



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

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





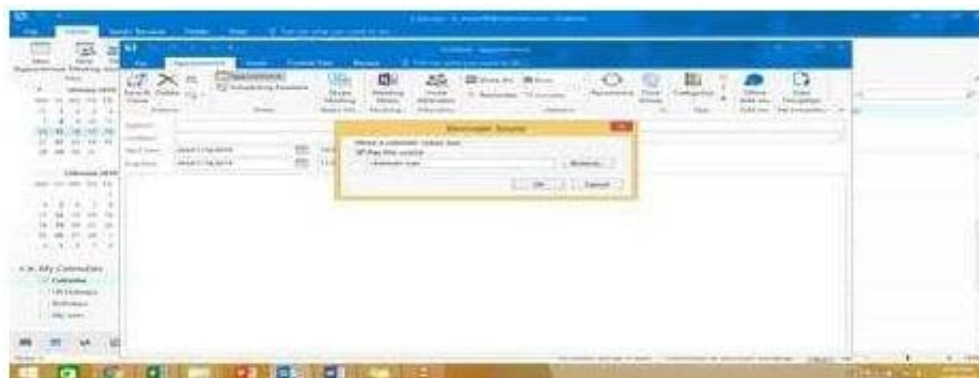
## QUESTION 1

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.



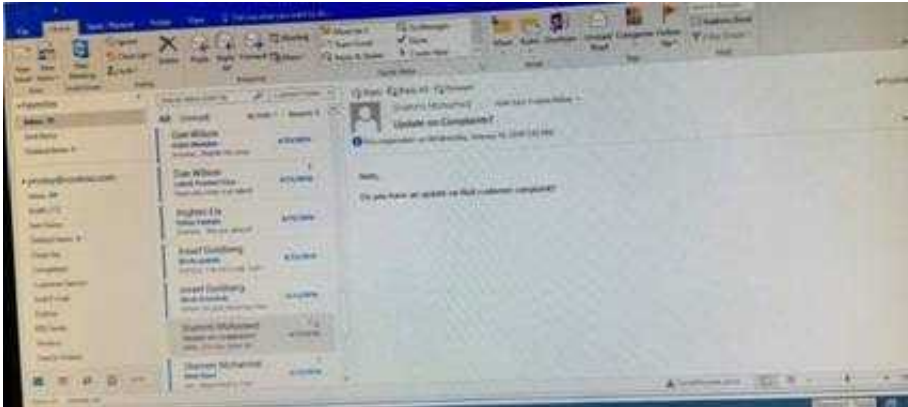
Correct Answer: See below for solution.

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



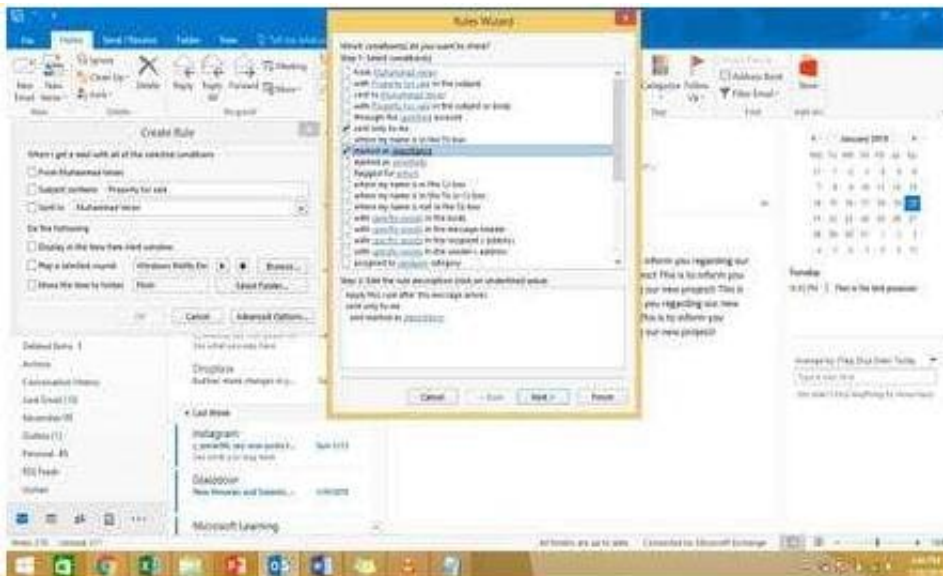
## QUESTION 2

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.

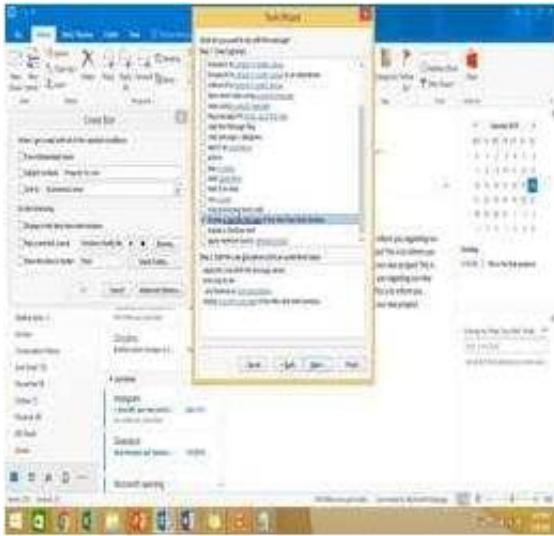


Correct Answer: See below for solution.

Home – Rules – Create rule – Advanced Options – select the following two options – click on “importance” and select “High” and click Next

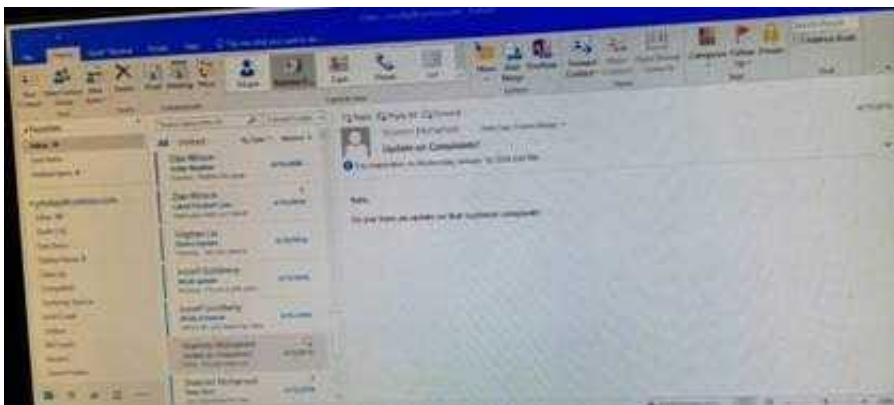


Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



### 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.

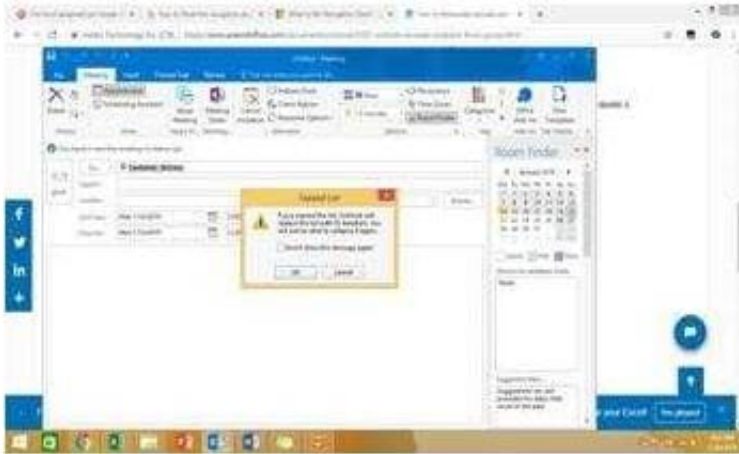


2024 Latest pass4itsure 77-731 PDF and VCE dumps Download

[illegible]

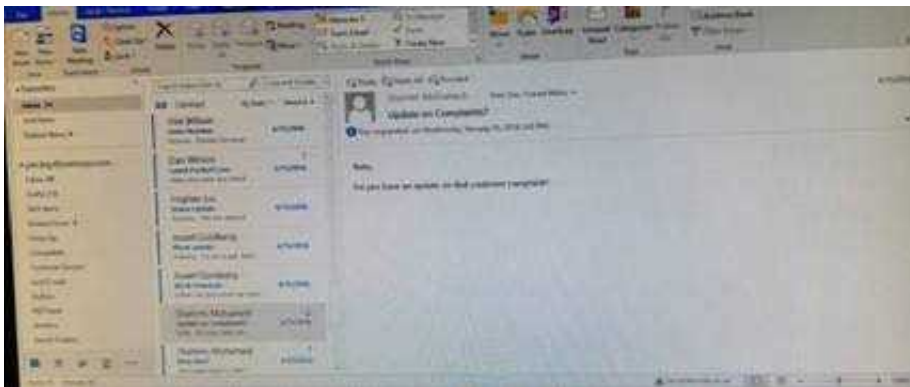
Select the customer service group and then click on + sign. On the Expand list box click on ok. Select and delete '\\\\Andy Teal\\\\' and put it in Optional attendees.





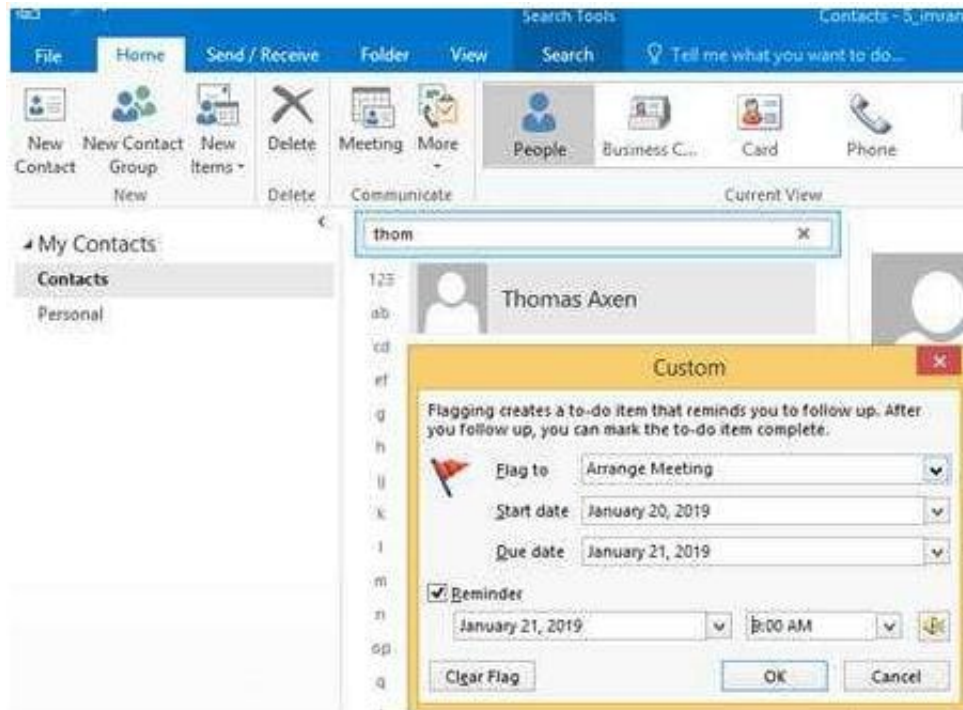
## QUESTION 5

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



[77-731 PDF Dumps](#)

[77-731 VCE Dumps](#)

[77-731 Study Guide](#)