



# 77-731<sup>Q&As</sup>

Outlook 2016 Core Communication, Collaboration and Email Skills

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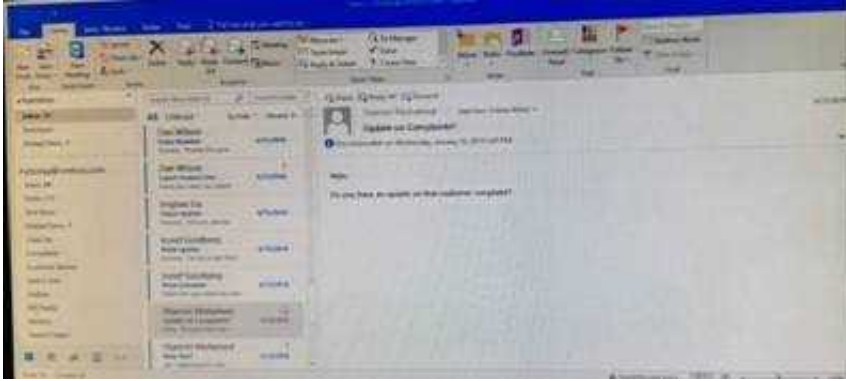
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## QUESTION 1

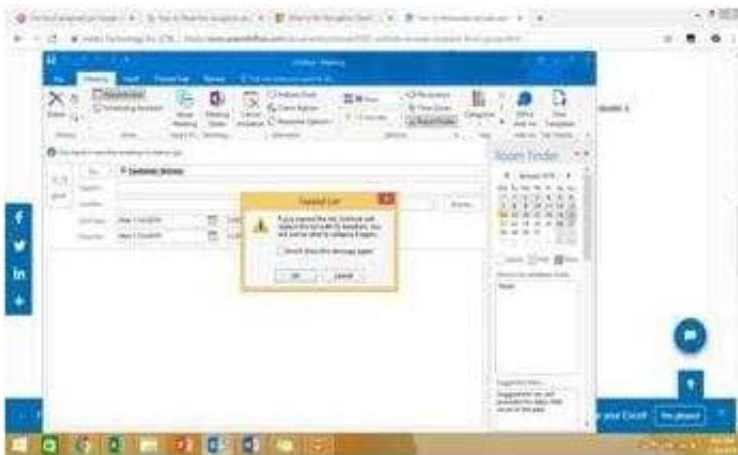
On the Calendar, locate the "Team Review" meeting that occurs on Thursday. Add all members of the "Customer Service" group, except "Andy Teal", to the meeting as required attendees. Make "Andy Teal" an optional attendee. Send an invitation to all attendees.



Correct Answer: See below for solution.

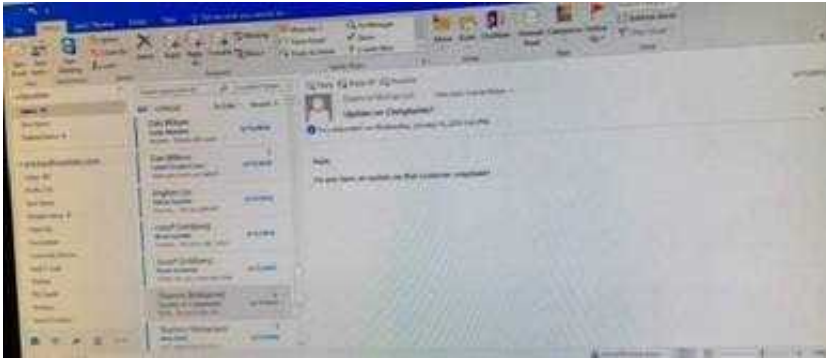
Locate the "Team Review" meeting in calendar and double click to open it.

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.



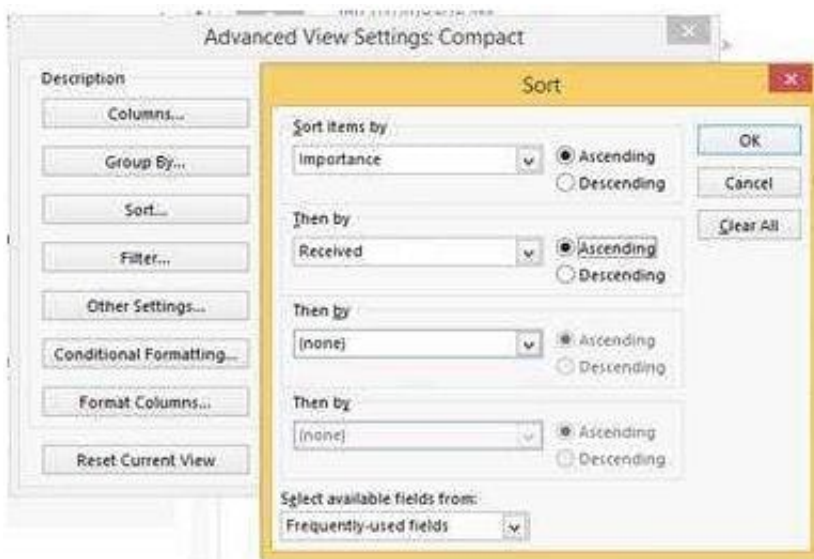
## QUESTION 2

Sort the messages in the inbox by importance with high importance at the top and low importance at the bottom. Within each importance level, sort the messages by the date received with the most recent message shown first.



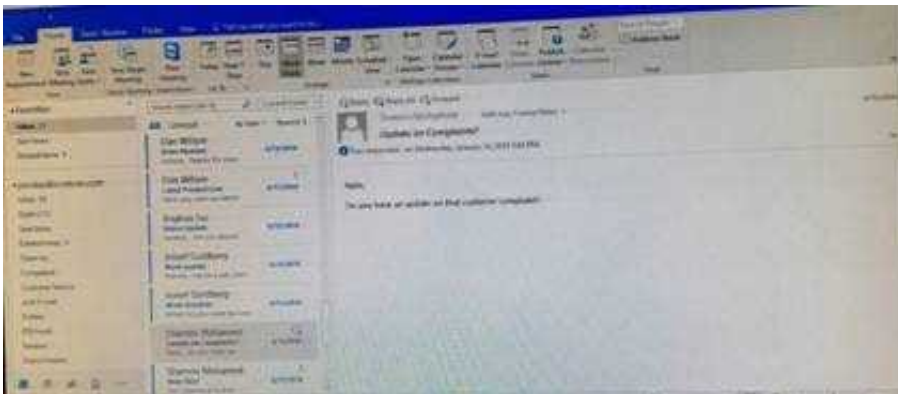
Correct Answer: See below for solution.

Click on View tab and then View settings. In sort option select the following.



### QUESTION 3

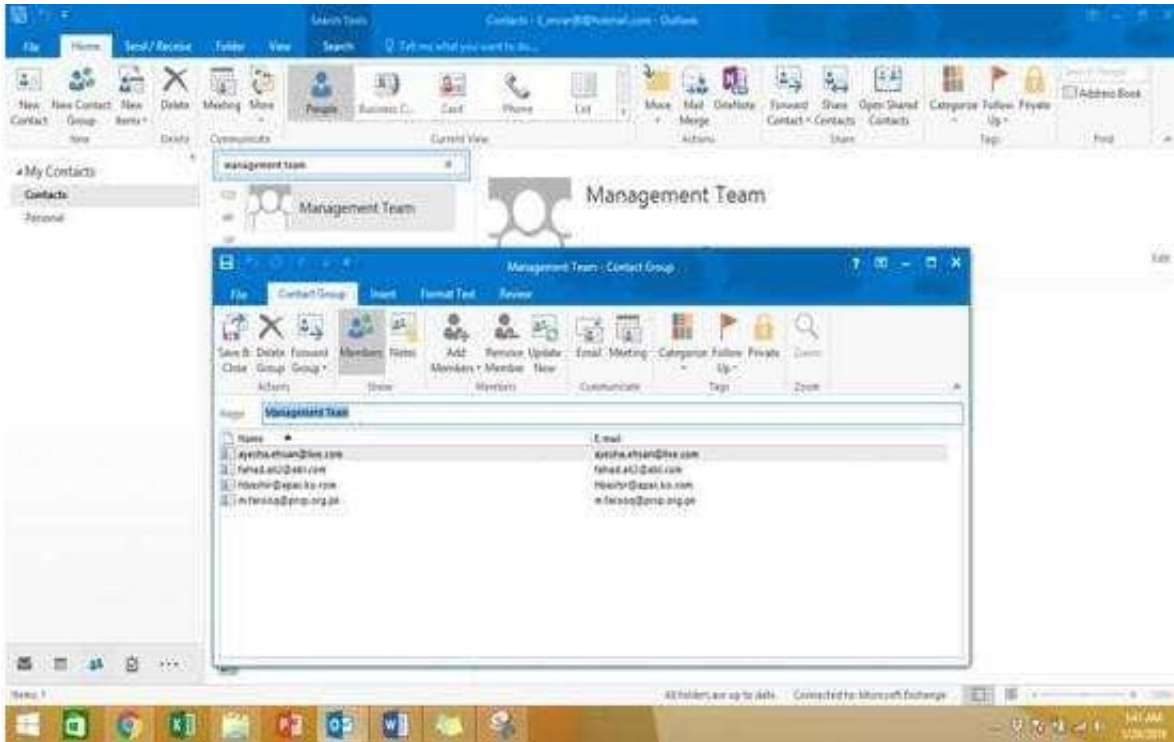
Add the contact '\\\\Dan Wilson' to the '\\\\Management Team\\\\' contact group. Save and close the contact group.



Correct Answer: See below for solution.

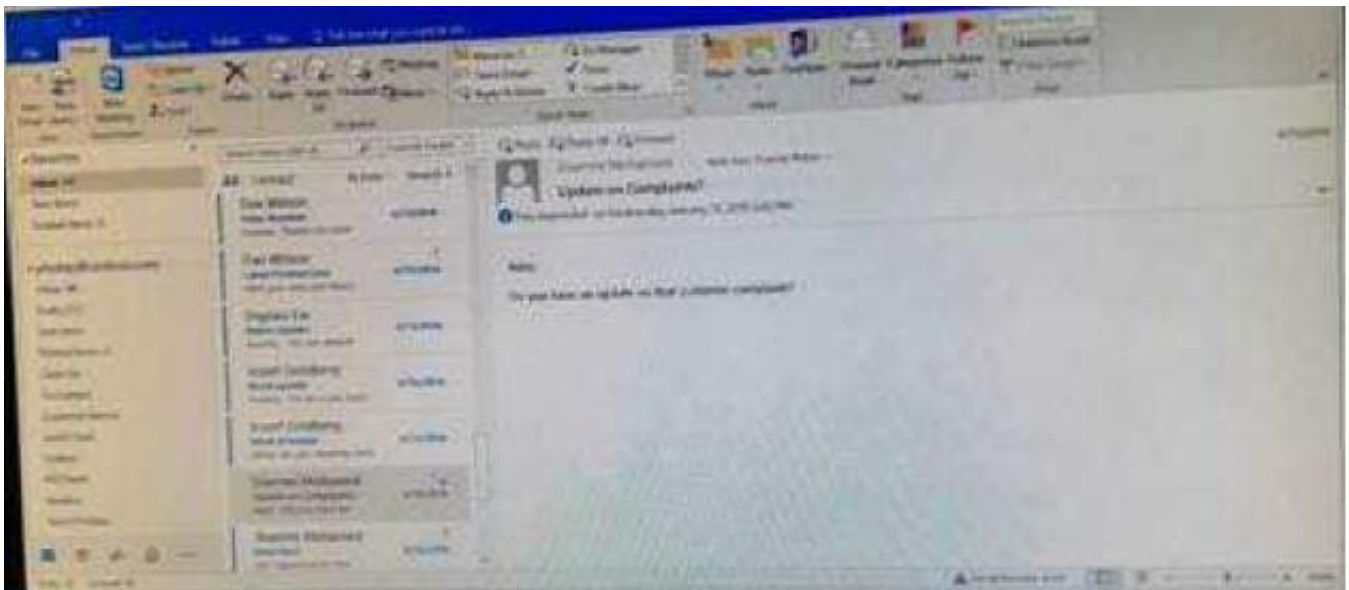


•Search the “management team” contact group Double click the contact group Click Add Members and then select the desired list and search and add members



#### QUESTION 4

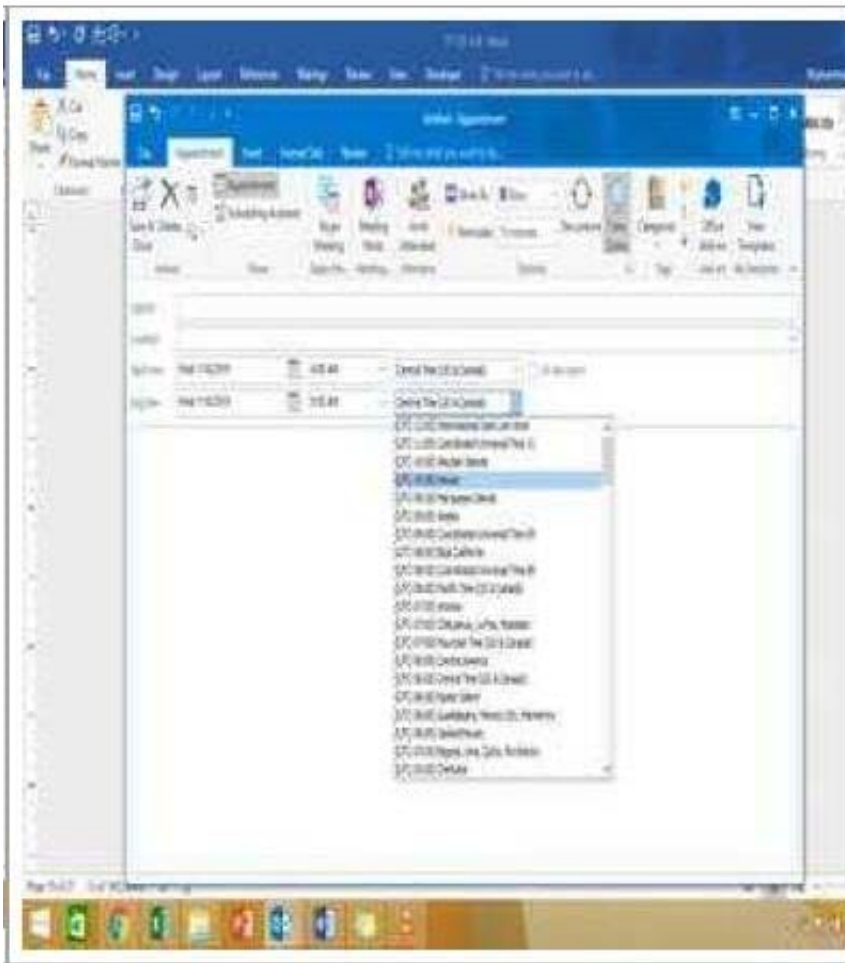
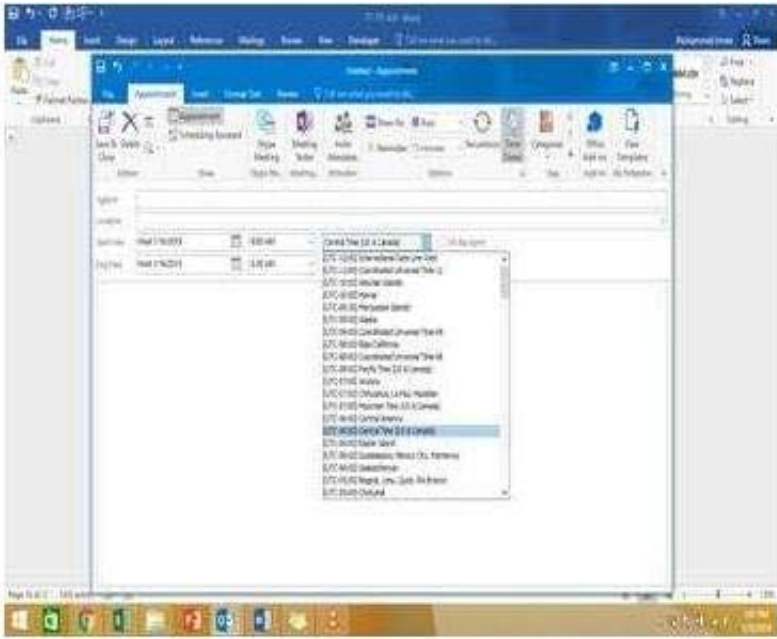
On the Calendar, locate the "Flight\\\\" appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: See below for solution.



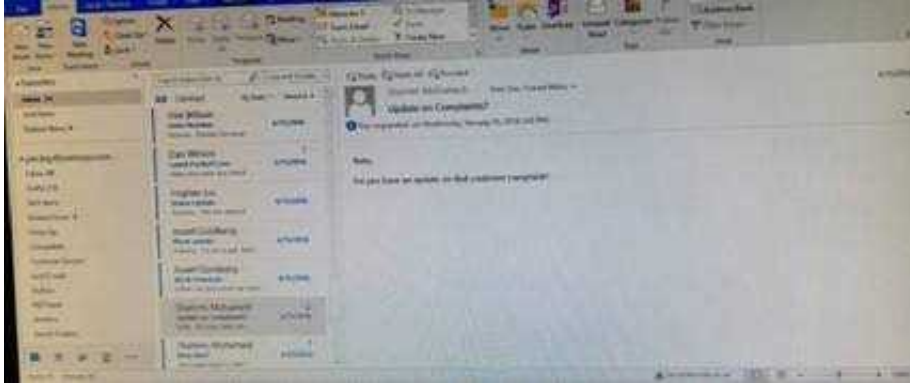
Locate and then double click on the "Flight\\\\" appointment top open it. Click on time Zones and then select the required time and the time zone.





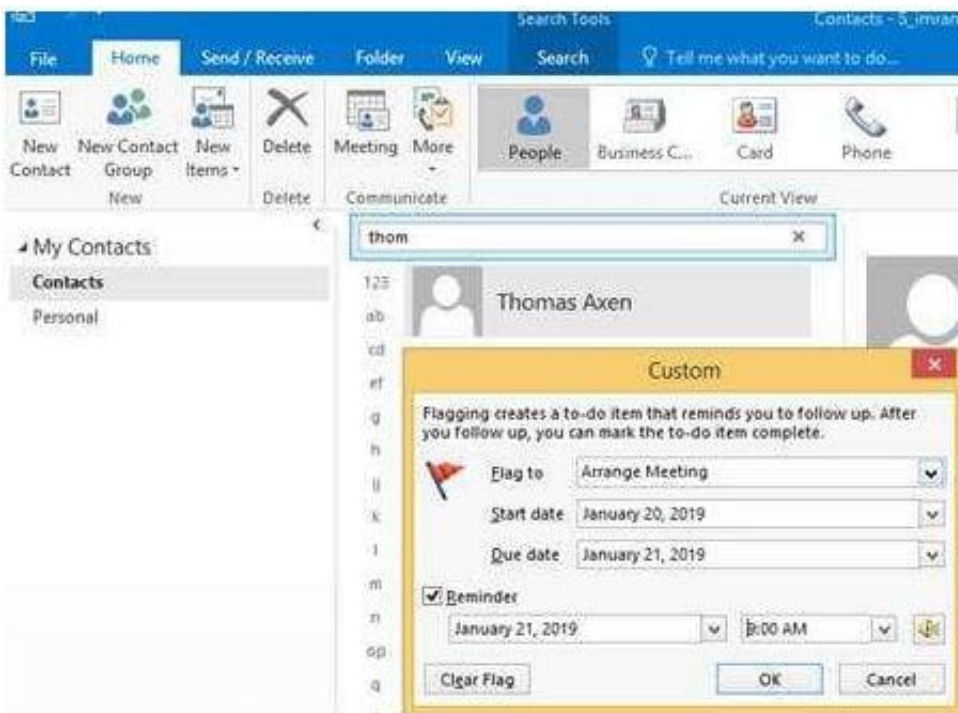
### QUESTION 5

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 with the following options



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