

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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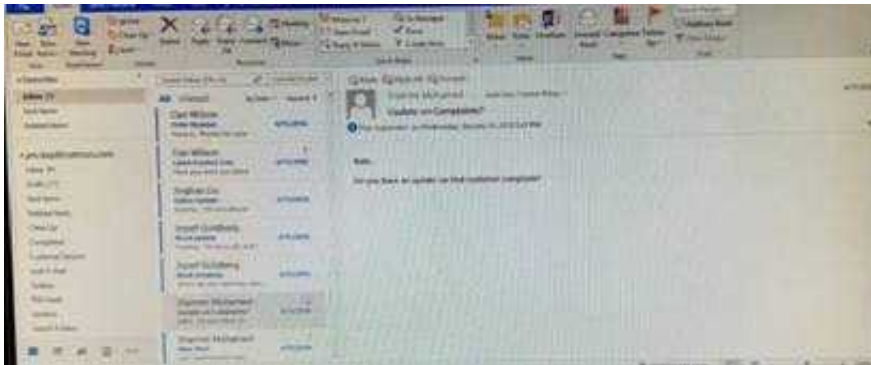
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QUESTION 1

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.

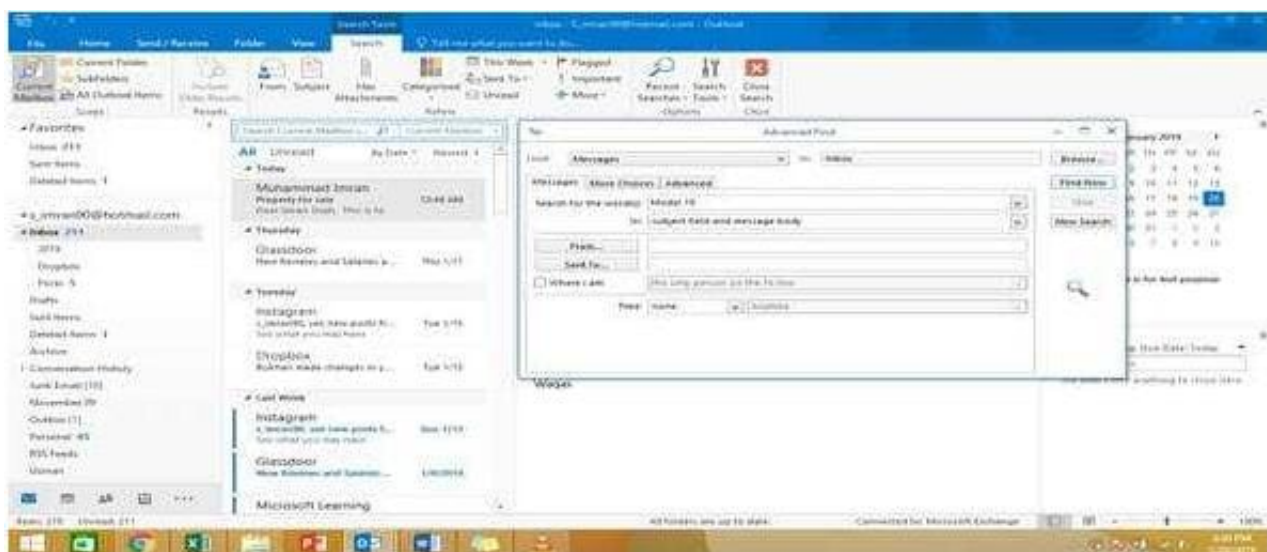


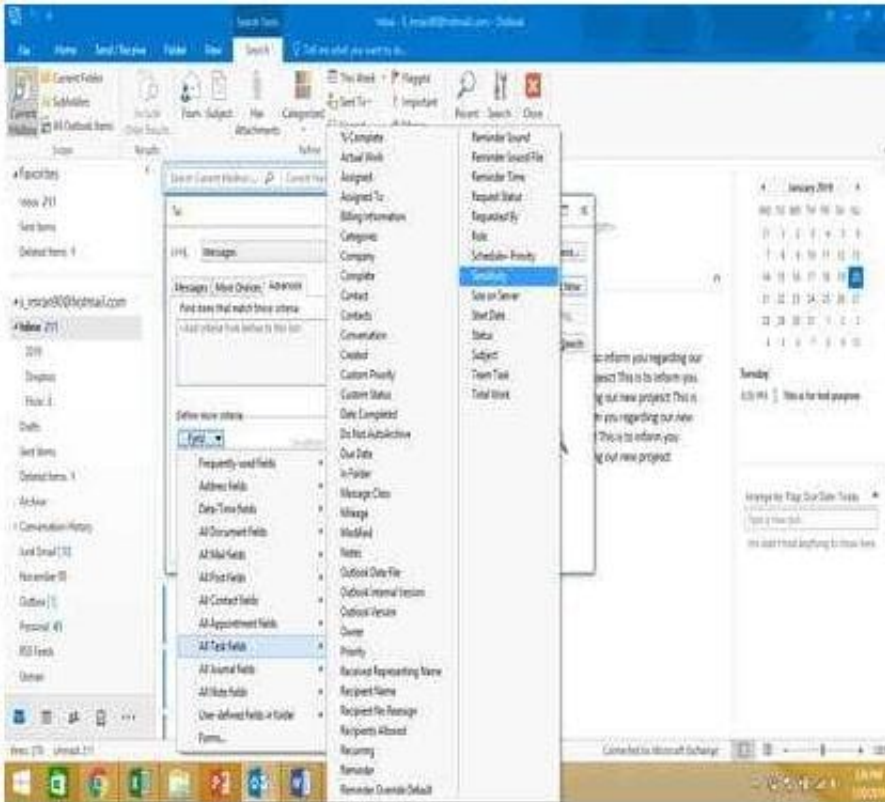
Correct Answer: See below for solution.

Click in “search mail” to activate “search” tab and click “Advanced find”

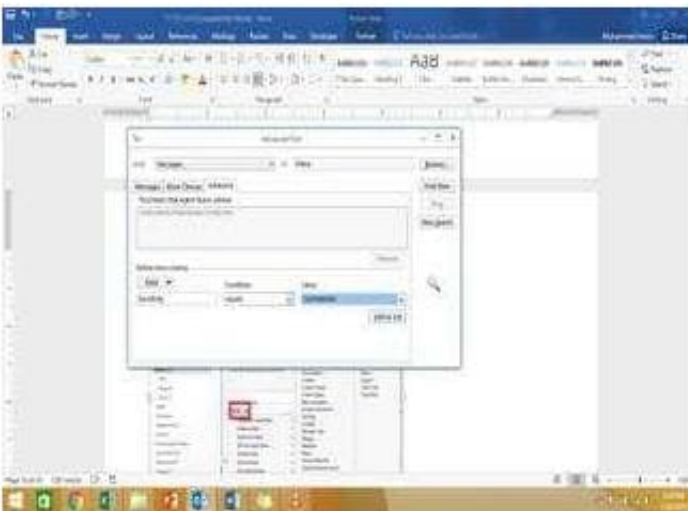


In the “Advanced Find” box give the desired criteria Go to “Advanced” tab and click on “Field option – All task fields – Sensitivity”



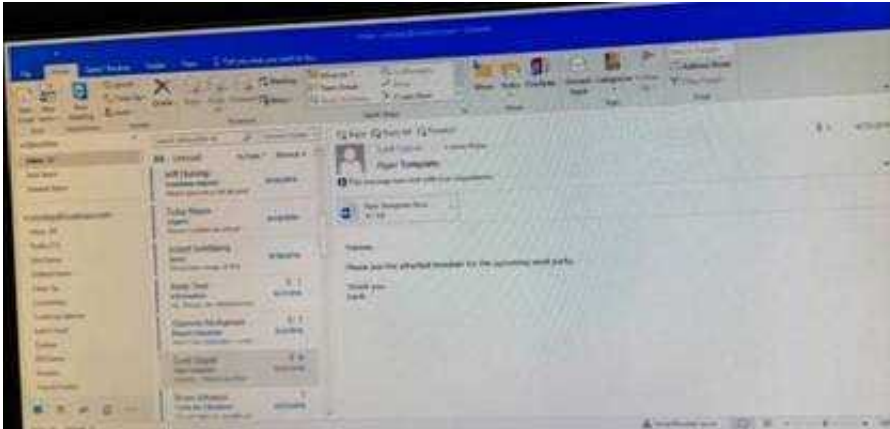


Give the criteria and add to list. Find the message, delete and close the box



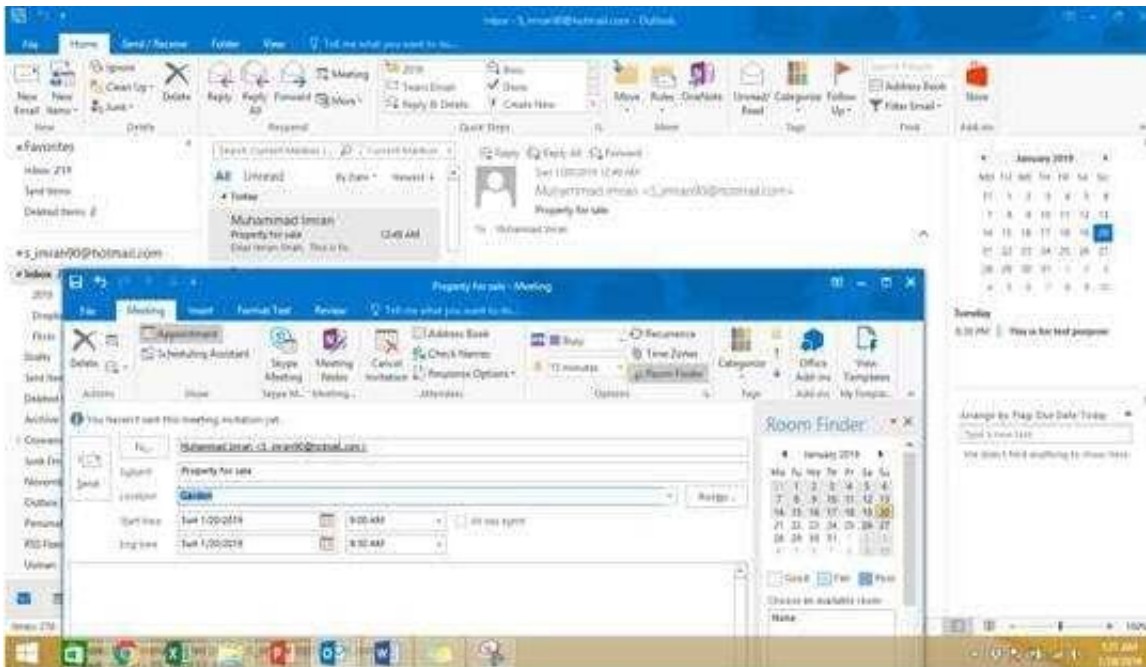
QUESTION 2

In the inbox, Locate the '\\Update on Complaints?' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in '\\Garden'; Send the meeting request.



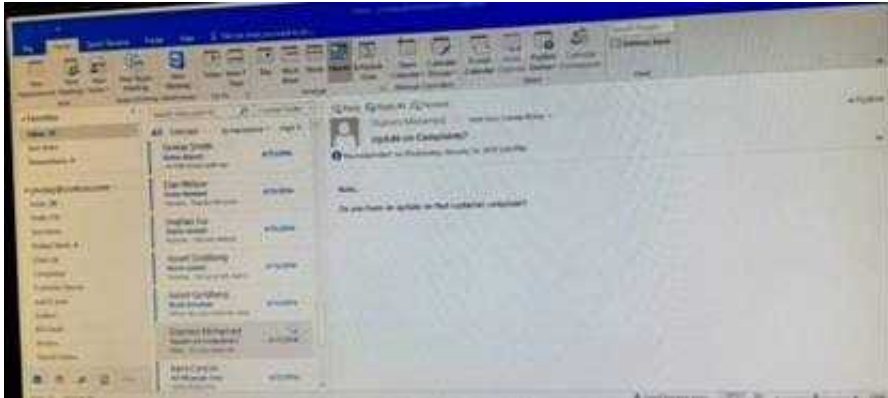
Correct Answer: See below for solution.

Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



QUESTION 3

Import the contacts from the PersonalContacts.csv located in the Documents folder into the Contacts folder.



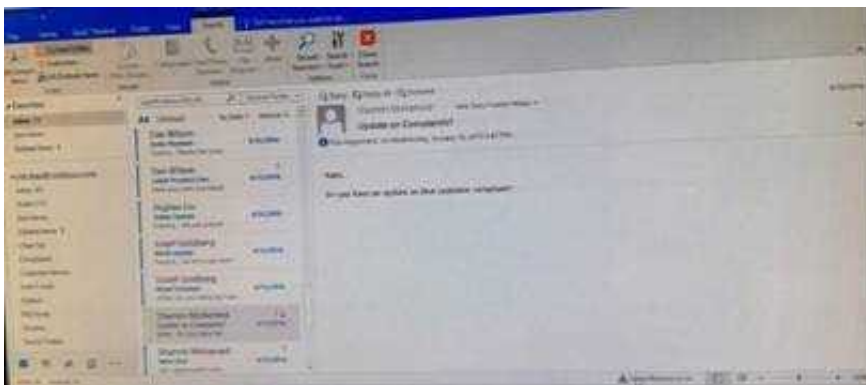
Correct Answer: See below for solution.

File – open and export – Import/Export Import from another program or file Comma separated values Locate the file and import



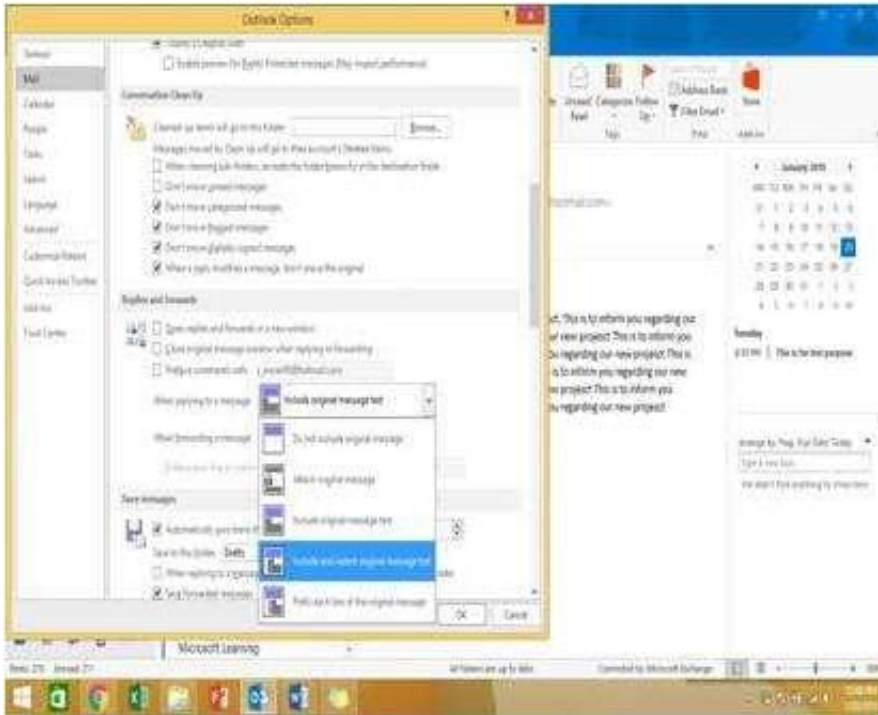
QUESTION 4

Configure Outlook to include and indent the original message text when you reply to a message.



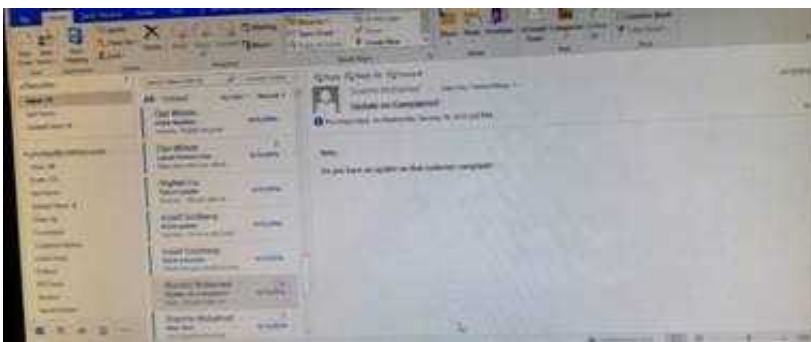
Correct Answer: See below for solution.

File – options – Mail – Replies and forwards – when replying to a message



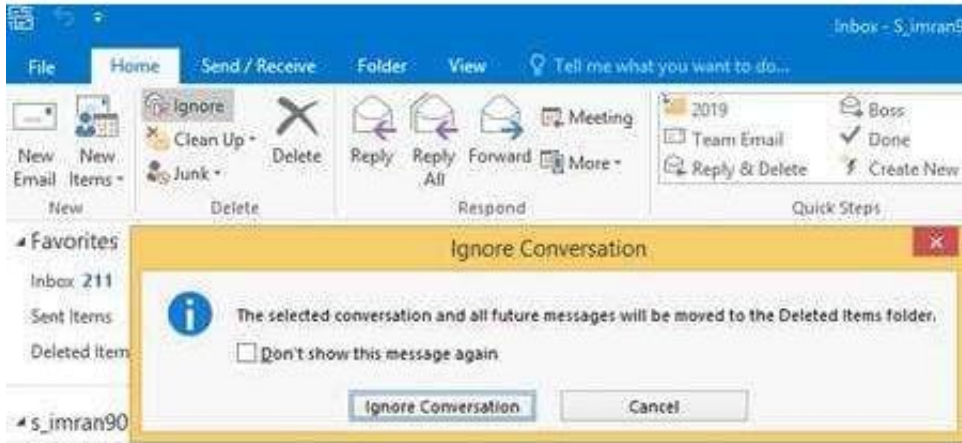
QUESTION 5

Locate the '\\Account\\' conversation in the Vendors folder. Send the entire conversation and all future messages related to that conversation to the Deleted items folder.



Correct Answer: See below for solution.

Locate the conversation. Click on "Ignore" and then "Ignore Conversation"



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