

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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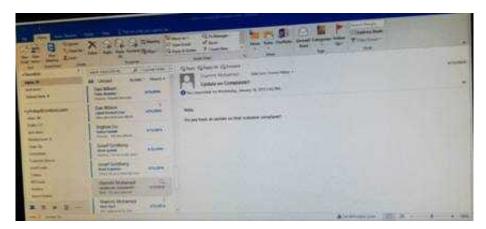
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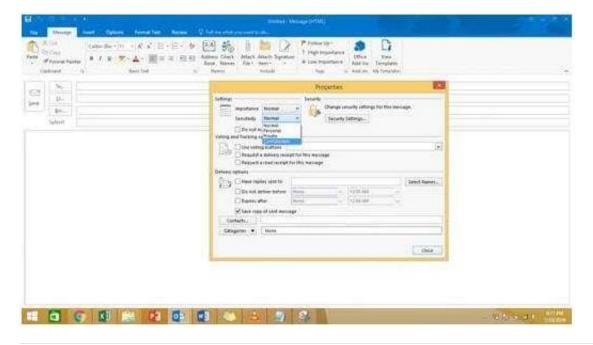
QUESTION 1

In the Drafts folder, open the \\'\\'New Organizational Chart" message. Change the Sensitivity to confidential. Send the message.



Correct Answer: See below for solution.

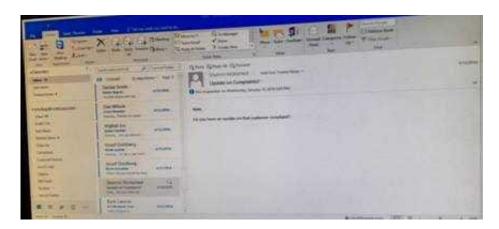
Open the message and click on message options dialog box launcher. Select the sensitivity, close the box and send.



QUESTION 2

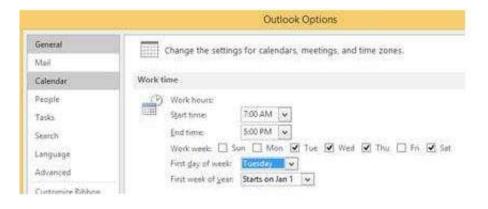
Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.





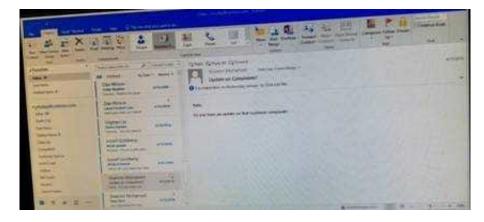
Correct Answer: See below for solution.

File – options – Calendar – Work week, then select the following options



QUESTION 3

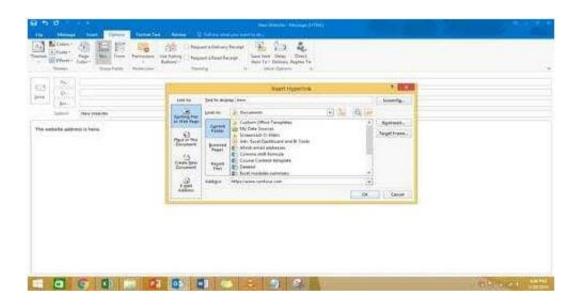
In the Drafts folder, open the \\\\New Website" message. Insert a hyperlink on the word "here\\\\\ that links to \\\\https://www.contoso.com\\\\\. Send the message.



Correct Answer: See below for solution.

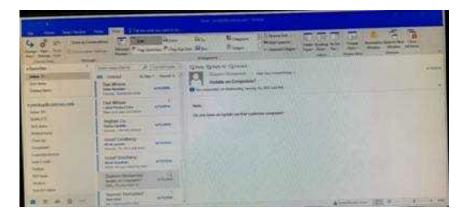
Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.

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QUESTION 4

Create a Search Folder named \\'\\'Priority 1\\'\\' that displays messages that are marked as high importance and have at least one attachment.



Correct Answer: See below for solution.

Go to Folder

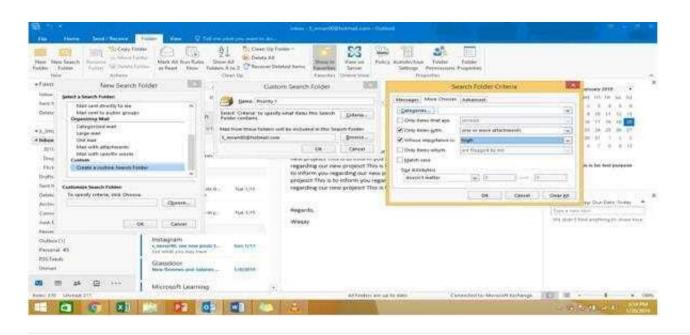
Select "New Search Folder"

Select create custom search folder and click on "Choose"

Give it name "Priority 1" and select "Criteria"

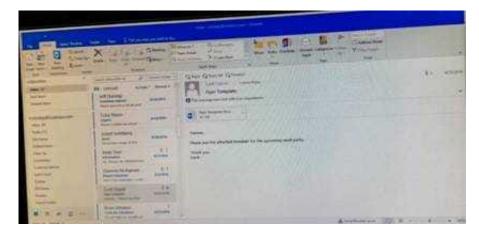
In "More choices tab" select the required options

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QUESTION 5

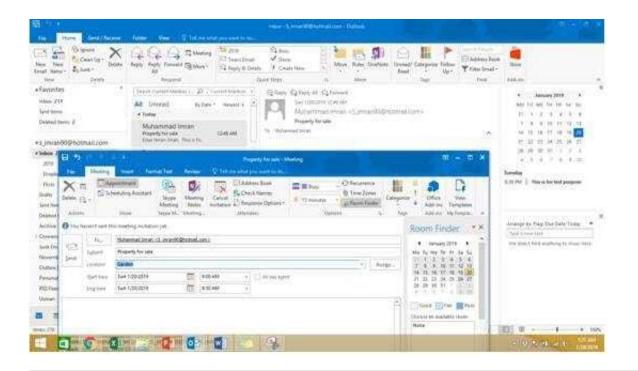
In the inbox, Locate the \\'\\'Update on Complaints?\\' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in \\'\\'Garden; Send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



Correct Answer: See below for solution.

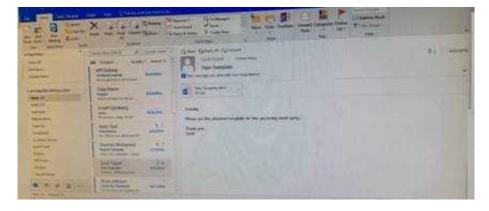
Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location

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QUESTION 6

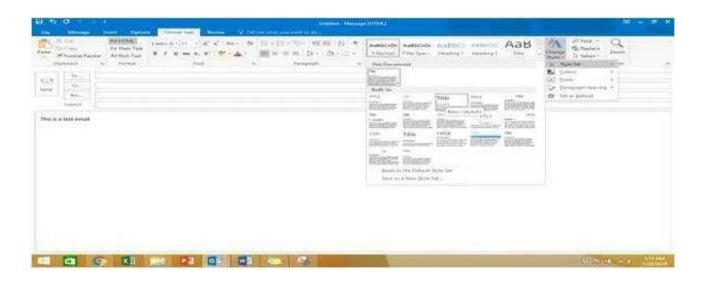
In the Drafts folder, open the \\'\\'Process Development\\'\\' message. Apply the Basic (Stylish) style set. Send the message.



Correct Answer: See below for solution.

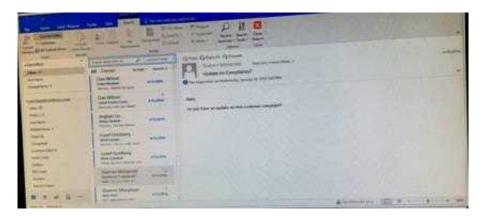
In message body click on Format Text tab -Change styles -Style set -select Basic (Stylish)

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QUESTION 7

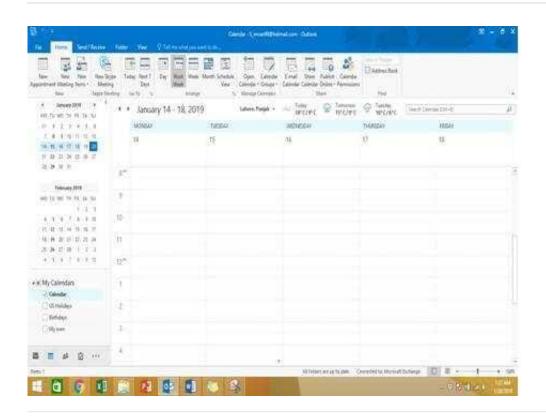
Display the Calendar, Configure the view to display the schedule for the current work week.



Correct Answer: See below for solution.

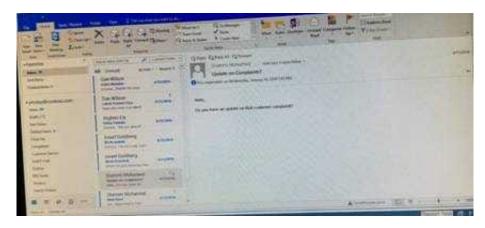
Click on colander and select "Work Week" in Arrange group

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QUESTION 8

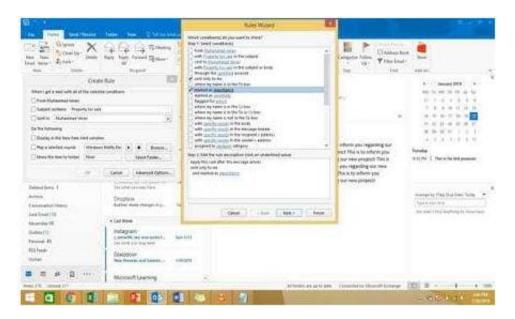
Use the Ribbon to create a rule named \\"\"Priority 1\\"\" that displays \\"\\"ACTION REQUIRED\\" in the NEW item Alert window when you receive a message that is sent only to you and is marked as high importance. Keep all other settings at default.



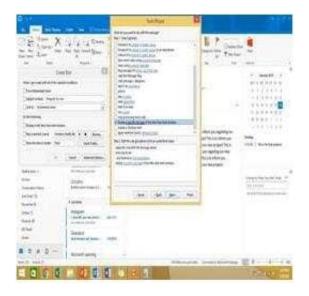
Correct Answer: See below for solution.

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

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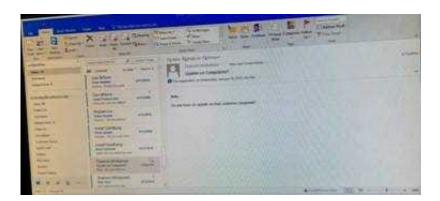
Select the following options and enter the Text "ACTION REQUIRED", click next and enter the rule name and click Finish



QUESTION 9

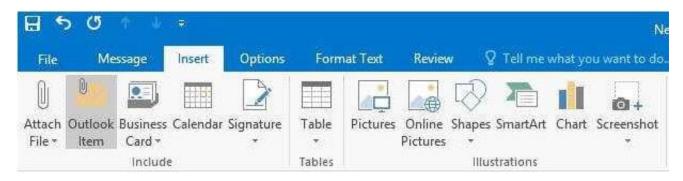
In the Drafts folder locate the message that has the subject \\'\\'Workflow for review\\'\\'. Insert the Customer Service Workflow image from the pictures folder below the body text. Send the message.





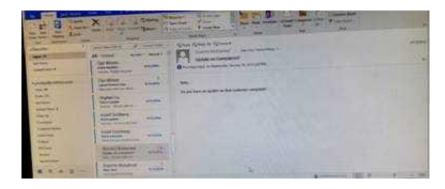
Correct Answer: See below for solution.

Locate and open the message. Put the curser at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.



QUESTION 10

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.

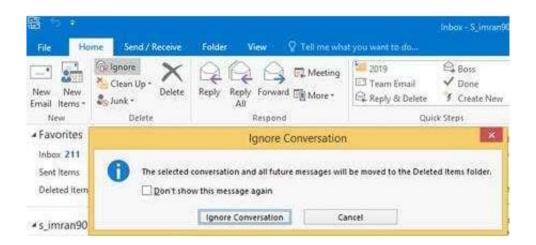


Correct Answer: See below for solution.

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



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