77-731 ^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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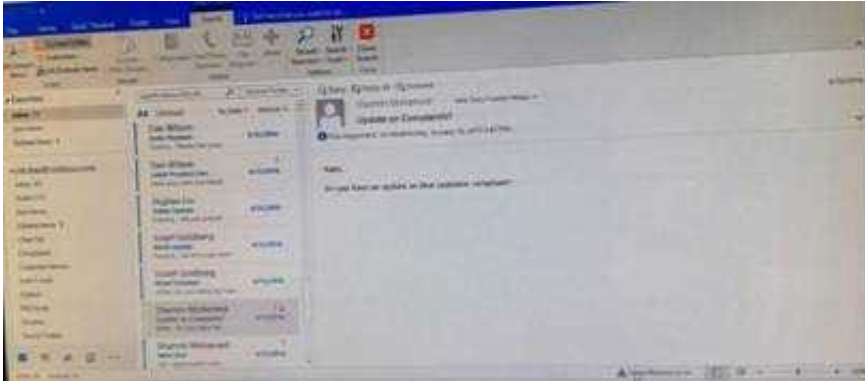Following Questions and Answers are all new published by Microsoft Official Exam Center

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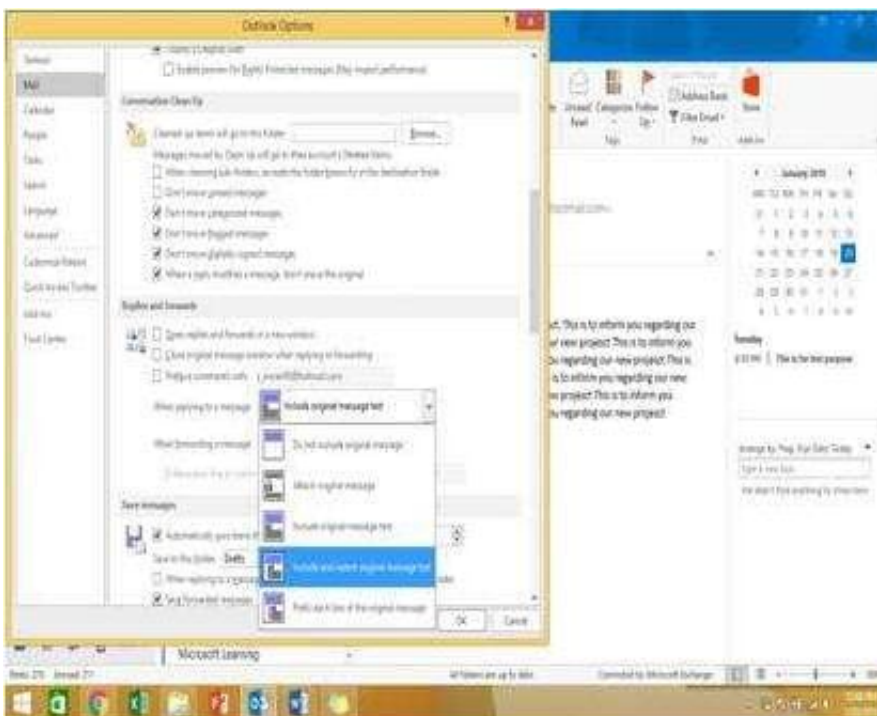⚙ **365 Days** Free Update

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QUESTION 1

Configure Outlook to include and indent the original message text when you reply to a message.
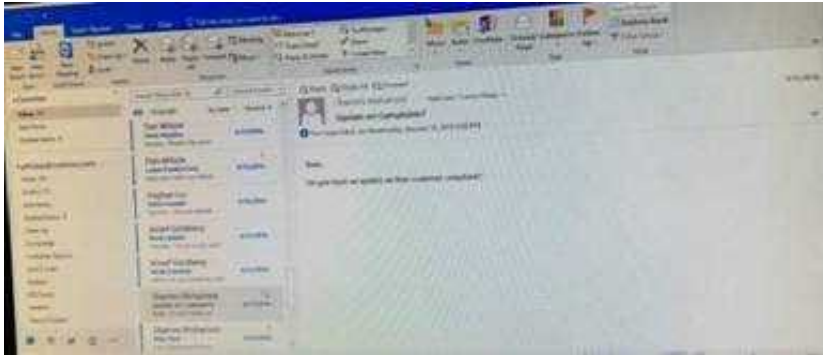

Correct Answer: See below for solution.

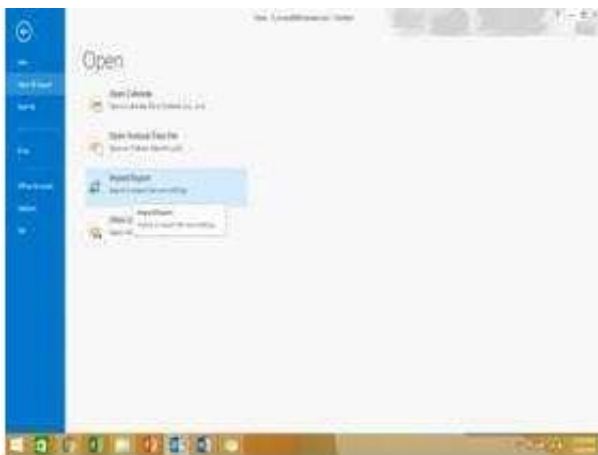File – options – Mail – Replies and forwards – when replying to a message

QUESTION 2

Export the contents of the Deleted items folder and its subfolders to a .pst file. Save the file in the Documents folder as \\'\\'Deleted.pst\\'\\'. Do not enter a password.

Correct Answer: See below for solution.

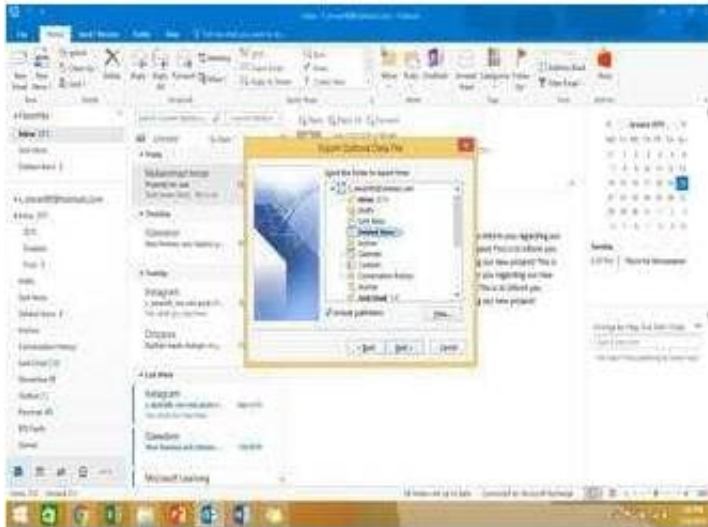-File -Open and Export -Import/Export

Select Export to a file

Select outlook data file (.pst)

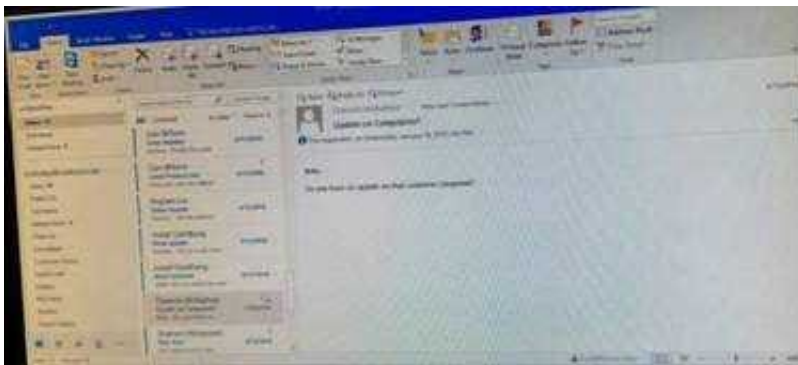Select Deleted items folder and make sure include subfolders is selected

Select outlook data file (.pst)

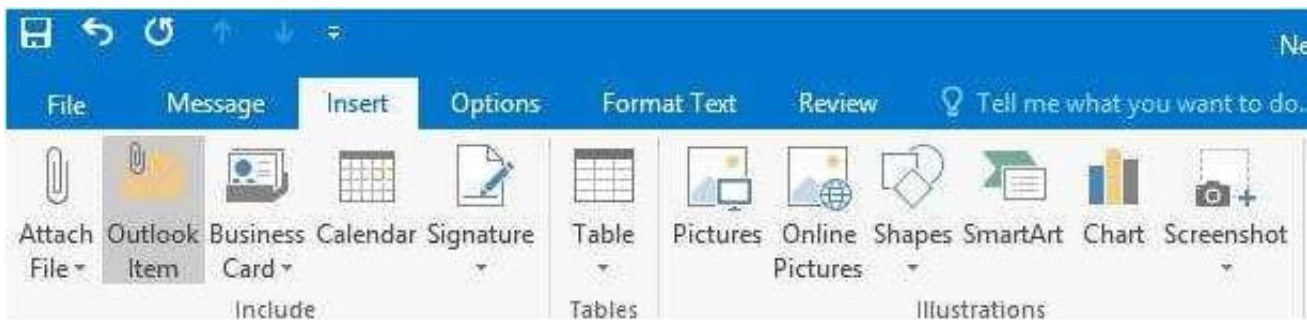Select Deleted items folder and make sure include subfolders is selected

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QUESTION 3

In the Drafts folder locate the message that has the subject \\'\\'Workflow for review\\'\\'. Insert the Customer Service Workflow image from the pictures folder below the body text. Send the message.
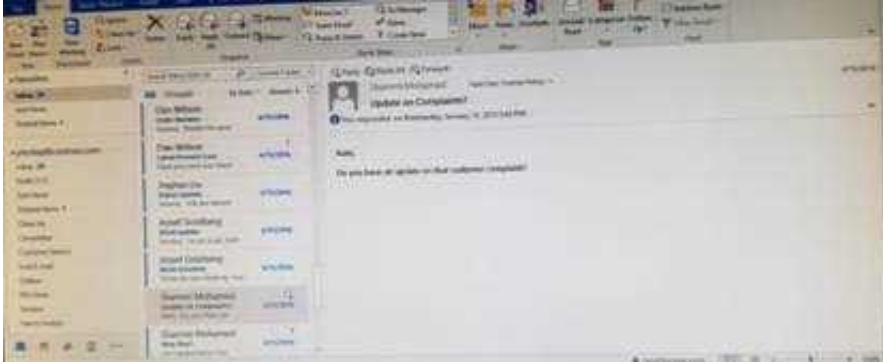

Correct Answer: See below for solution.

Locate and open the message. Put the curser at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.
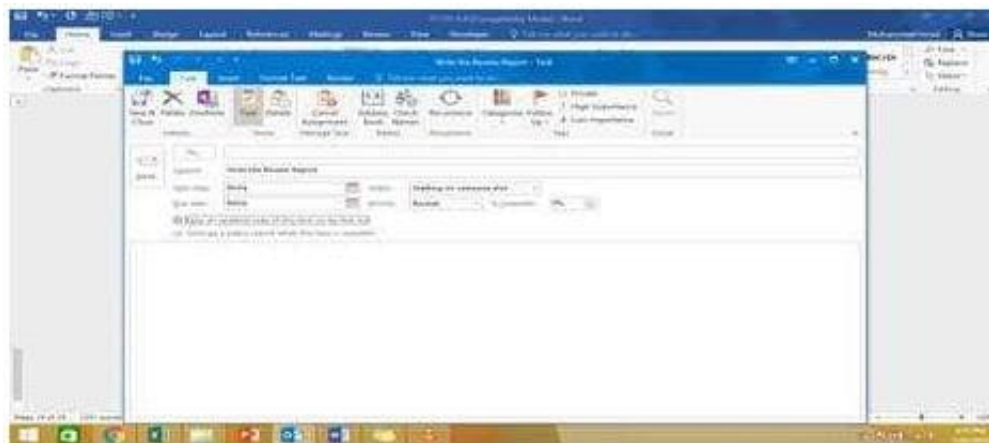
QUESTION 4

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.
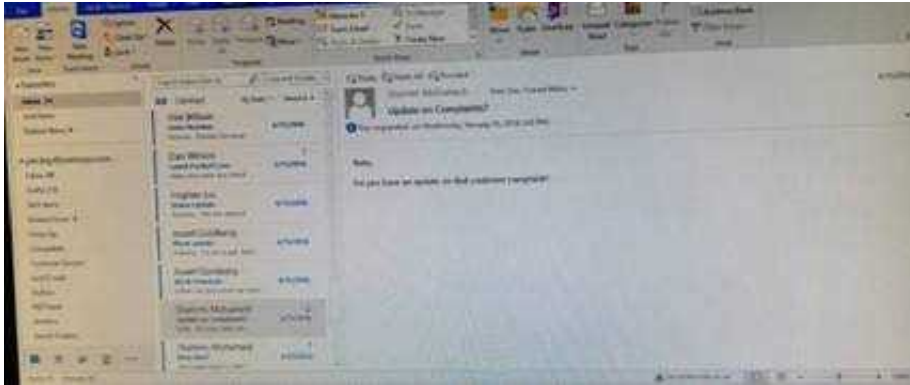

Correct Answer: See below for solution.

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.
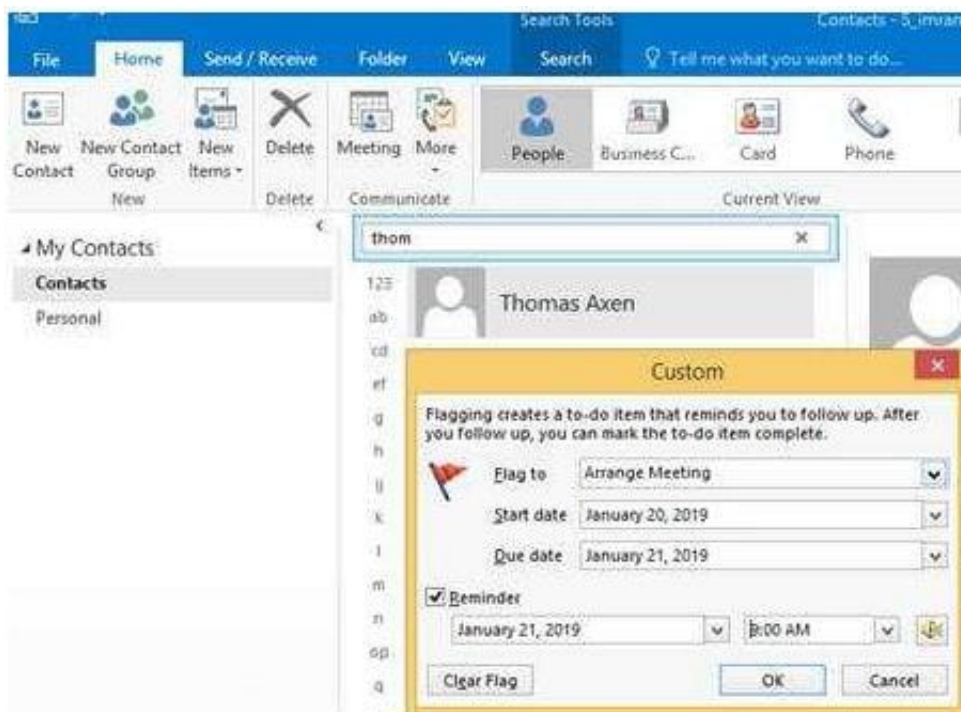

QUESTION 5

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 wit+h the following options

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