

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

Outlook 2016 Core Communication, Collaboration and Email Skills

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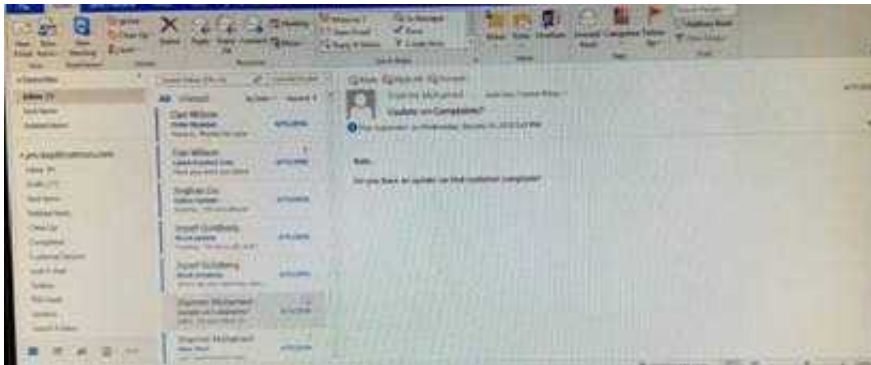
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**QUESTION 1**

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.

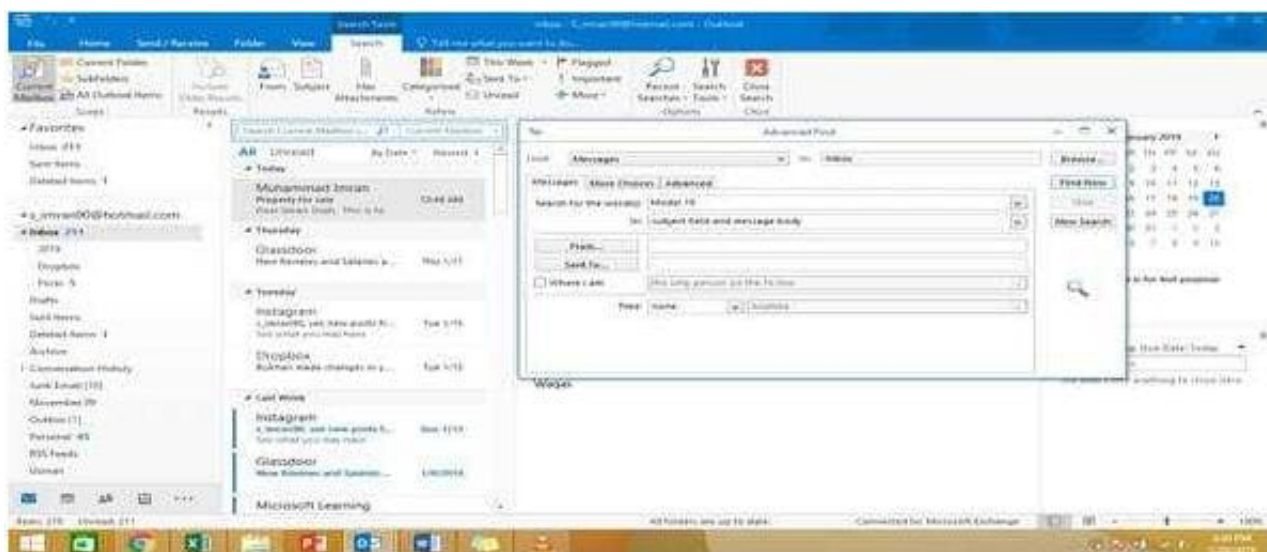


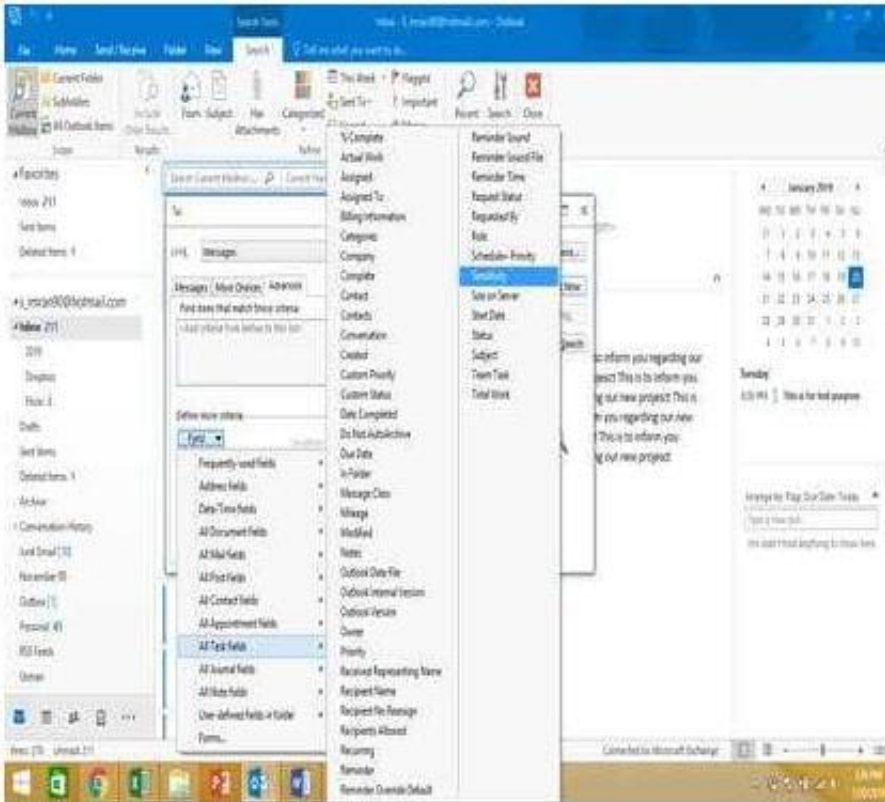
Correct Answer: See below for solution.

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

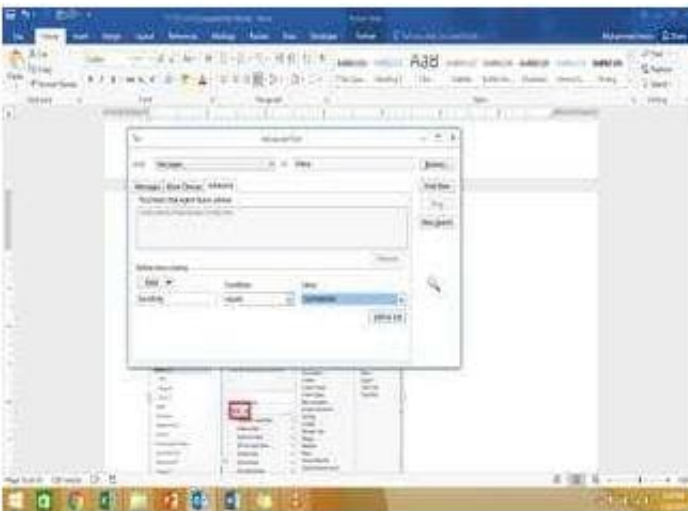


In the "Advanced Find" box give the desired criteria Go to "Advanced" tab and click on "Field option – All task fields – Sensitivity"



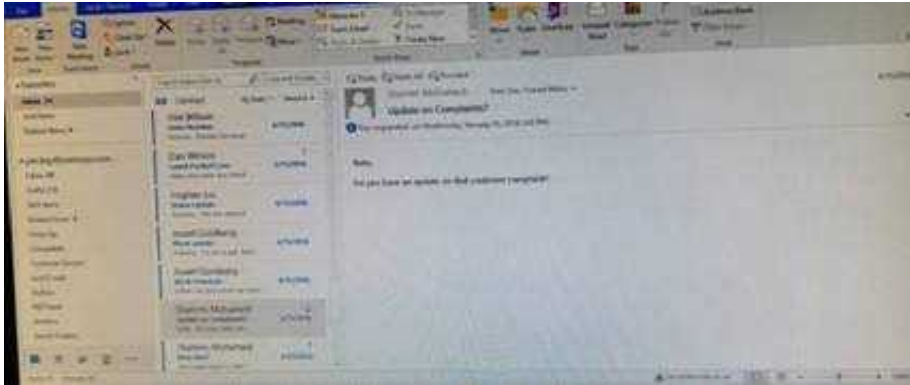


Give the criteria and add to list. Find the message, delete and close the box



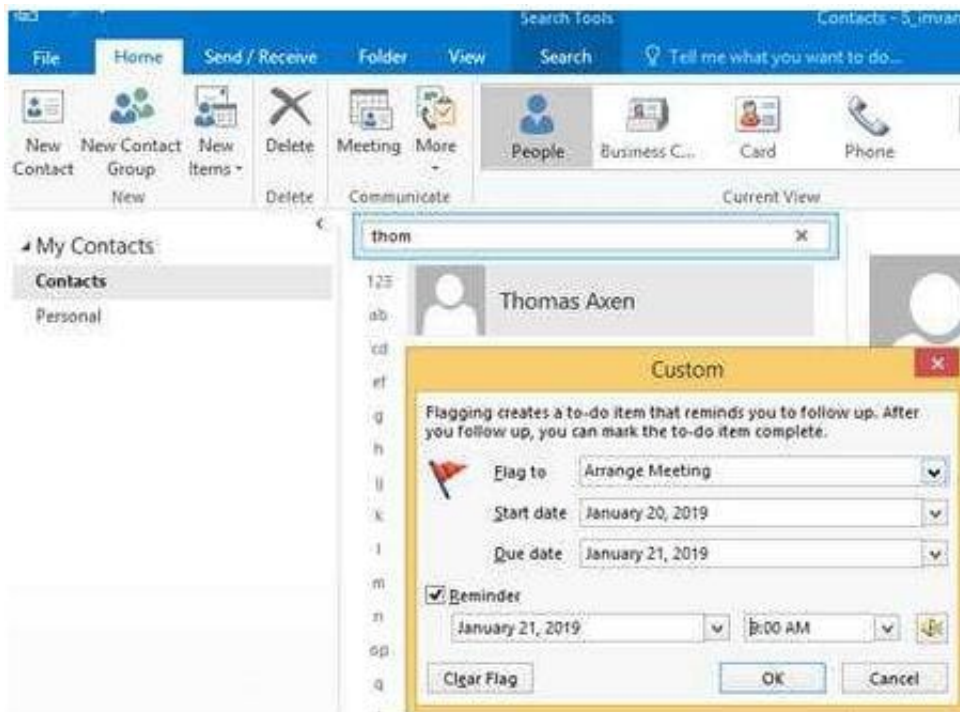
**QUESTION 2**

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.



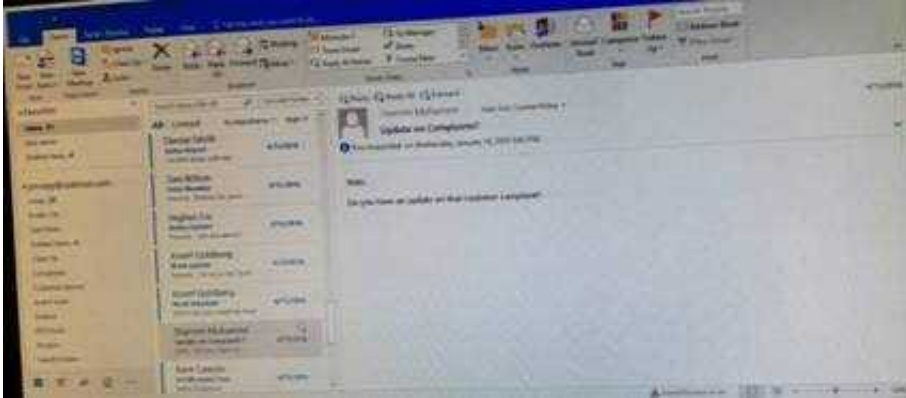
Correct Answer: See below for solution.

Go to contacts and search the '\\\\Thomas Axen\\\\' contact. Add follow up with the following options



### QUESTION 3

Create a calendar group named "Management Team" that includes the calendars of '\\\\Yvoone Mckay\\\\', '\\\\Joosef Glodberg\\\\' and "Sammi Mohamed\\\\"



Correct Answer: See below for solution.

Go to Calendar and select “Create New Calendar Group”

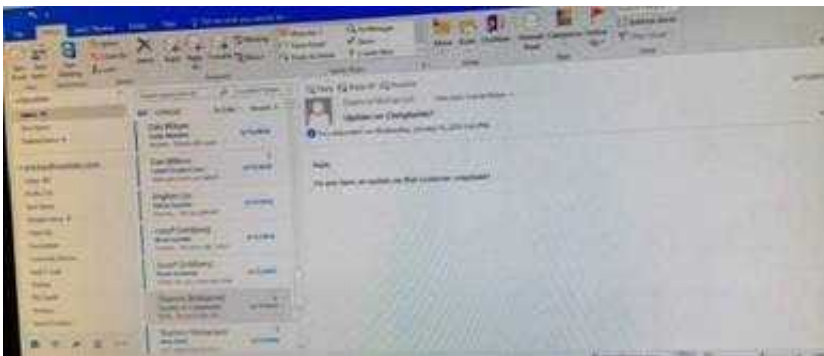
Enter the name “Management Team”

Add the above persons in members



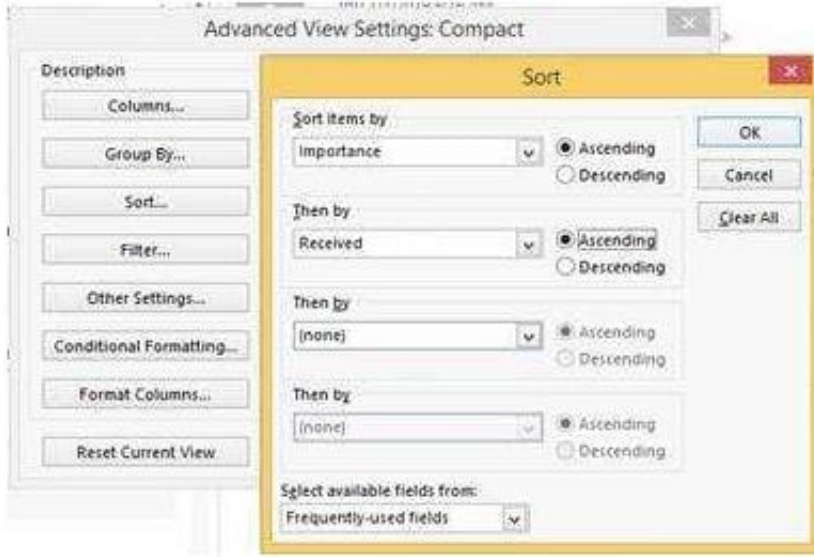
#### QUESTION 4

Sort the messages in the inbox by importance with high importance at the top and low importance at the bottom. Within each importance level, sort the messages by the date received with the most recent message shown first.



Correct Answer: See below for solution.

Click on View tab and then View settings. In sort option select the following.



**QUESTION 5**

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"



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