



77-731^{Q&As}

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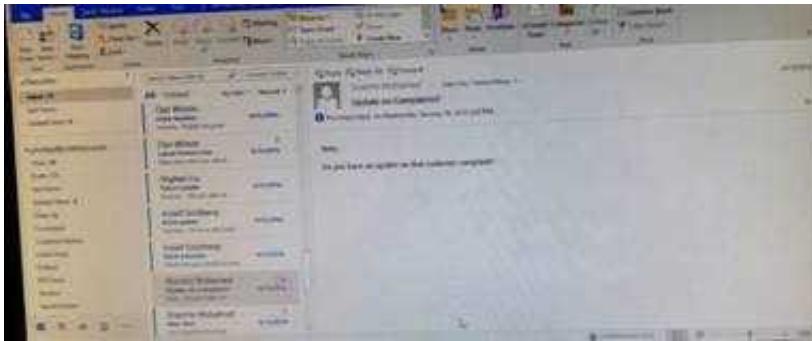
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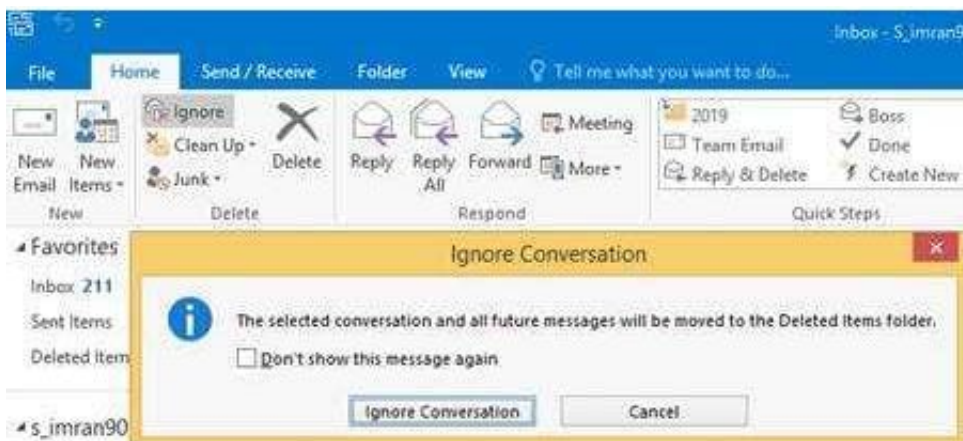
QUESTION 1

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.



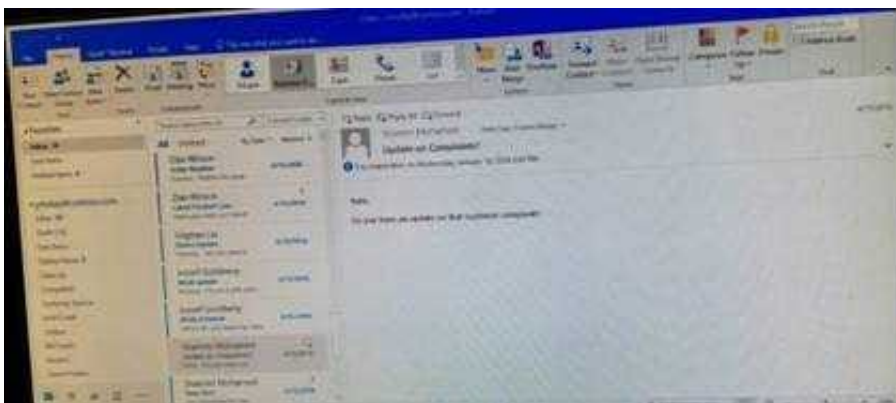
Correct Answer: See below for solution.

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



QUESTION 2

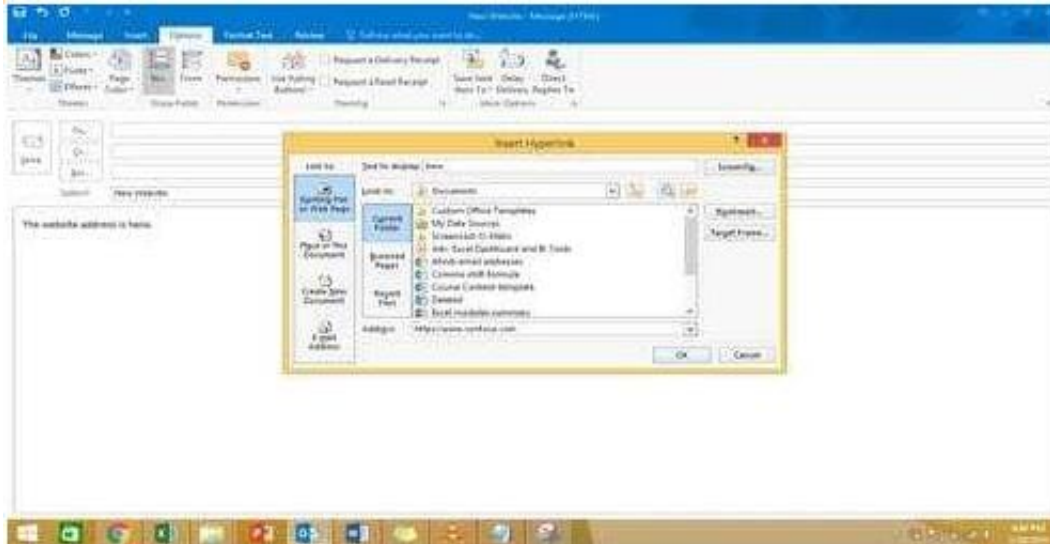
In the Drafts folder, open the '\\New Website' message. Insert a hyperlink on the word "here" that links to 'https://www.contoso.com'. Send the message.





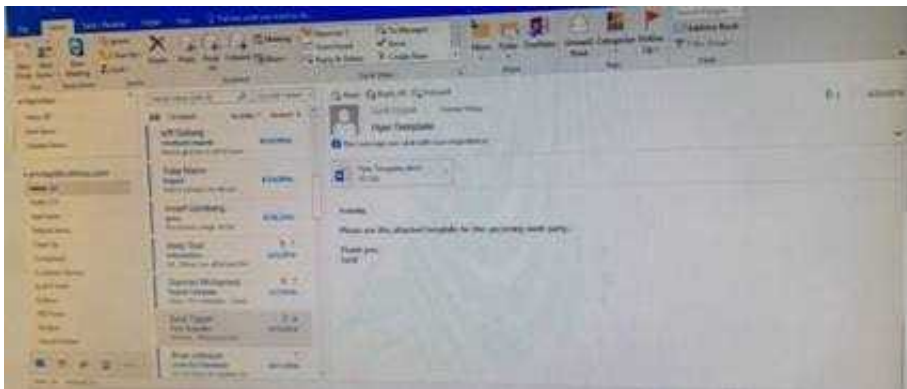
Correct Answer: See below for solution.

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



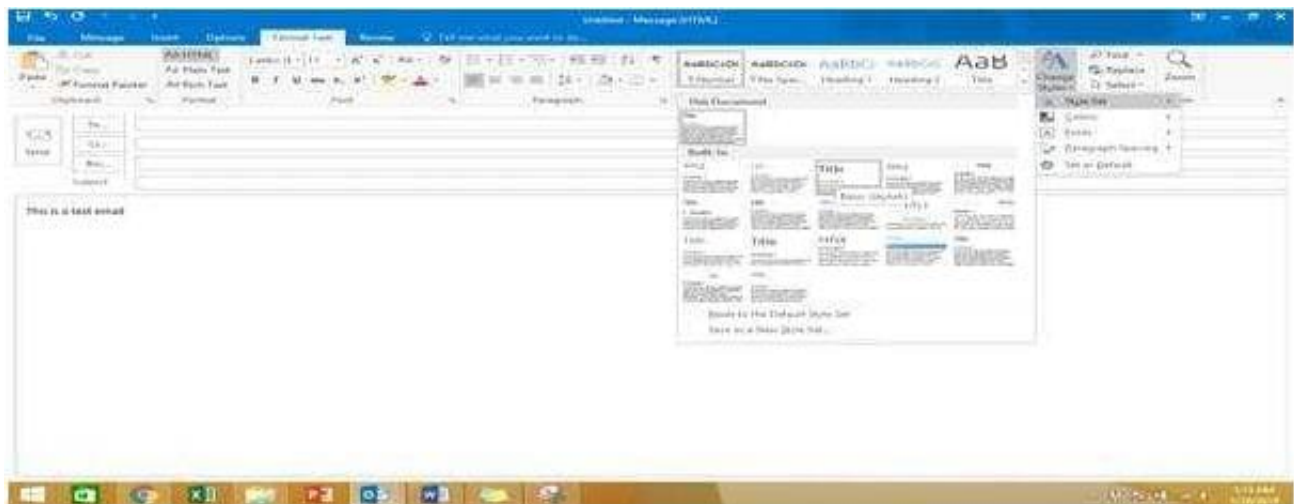
QUESTION 3

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



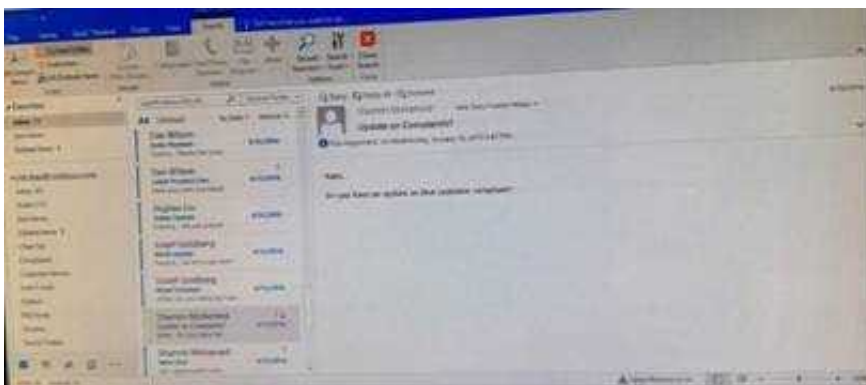
Correct Answer: See below for solution.

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



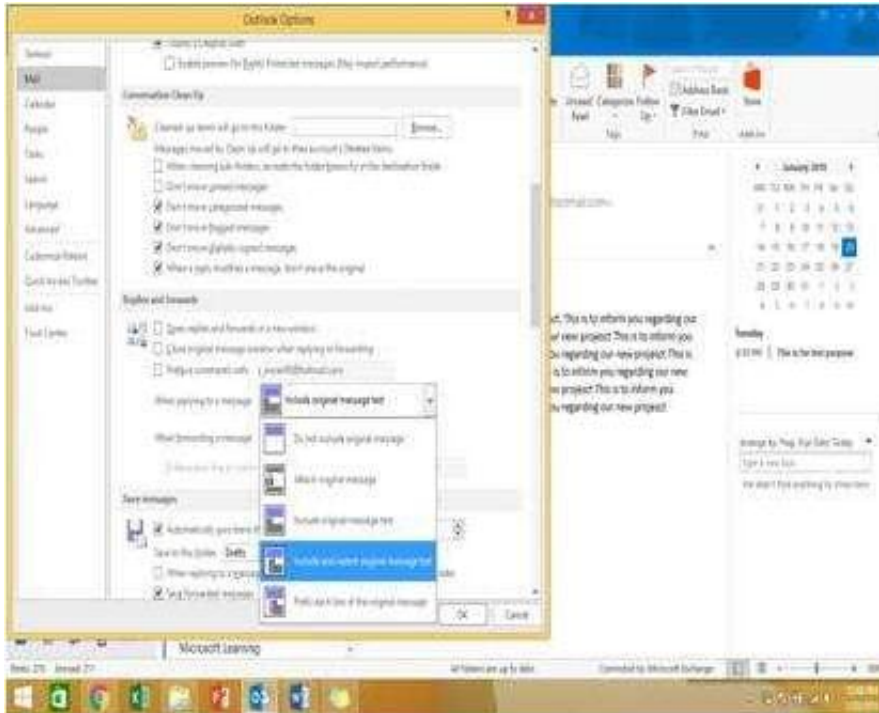
QUESTION 4

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



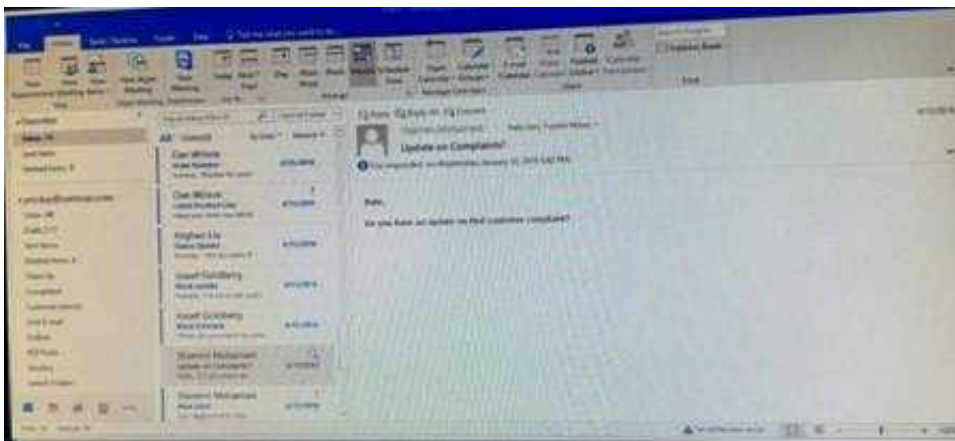
Correct Answer: See below for solution.

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



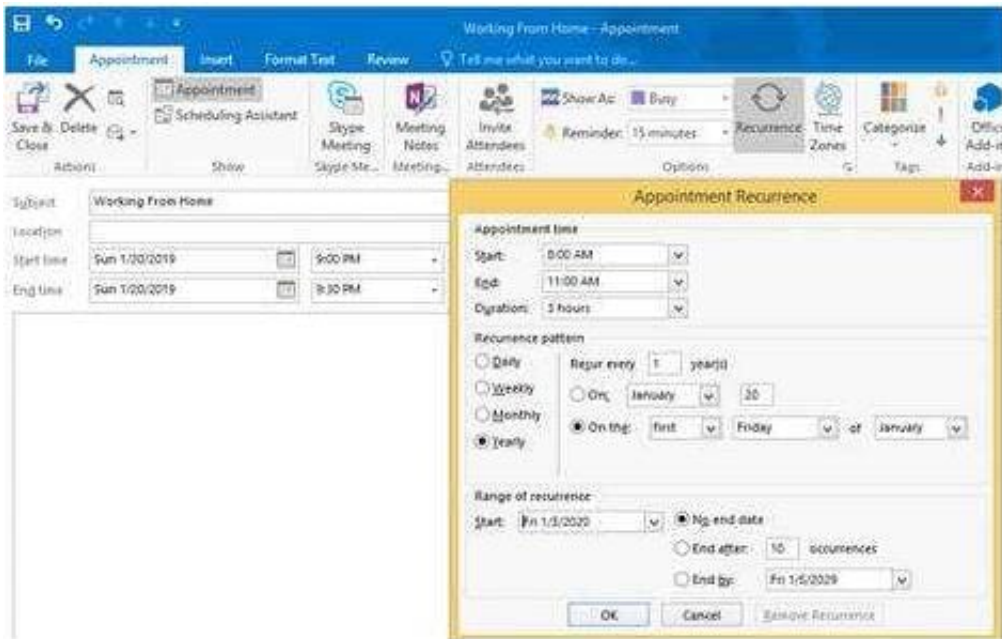
QUESTION 5

Create an appointment that has the subject '\\\\Working From Home\\\''. Configure the appointment to recur from 8:00 Am to 11:00 AM (from 8 o\\'clock until 11 o\\'clock) every other Friday starting the first Friday of next year. Show your time during the appointment as Working Elsewhere. Save close the appointment.



Correct Answer: See below for solution.

Create a new appointment and give the following options in "Recurrence".



In Show as, select "Working elsewhere" and save and close the appointment.



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