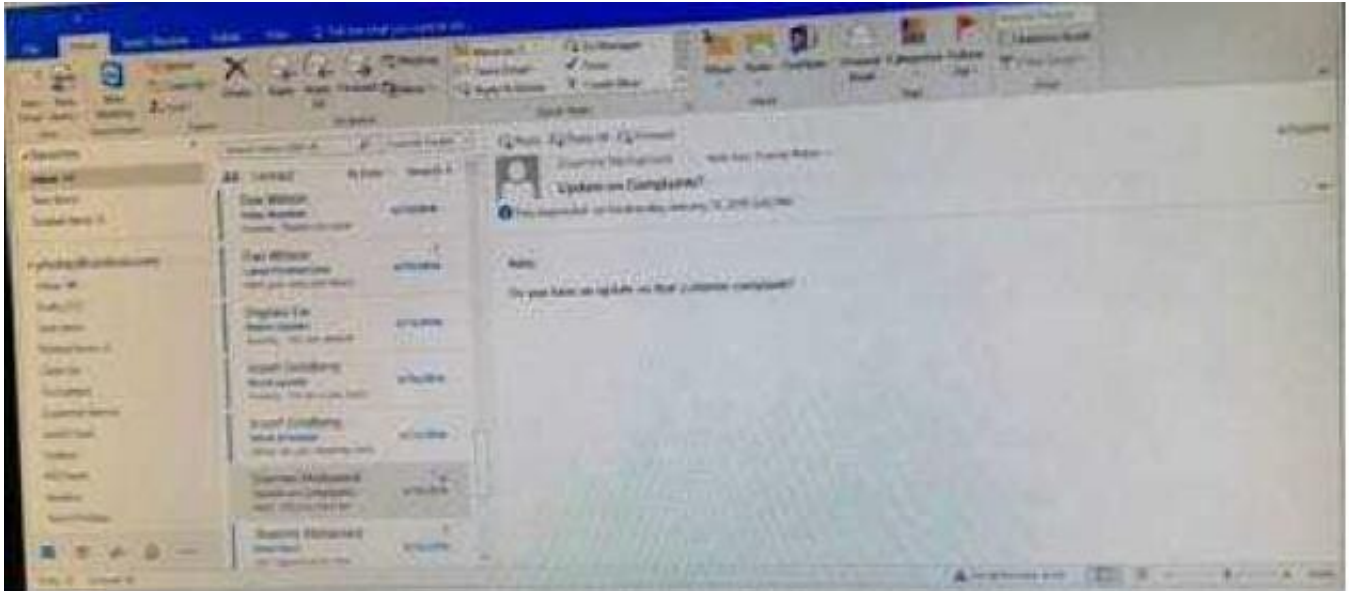
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QUESTION 1

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.

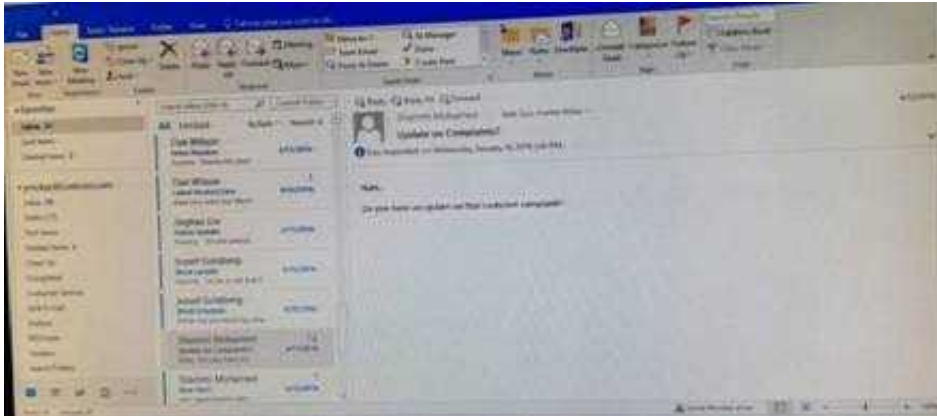


Correct Answer: See below for solution.

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.

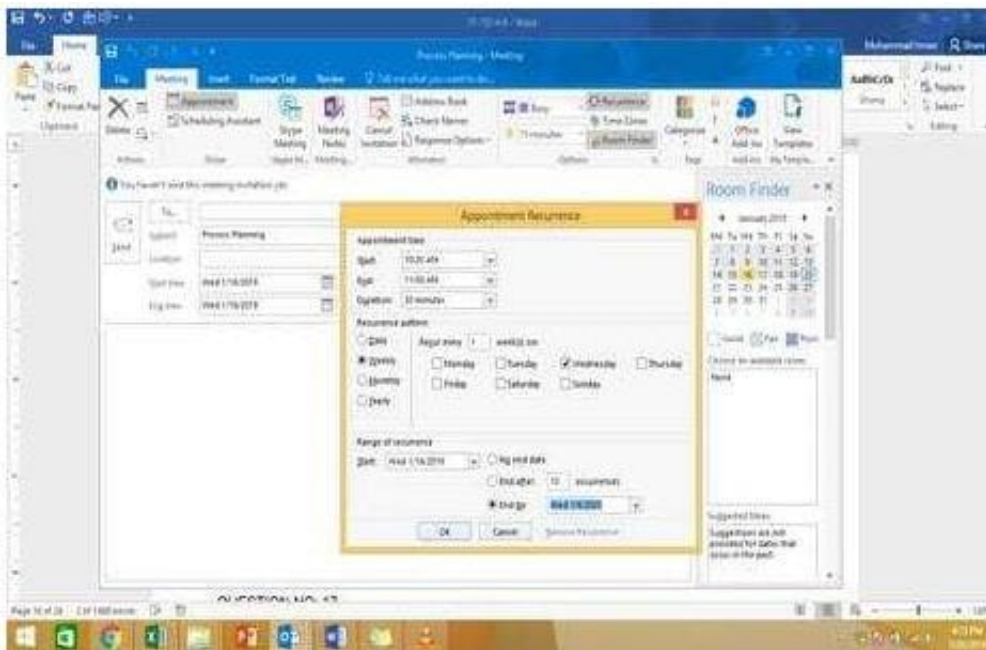


On the Calendar, locate the '\\\\'Process Planning\\\\' meeting that occurs every Wednesday. Update the meeting series to end on the second Wednesday in January of next year. Send the meeting update.



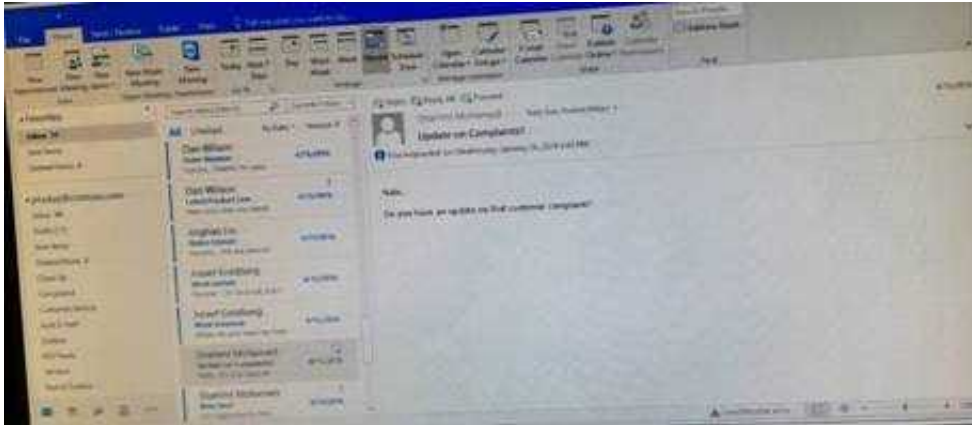
Correct Answer: See below for solution.

In calendar locate the '\\\\'Process Planning\\\\' meeting, double click and select the entire series option. Click on "recurrence" and then give the desired date in "End By" field.



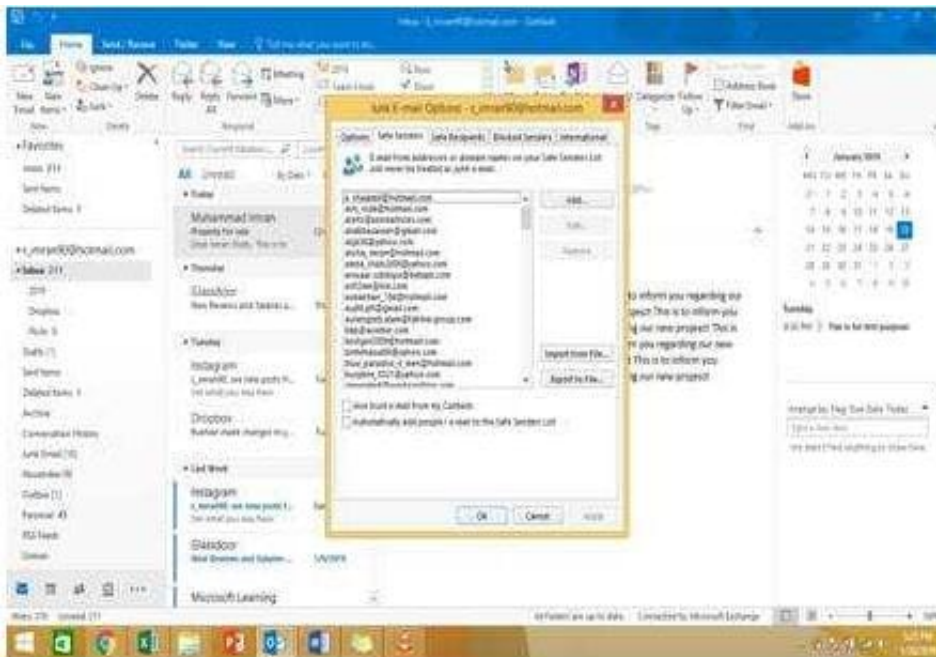
QUESTION 3

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



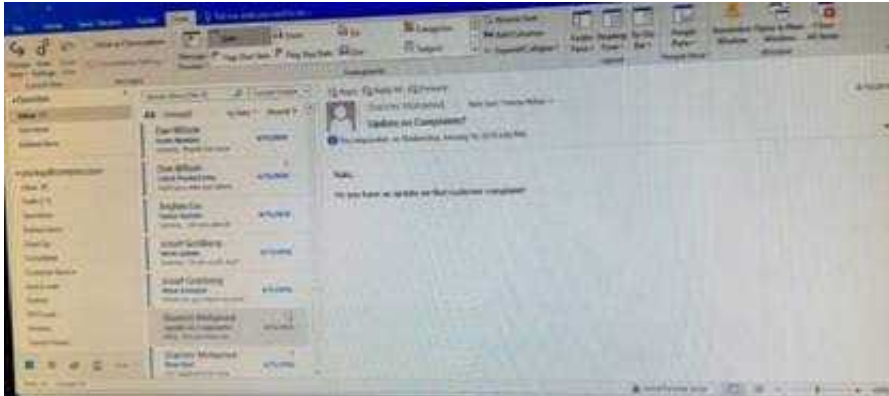
Correct Answer: See below for solution.

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



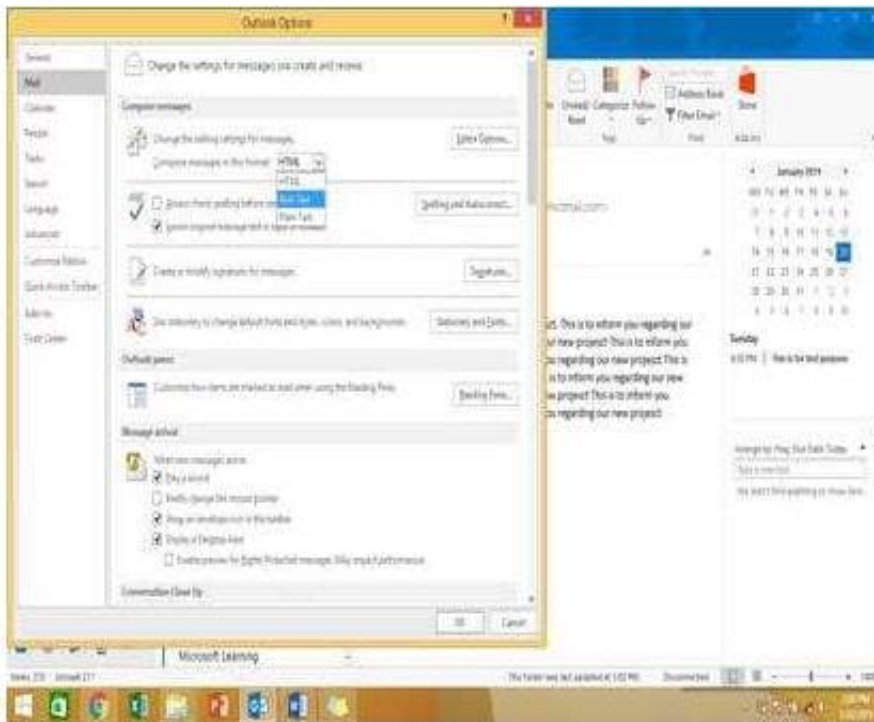
QUESTION 4

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



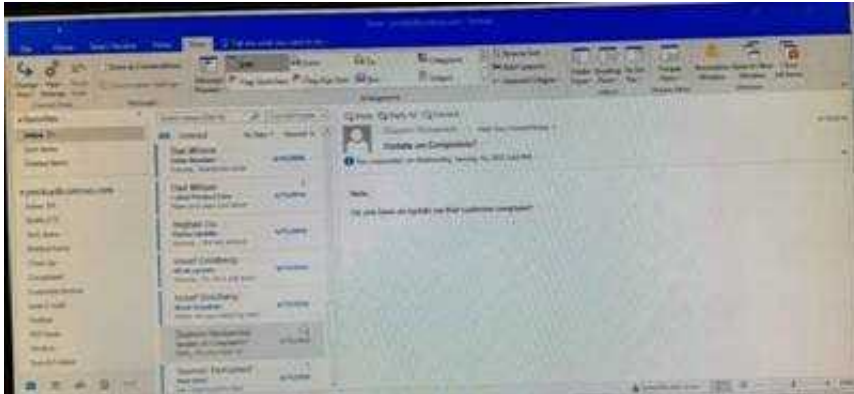
Correct Answer: See below for solution.

File -options -mail -select Rich Text



QUESTION 5

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.

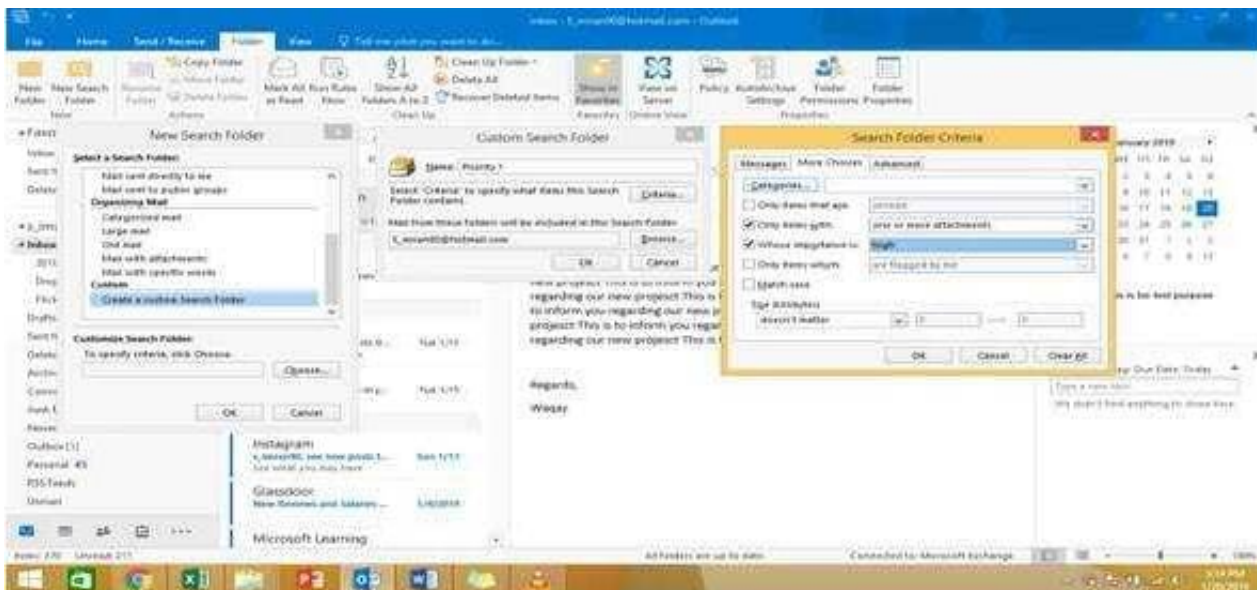
Go to Folder

Select "New Search Folder"

Select create custom search folder and click on "Choose"

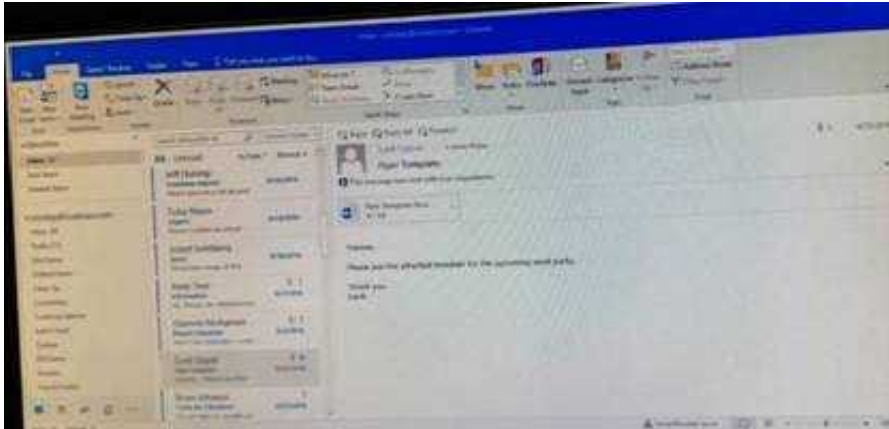
Give it name "Priority 1" and select "Criteria"

In "More choices tab" select the required options



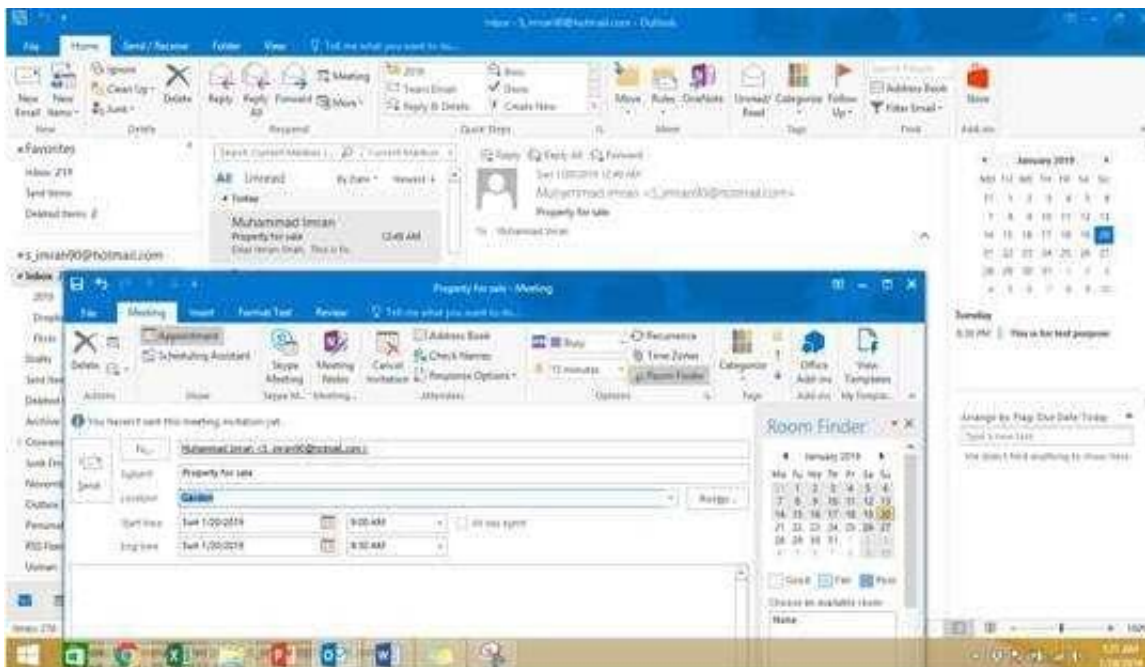
QUESTION 6

In the inbox, Locate the '\\Update on Complaints?' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in '\\Garden; Send the meeting request.



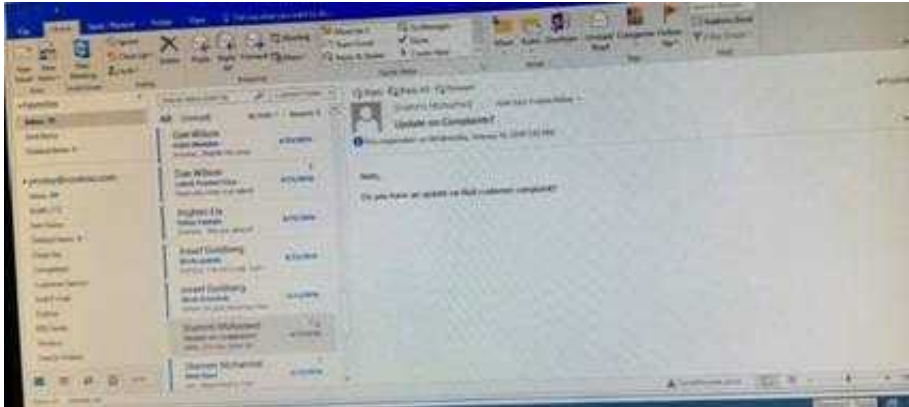
Correct Answer: See below for solution.

Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



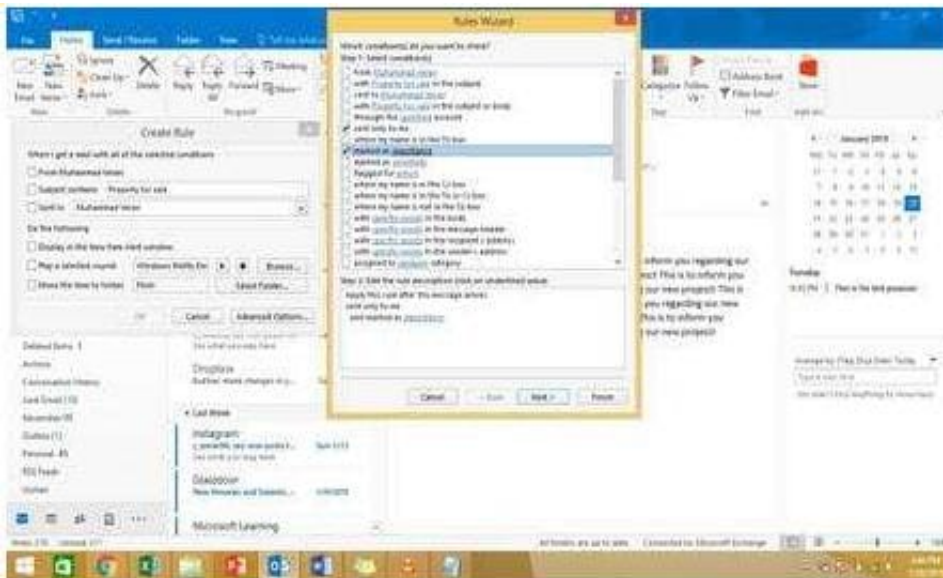
QUESTION 7

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.

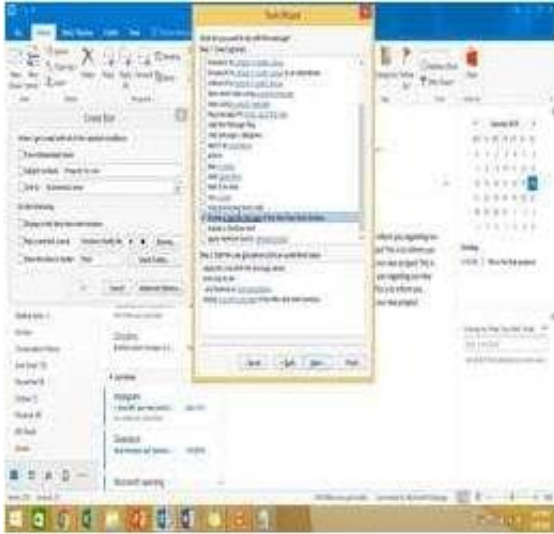


Correct Answer: See below for solution.

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

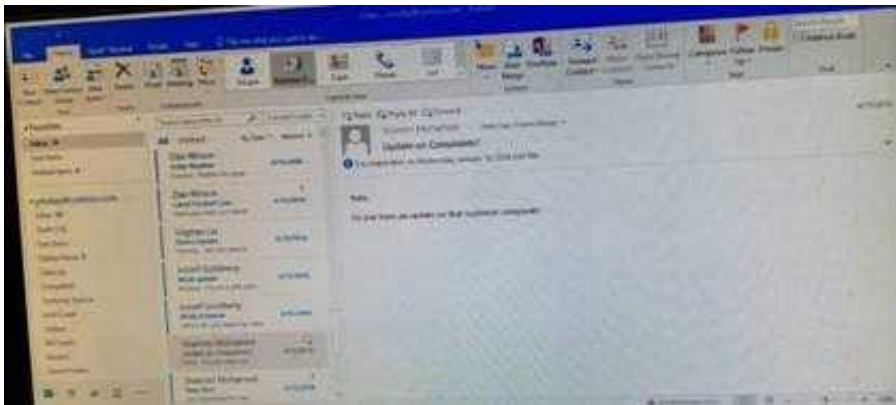


Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



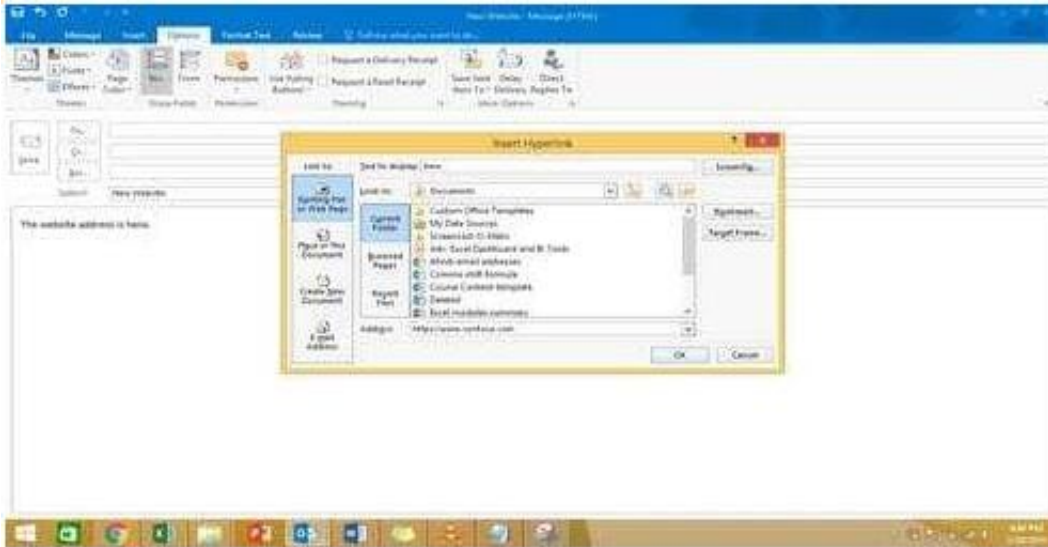
QUESTION 8

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.



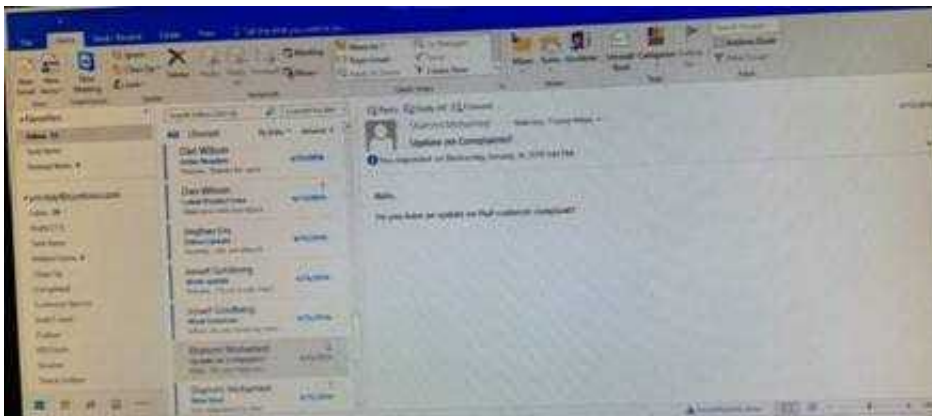
Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.



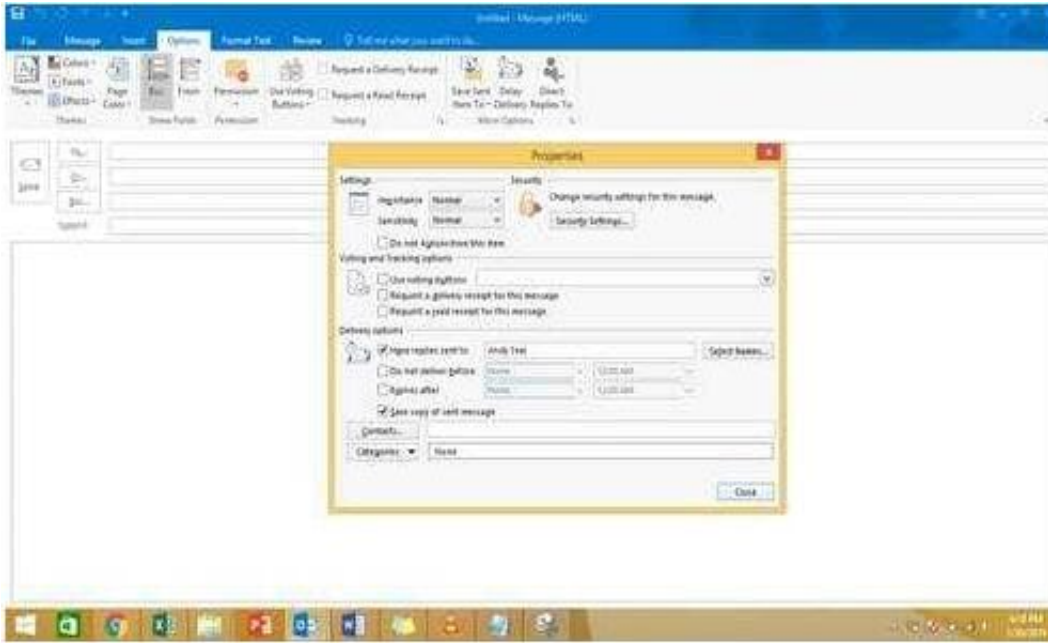
QUESTION 9

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



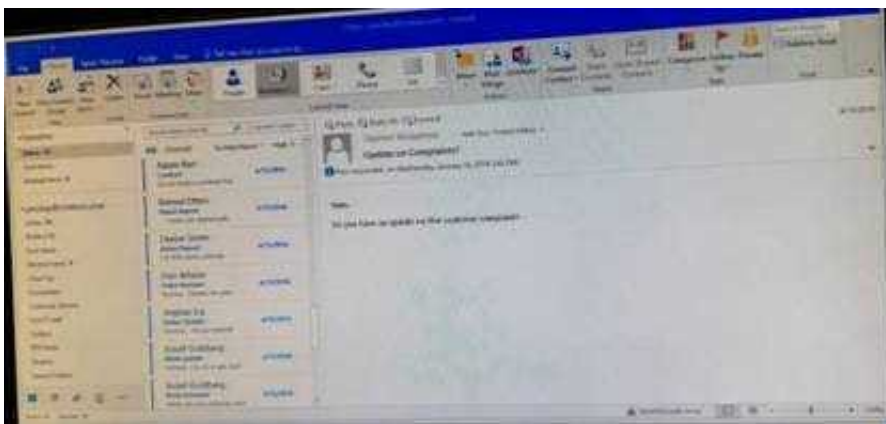
Correct Answer: See below for solution.

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 10

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"





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