

77-884^{Q&As}

Outlook 2010

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QUESTION 1

You work as a Systems Administrator at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010

company email server. The email server is configured for Exchange, POP3, IMAP and HTTP connections.

You use Outlook 2010 on your work computer to access your company email. You also use Outlook 2010 on your home computer to access your company email.

You want to be able to access your company email from any computer such as a computer in an Internet Cafe or an airport terminal.

Which technology should you use to access your company email?

- A. An email account configured POP3 access.
- B. An email account configured for Outlook Anywhere (RPC over HTTP) access.
- C. An email account configured IMAP access.
- D. An email account configured Outlook Web Access.

Correct Answer: D

QUESTION 2

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company email server.

Jane\\'s Contacts list in Outlook is shared. Jane is adding a new contact. Jane wants to configure a reminder to remind her to email the contact on a specific date. Which option should Jane select when creating the contact?

- A. She should select the Follow Up option.
- B. She should select the Attach File option.
- C. She should select the Email option.
- D. She should select the Categorize option.

Correct Answer: A

QUESTION 3

You work as an IT Administrator at ABC.com. The company email system runs Microsoft Exchange Server 2010.

A user named Mia has recently started working in the Sales department. You have configured a new computer for Mia. The new computer runs Microsoft Office 2010. You have configured Microsoft Outlook 2010 to connect to the Exchange Server.



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You are giving Mia some tips for using Outlook 2010. You click the Contacts icon in the Navigation Pane to display the business cards of the company employees.

You want to demonstrate how to quickly create an email while in the Contacts folder. You select a business card.

Which two of the following options would quickly create an email addressed to the contact? (Choose two)

- A. Drag the business card to the Mail icon in the Navigation Pane.
- B. Drag the Mail icon in the Navigation Pane to the business card.
- C. Click the New Email button in the Home Ribbon.
- D. Double click on the business card.

Correct Answer: AC

QUESTION 4

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You recruit a new member named Trevor to your team for a new project. You want to create a new Outlook contact for Trevor. You want to use the New Contact from Same Company option in the New Items menu to create the contact so that the contact company information is automatically filled in.

What do you need to do before you can use the New Contact from Same Company option?

- A. You need to select an existing contact.
- B. You need to modify the Outlook options to enable the New Contact from Same Company option.
- C. You need to create a New Contact Group.
- D. You need to select the Business Card view for the current contacts list.

Correct Answer: A

QUESTION 5

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use

Microsoft Outlook 2010 for their email clients.

You use the Outlook Calendar to organize your time and schedule activities related to a new project.

Which of the following is described as "an activity that you schedule in your calendar"?

- A. A Meeting.
- B. An Appointment.



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C. An All Day Event.

D. A Task.

E. A To-Do

Correct Answer: B

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