



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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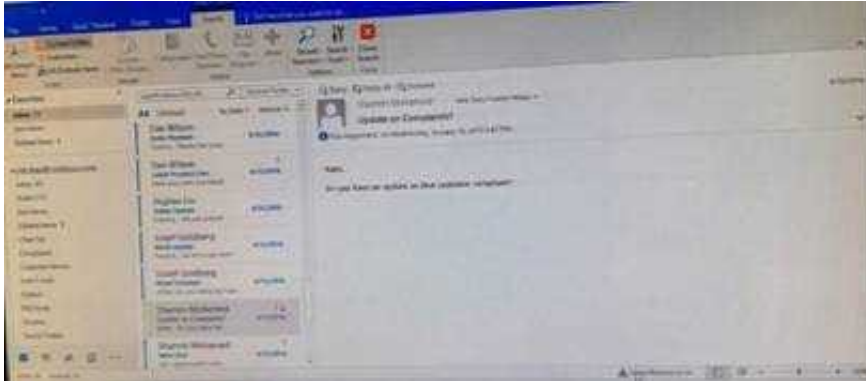
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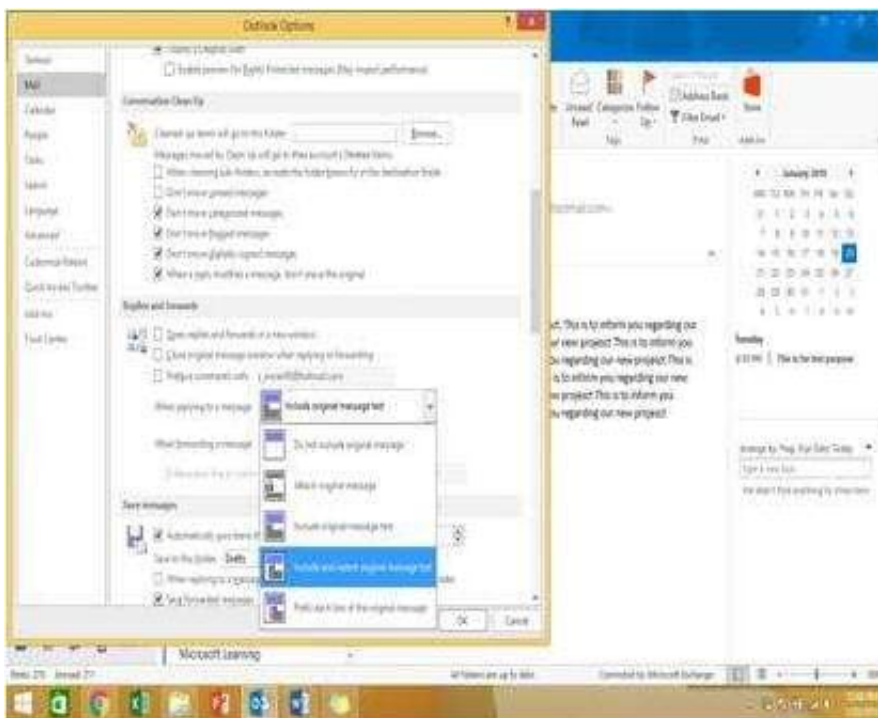
QUESTION 1

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



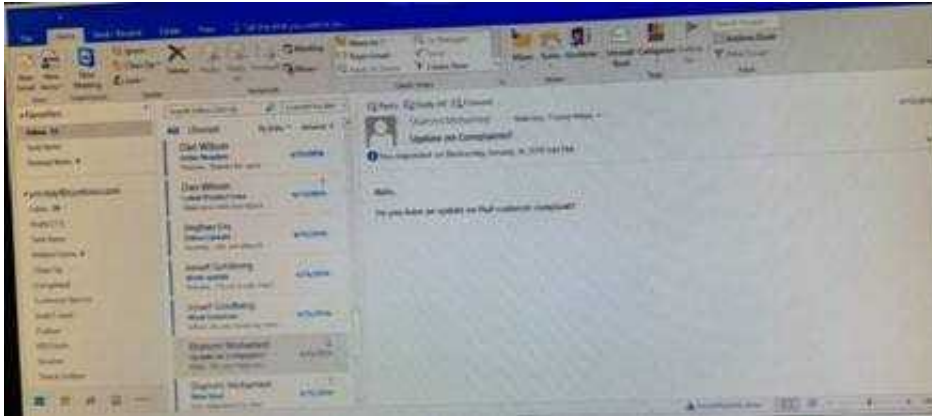
Correct Answer: See below for solution.

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



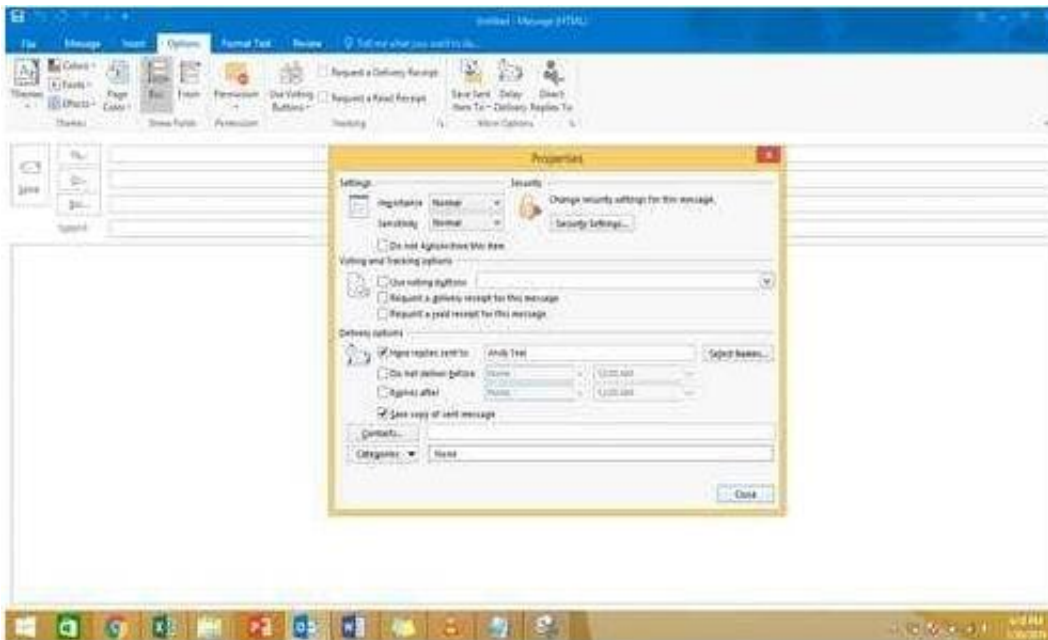
QUESTION 2

In the Drafts folder, open the '\\Orientation\\' message. Configure the message options to direct replies to '\\Andy Teal\\'. Send the message.



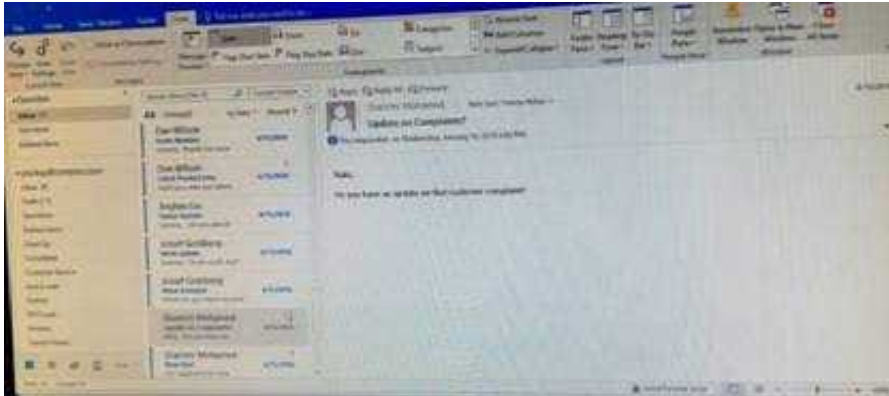
Correct Answer: See below for solution.

Open the message – Go to Options tab – Direct Replies to – Delivery options group – select the “Andy Teal” in Have replies sent to field. Close the box and send the message.



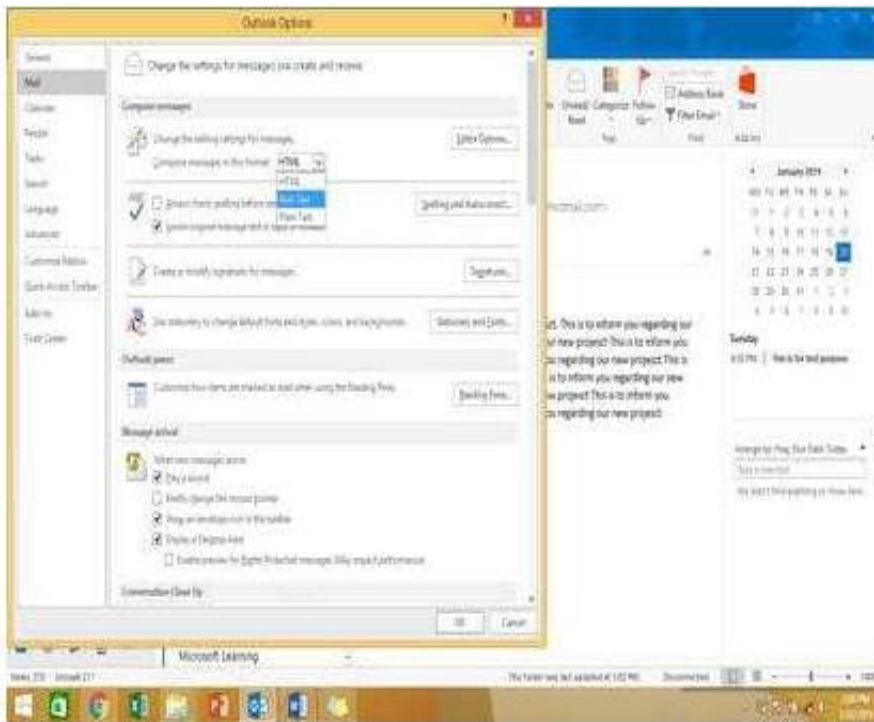
QUESTION 3

Configure Outlook to compose all outgoing messages in Rich Text format.



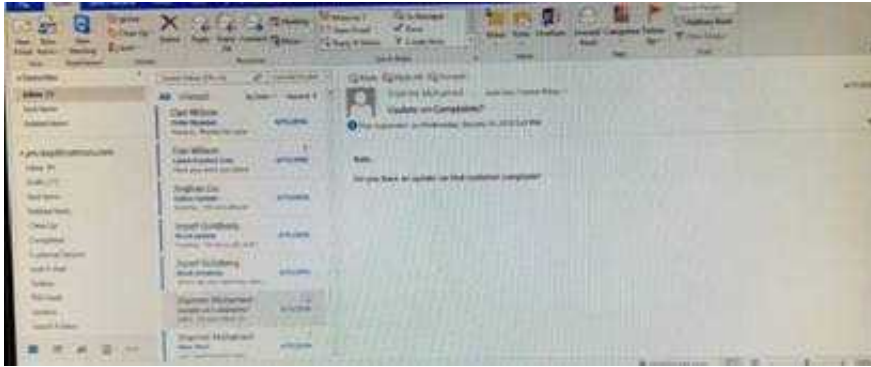
Correct Answer: See below for solution.

File -options -mail -select Rich Text



QUESTION 4

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.

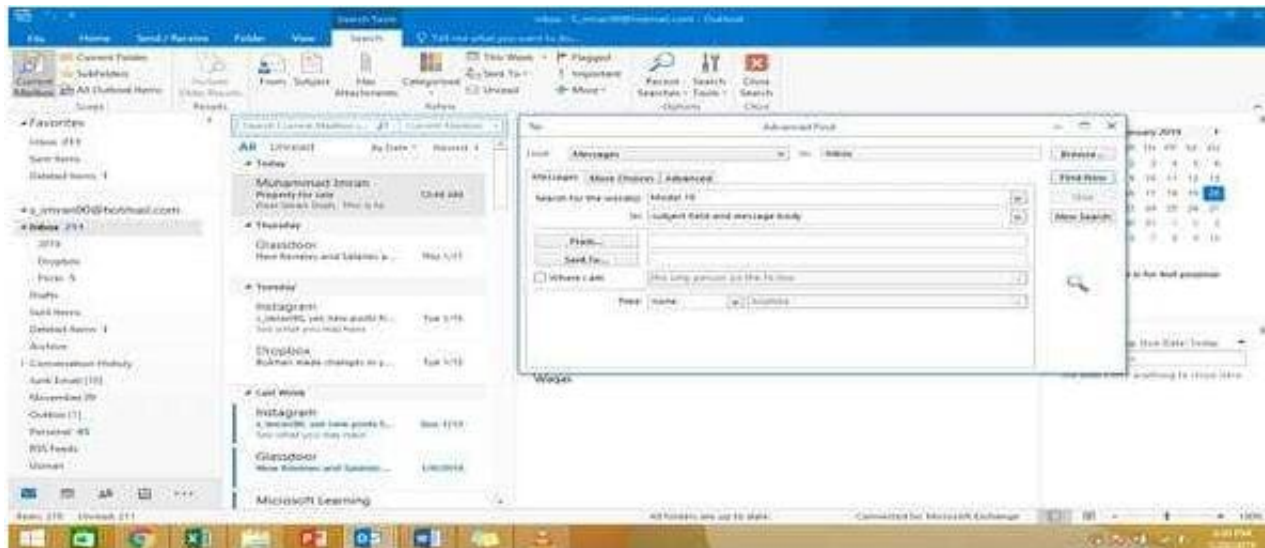


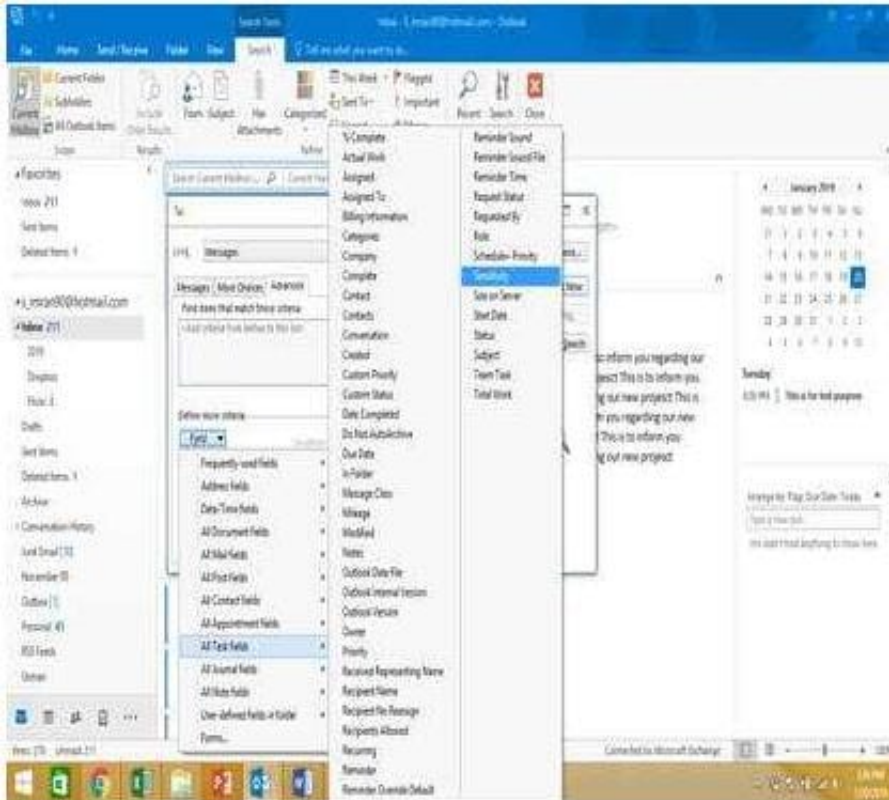
Correct Answer: See below for solution.

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

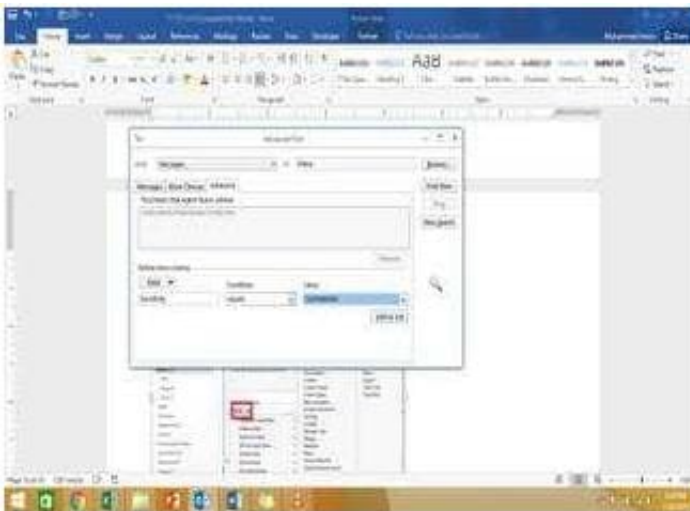


In the "Advanced Find" box give the desired criteria Go to "Advanced" tab and click on "Field option – All task fields – Sensitivity"



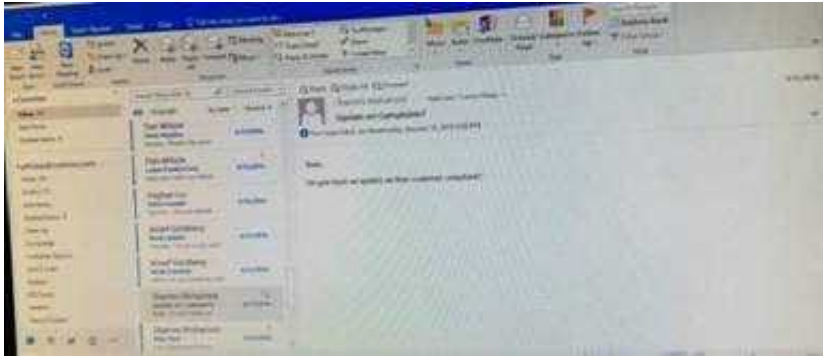


Give the criteria and add to list. Find the message, delete and close the box



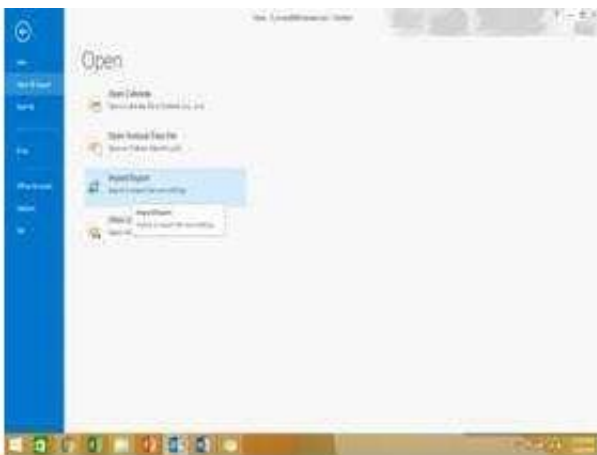
QUESTION 5

Export the contents of the Deleted items folder and its subfolders to a .pst file. Save the file in the Documents folder as \\.\Deleted.pst\\.\. Do not enter a password.

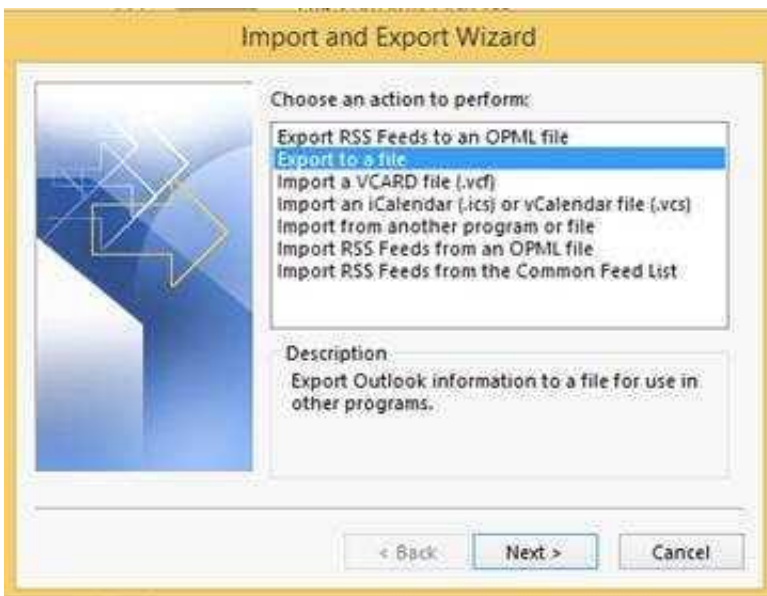


Correct Answer: See below for solution.

-File -Open and Export -Import/Export

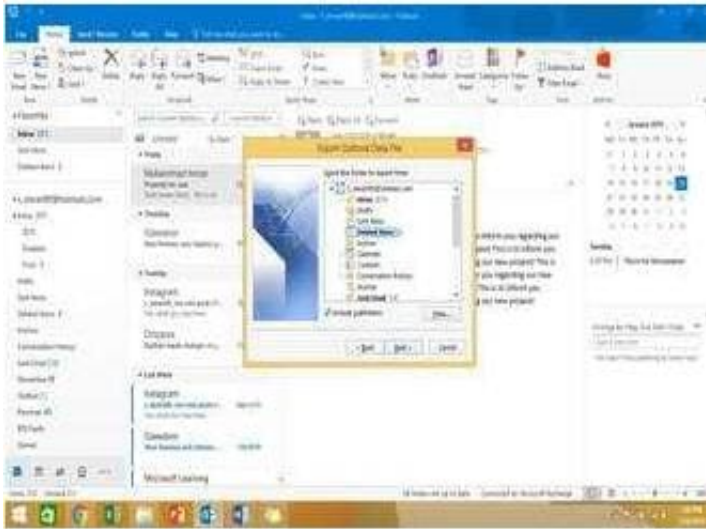


Select Export to a file



Select outlook data file (.pst)

Select Deleted items folder and make sure include subfolders is selected



Select outlook data file (.pst)

Select Deleted items folder and make sure include subfolders is selected

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