



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

Pass Microsoft 77-731 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

<https://www.pass4itsure.com/77-731.html>

100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft
Official Exam Center

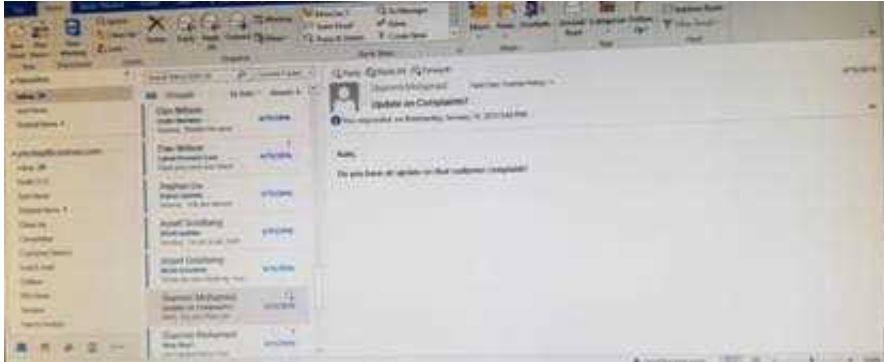
-  **Instant Download** After Purchase
-  **100% Money Back** Guarantee
-  **365 Days** Free Update
-  **800,000+** Satisfied Customers





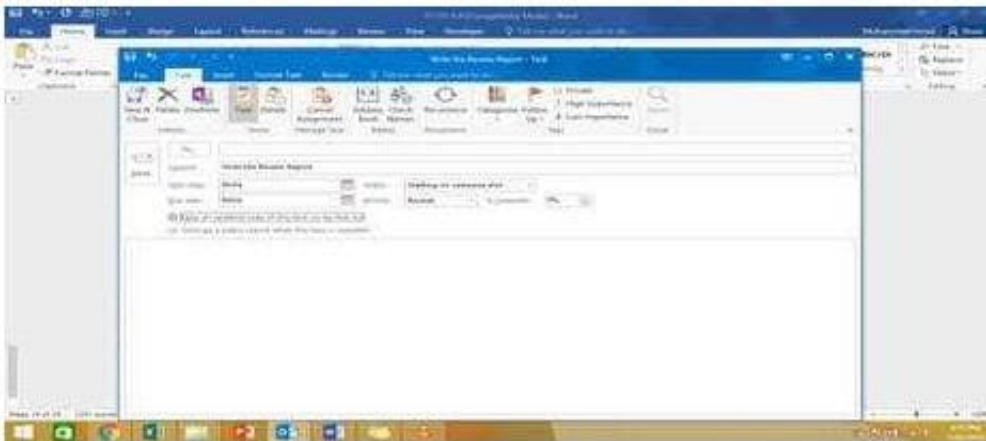
QUESTION 1

In the Tasks folder, locate the "Write the Review Report" task. Assign the task to "Kim Ralls" Set the status to Waiting on someone else. Do not keep updated copy of the task on your task list. Send the task.



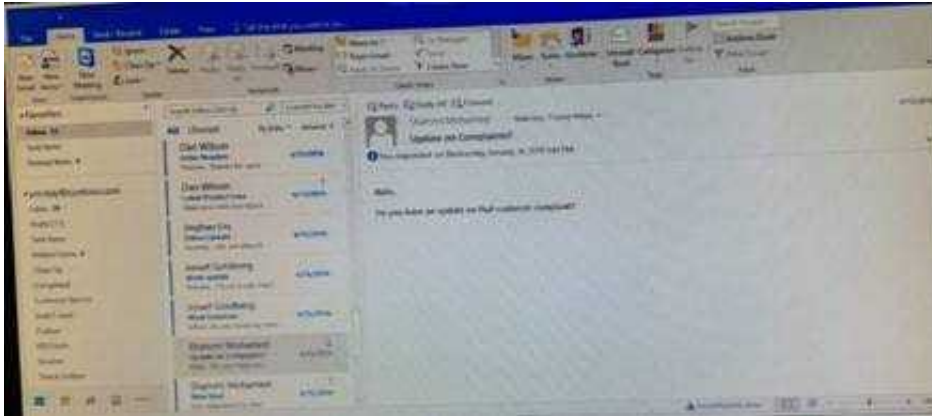
Correct Answer: See below for solution.

Click on the tasks on the navigation pane and locate the "Write the Review Report" task. Click on assign the task option. Select "Kim Ralls" and use the following options.



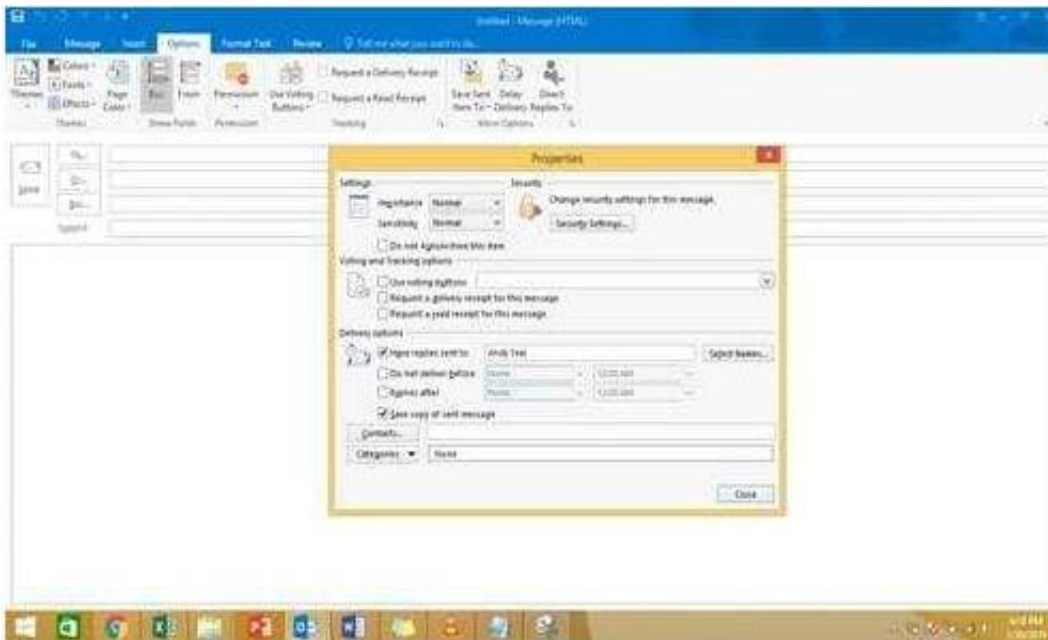
QUESTION 2

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



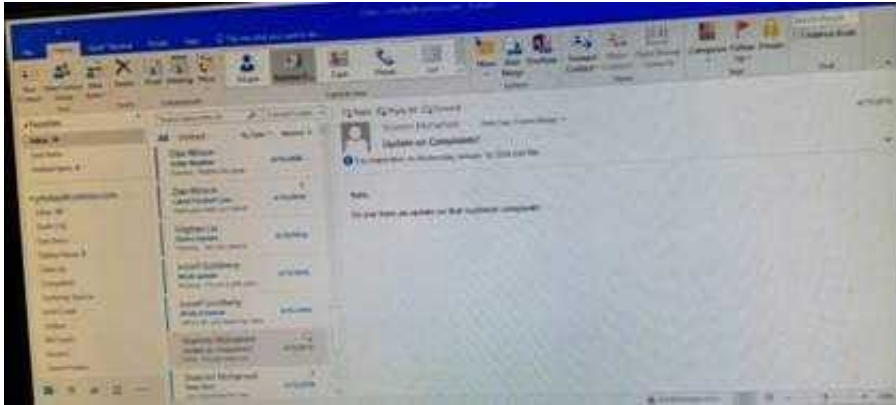
Correct Answer: See below for solution.

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.



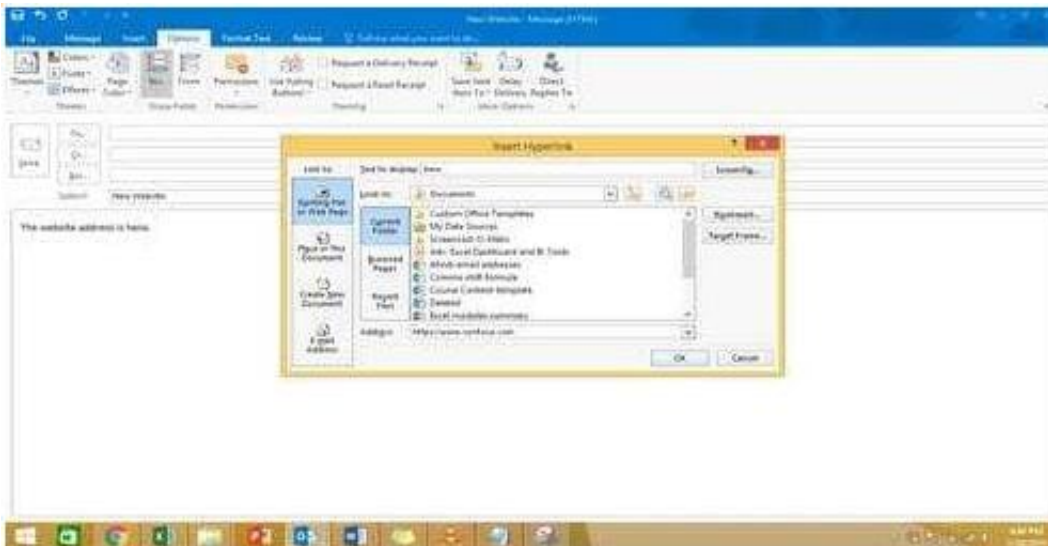
QUESTION 3

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.



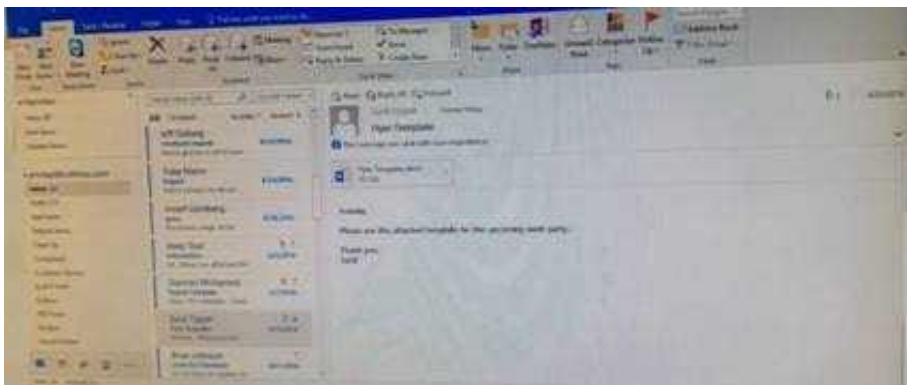
Correct Answer: See below for solution.

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



QUESTION 4

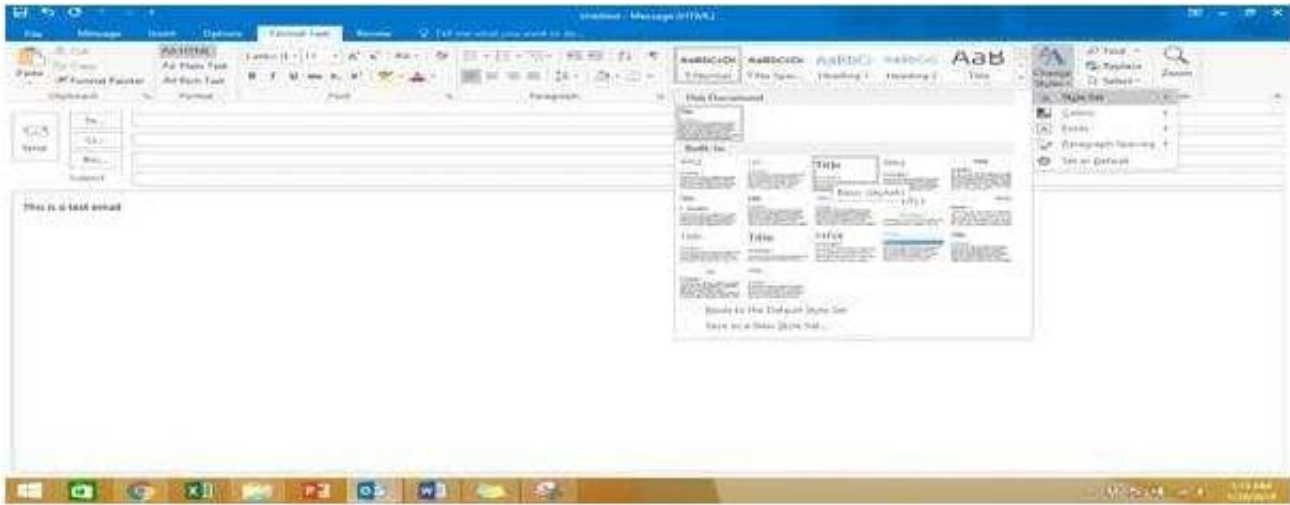
In the Drafts folder, open the '\\\\Process Development\\\\" message. Apply the Basic (Stylish) style set. Send the message.





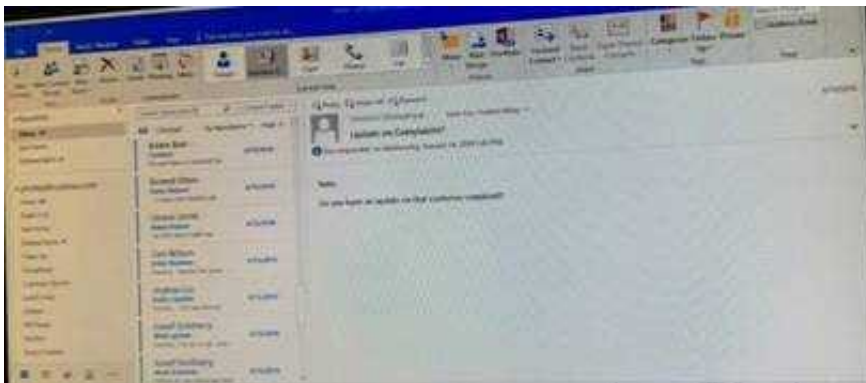
Correct Answer: See below for solution.

In message body click on Format Text tab -Change styles -Style set -select Basic (Stylish)



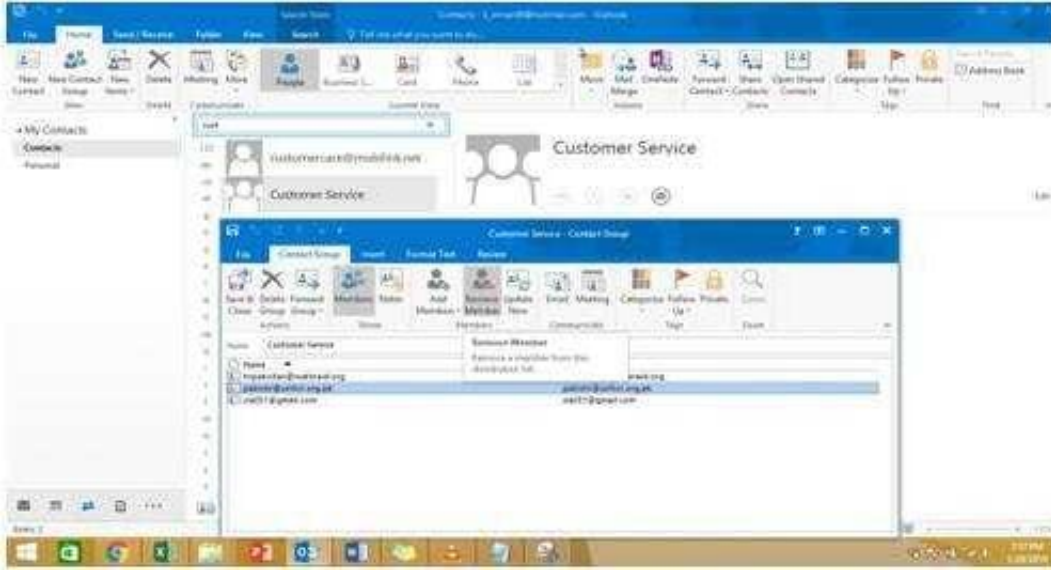
QUESTION 5

Remove '\\\\Kim Ralls\\\' and '\\\\Toby Nixon\\\' from Design\\\' contact group. Saves and close the contact group.



Correct Answer: See below for solution.

Search the contact group Select the '\\\\Kim Ralls\\\' and '\\\\Toby Nixon\\\' contacts and remove them one by one Saves and close the contact group



[Latest 77-731 Dumps](#)

[77-731 PDF Dumps](#)

[77-731 Study Guide](#)