



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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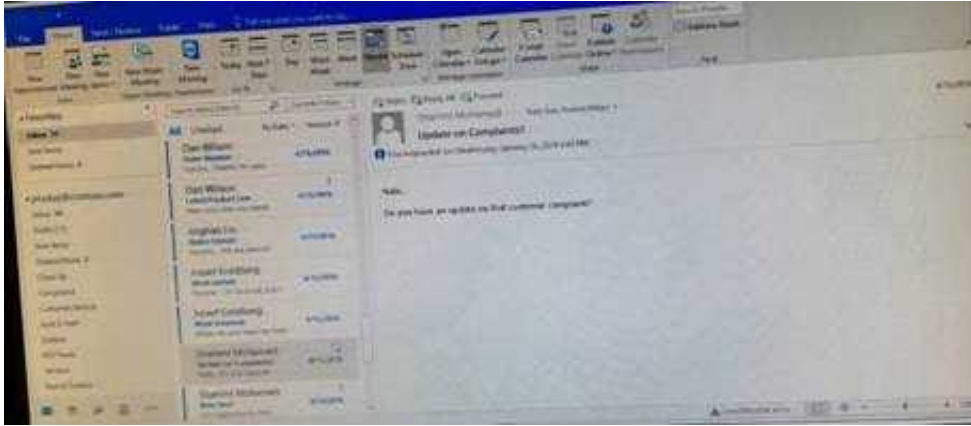
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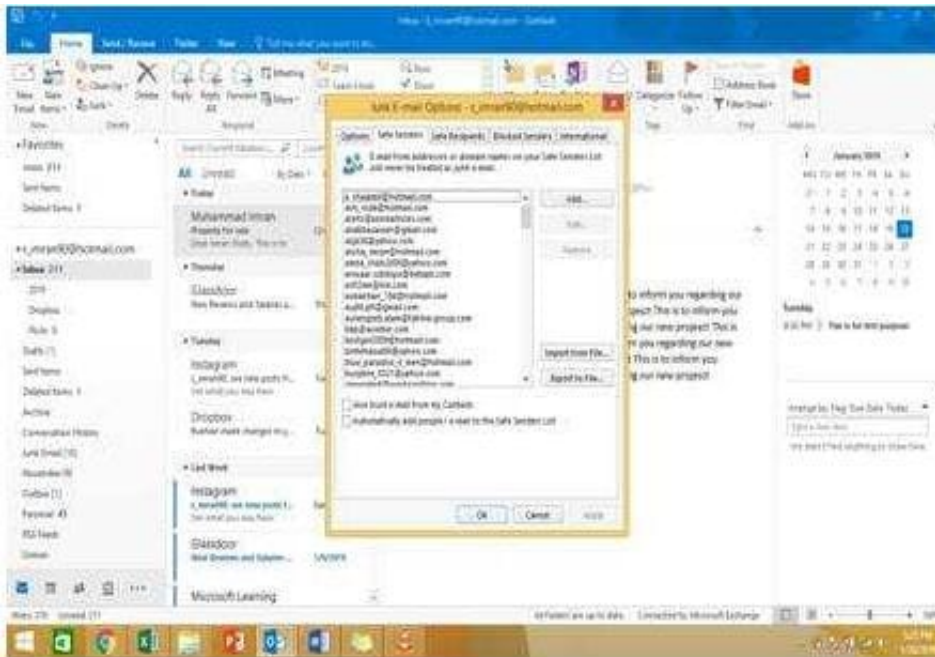
QUESTION 1

Configure Outlook so that email from a contact is never sent to the junk e-mail folder.



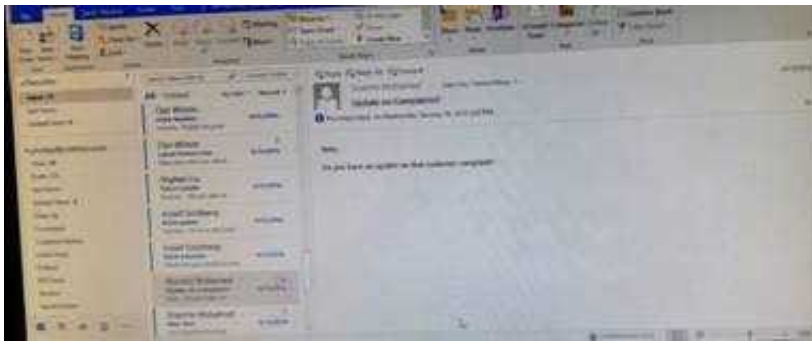
Correct Answer: See below for solution.

Home tab – Junk – Junk email options – safe recipients – click on “Also trust email from my contacts”



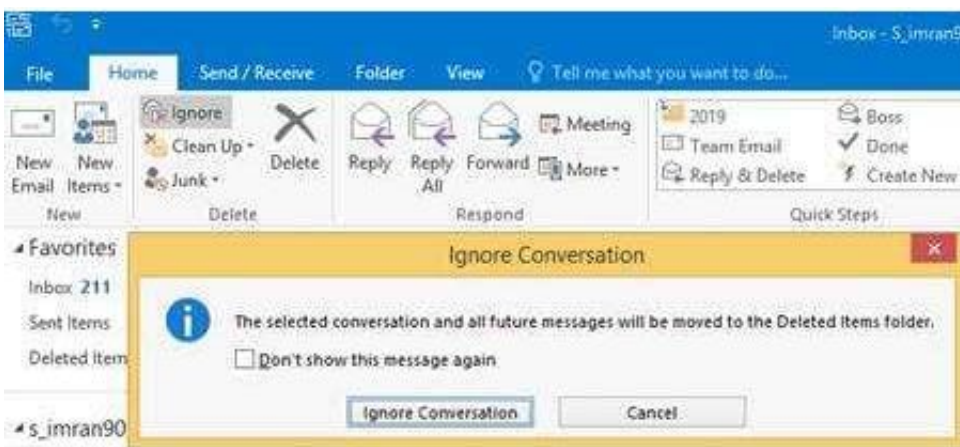
QUESTION 2

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.



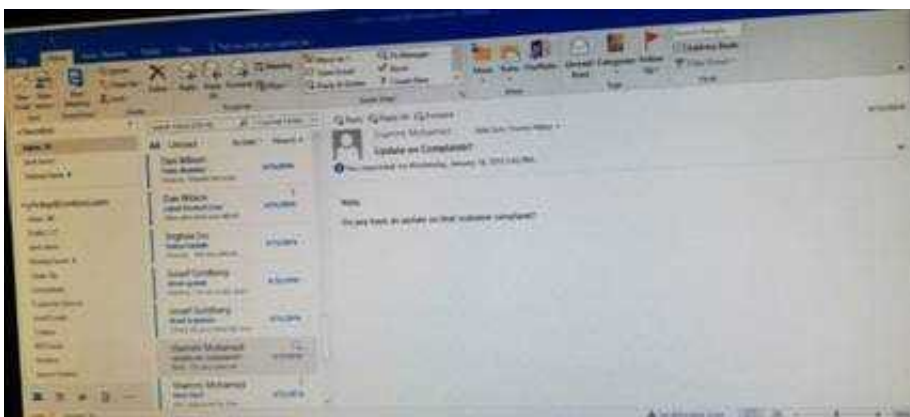
Correct Answer: See below for solution.

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



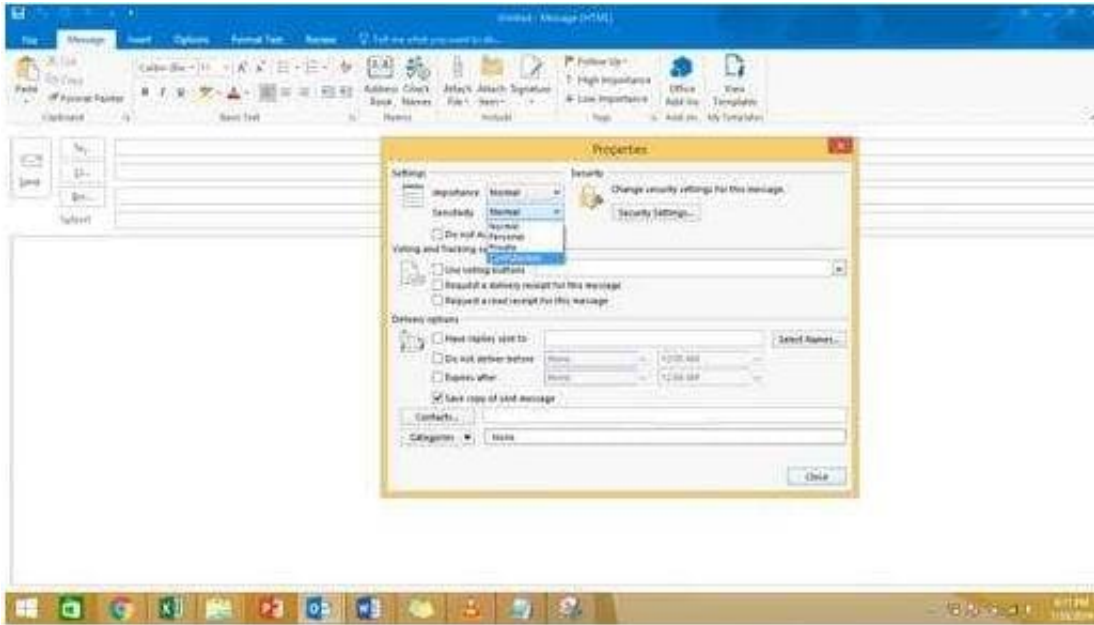
QUESTION 3

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



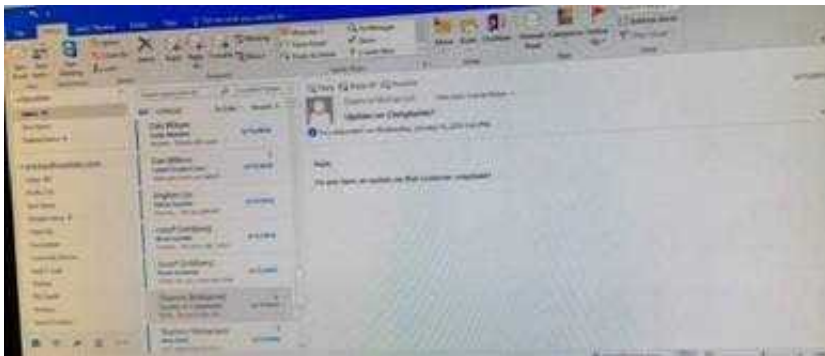
Correct Answer: See below for solution.

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



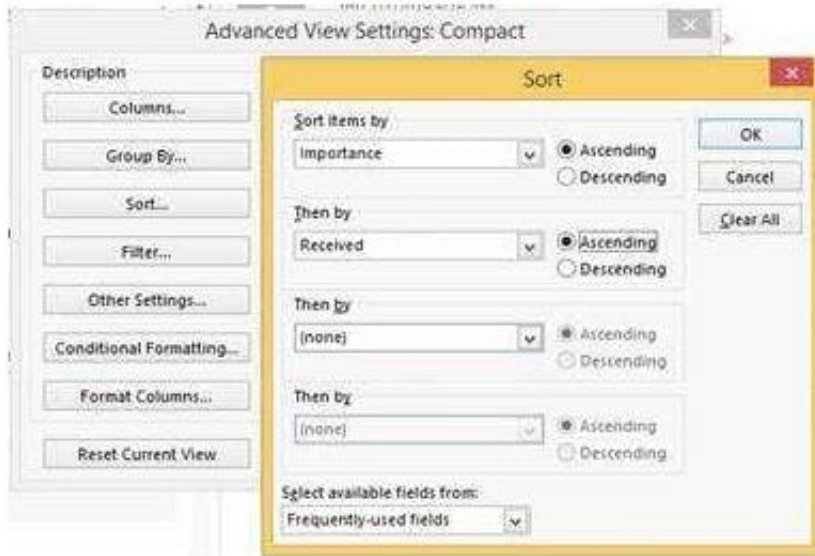
QUESTION 4

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.



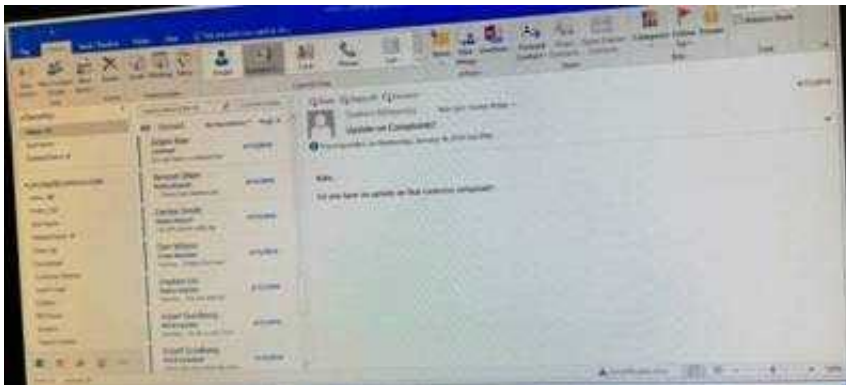
Correct Answer: See below for solution.

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



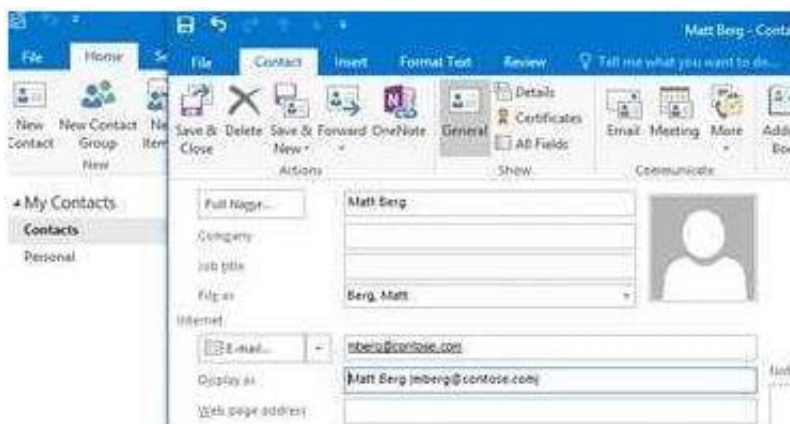
QUESTION 5

Create a contact named '\\\\'Matt Berg\\\\' with an email address of '\\\\'mberg@contose.com\\\\' Save and close the contact.



Correct Answer: See below for solution.

Go to contacts -New contact and do the following





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