



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

Outlook 2016 Core Communication, Collaboration and Email Skills

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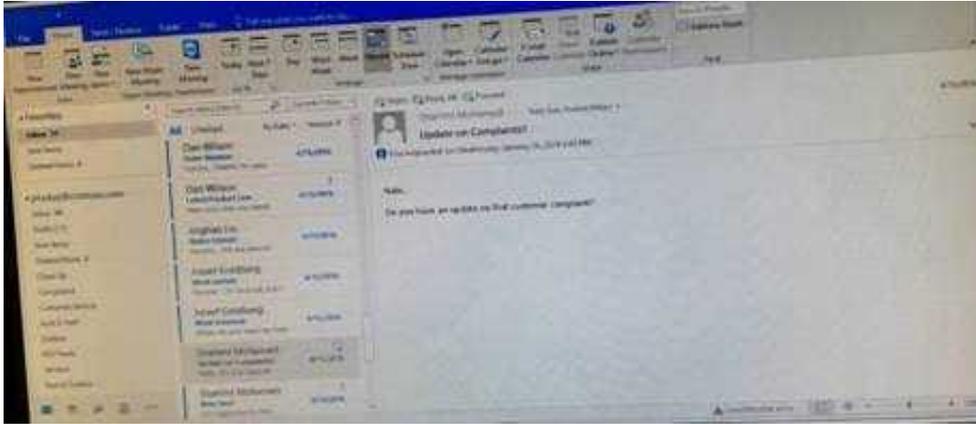
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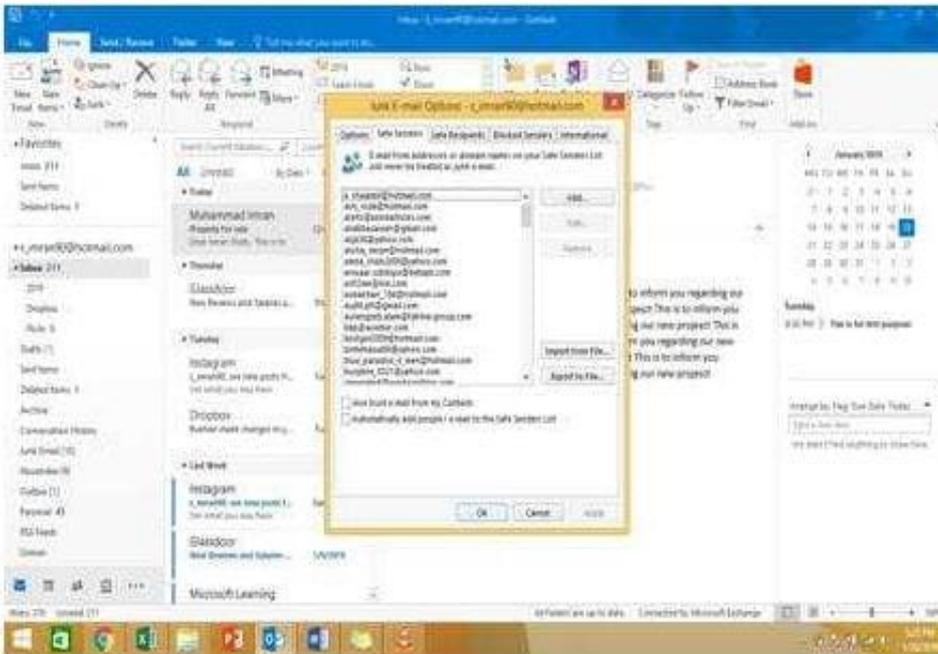
### QUESTION 1

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



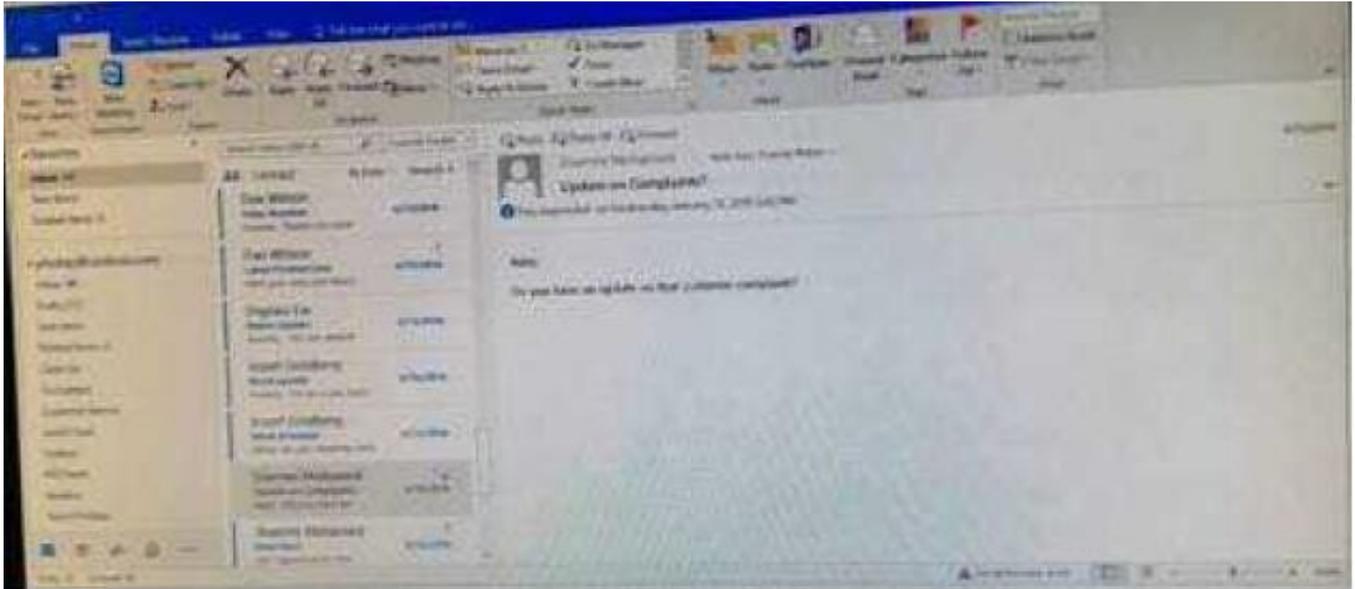
Correct Answer: See below for solution.

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



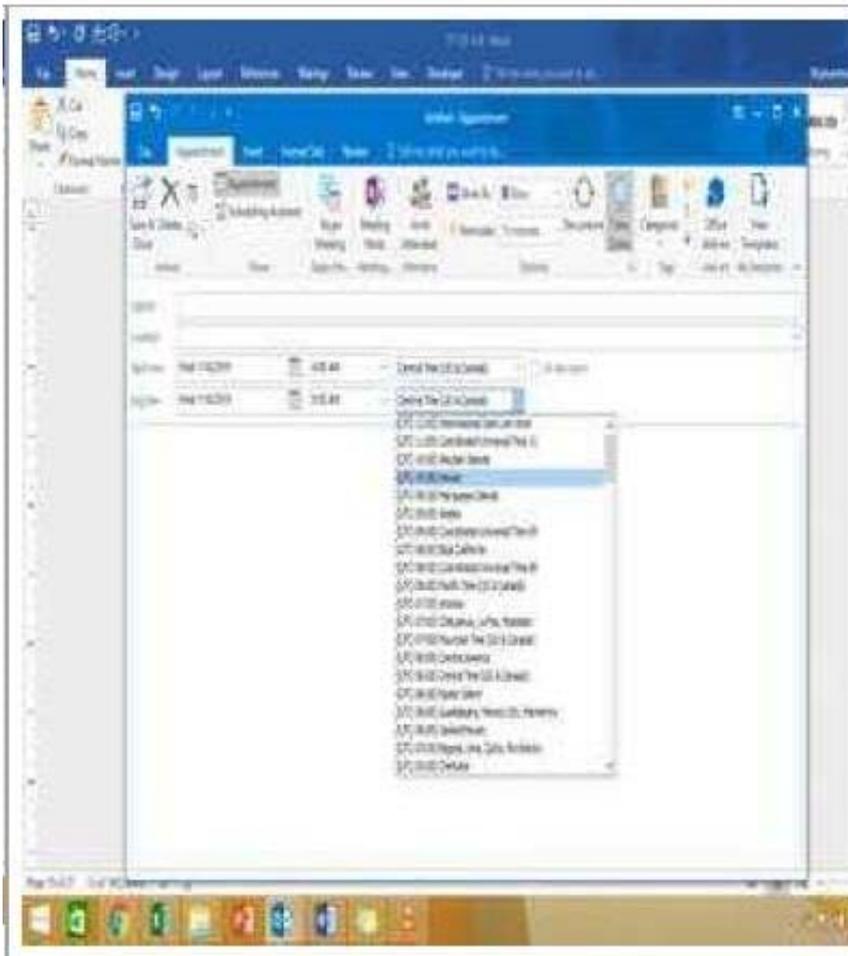
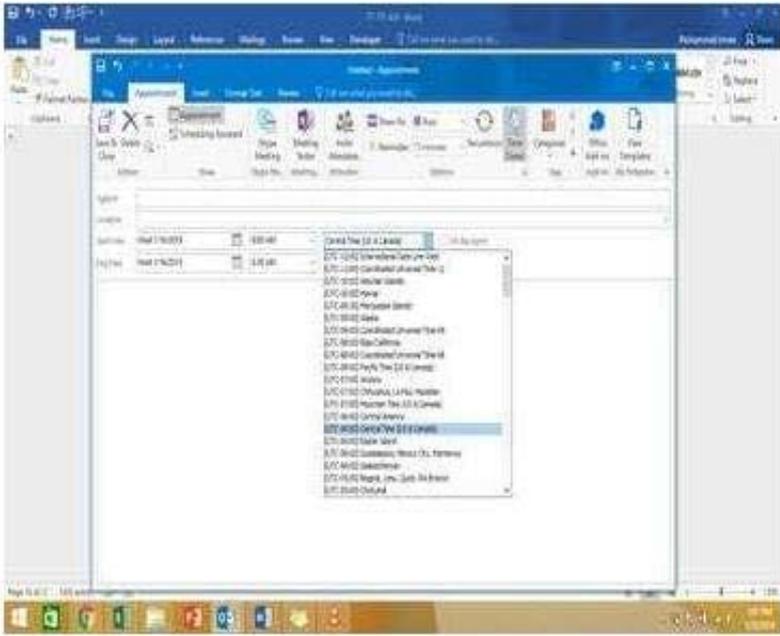
### QUESTION 2

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.

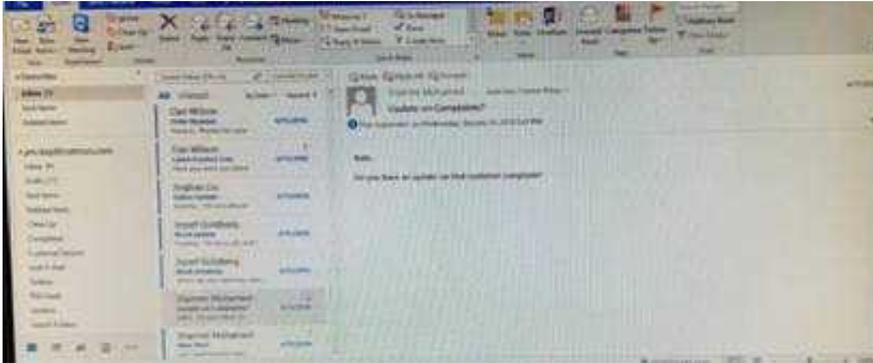
Locate and then double click on the "Flight\\\\" appointment top open it. Click on time Zones and then select the required time and the time zone.



**QUESTION 3**



Use advanced Find to locate a message that contains the phrase '\\\\'Model 18\\\' in the message body and has confidential sensitivity. Delete the message. Close the Advance Find dialog box.

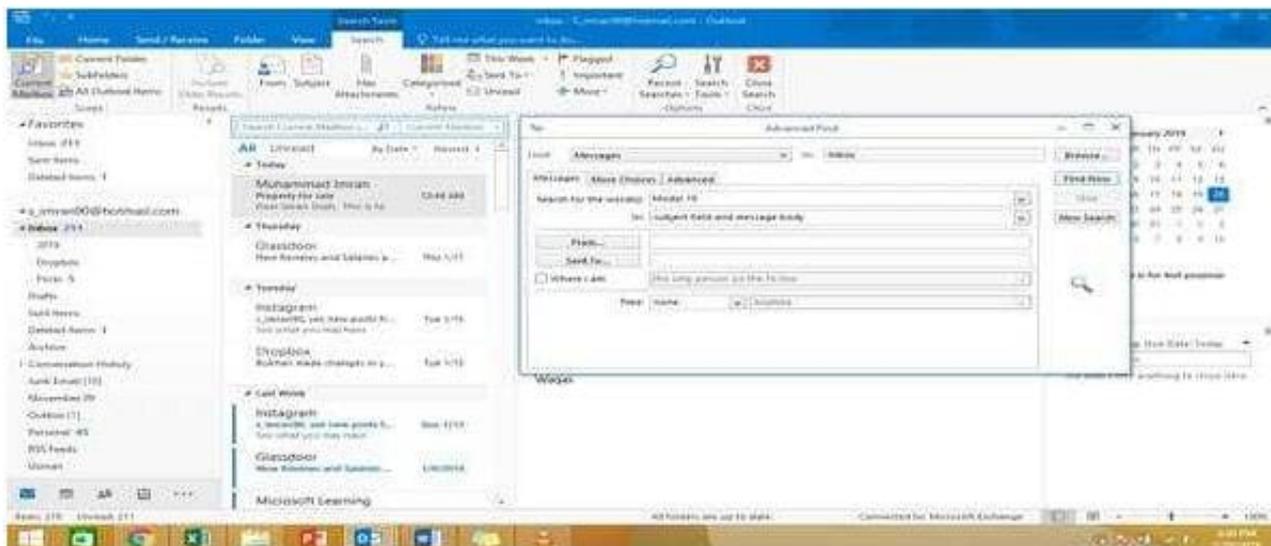


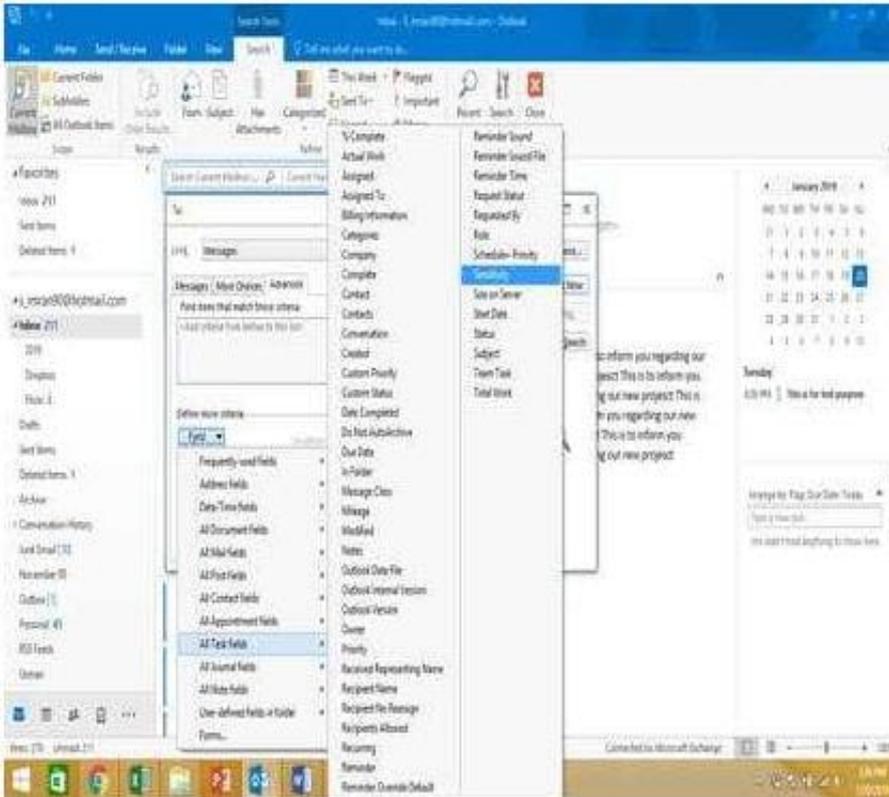
Correct Answer: See below for solution.

Click in "search mail" to activate "search" tab and click "Advanced find"

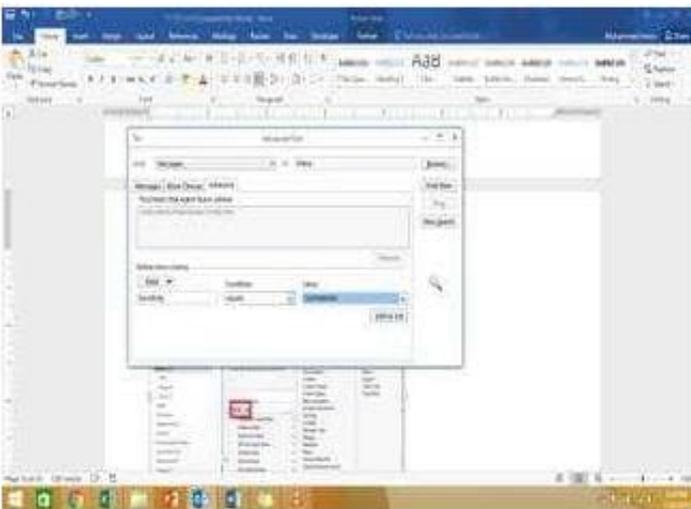


In the "Advanced Find" box give the desired criteria Go to "Advanced" tab and click on "Field option – All task fields – Sensitivity"



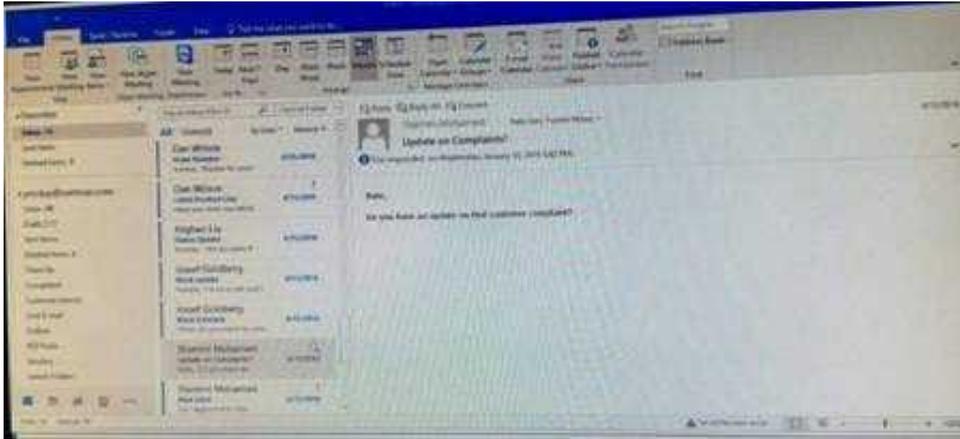


Give the criteria and add to list. Find the message, delete and close the box



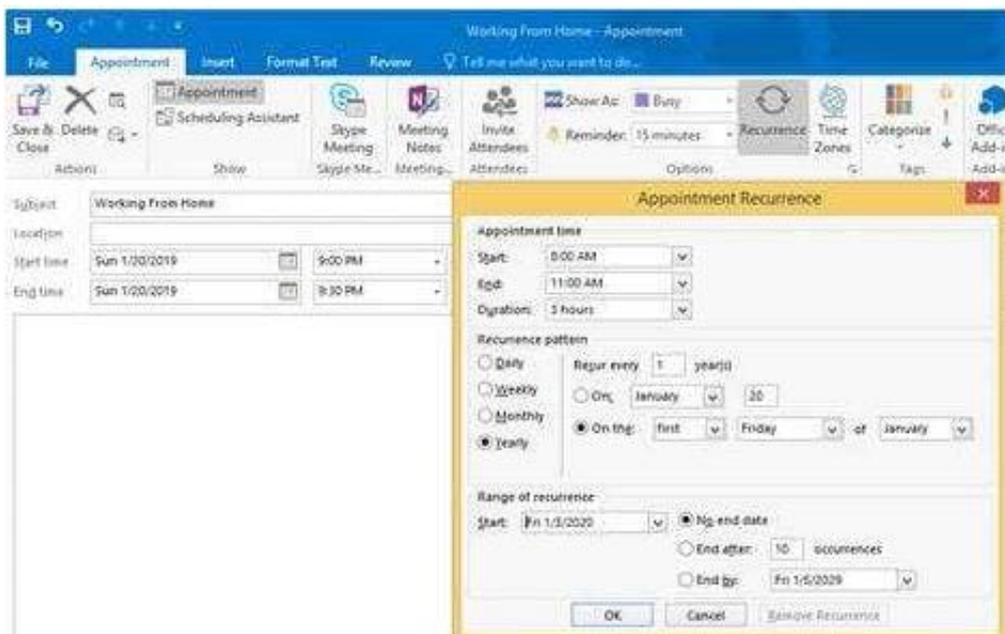
#### QUESTION 4

Create an appointment that has the subject '\\\\Working From Home\\\''. Configure the appointment to recur from 8:00 Am to 11:00 AM (from 8 o\\'clock until 11 o\\'clock) every other Friday starting the first Friday of next year. Show your time during the appointment as Working Elsewhere. Save close the appointment.



Correct Answer: See below for solution.

Create a new appointment and give the following options in "Recurrence".

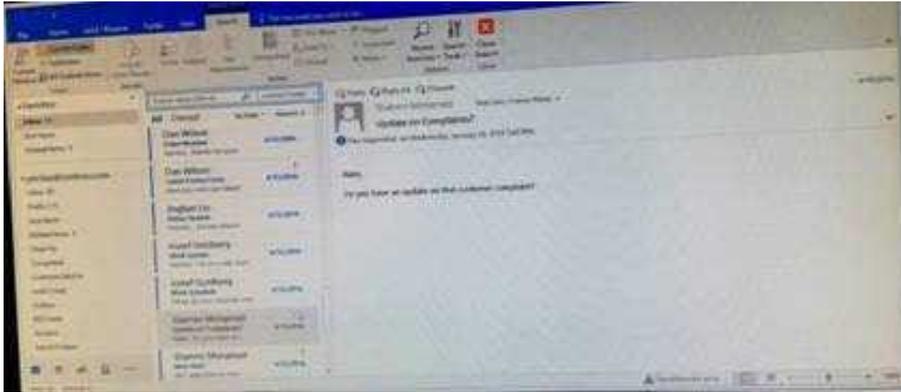


In Show as, select "Working elsewhere" and save and close the appointment.



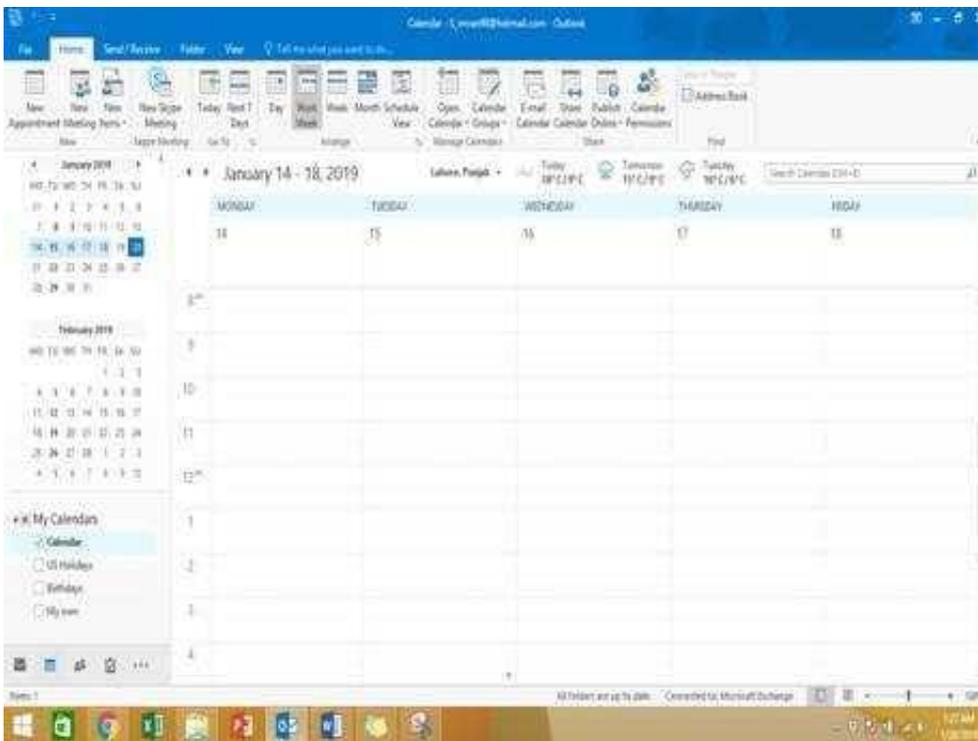
## QUESTION 5

Display the Calendar, Configure the view to display the schedule for the current work week.



Correct Answer: See below for solution.

Click on colander and select "Work Week" in Arrange group



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