

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

Outlook 2016 Core Communication, Collaboration and Email Skills

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On the Calendar, open the \\'\\'Doctor Visit\\'\\' appointment that occurs next Wednesday. Configure the reminder to display without playing a sound. Save and close the appointment.



Correct Answer: See below for solution.

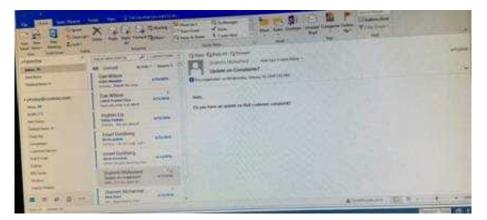
Locate the appointment in calendar and double click to open it. Click on Options dialog box launcher and uncheck "Play this sound"



#### **QUESTION 2**

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

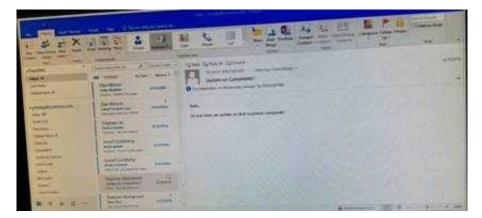
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Select the following options and enter the Text "ACTION REQUIRED", click next and enter the rule name and click Finish



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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.



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.

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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.



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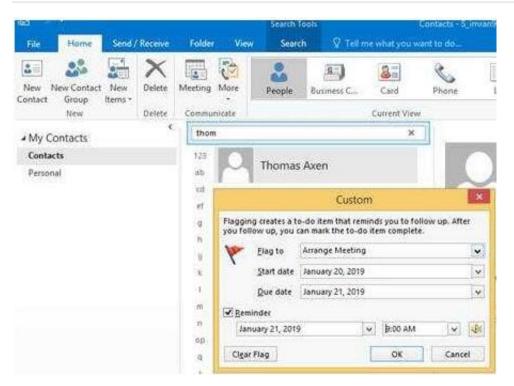
Add the Arrange Meeting tag to the contact \\'\\'Thomas Axen\\'\\'. Set a start date of today and a due data of tomorrow. Set a reminder for 9:00 AM tomorrow.

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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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