



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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QUESTION 1

On the Calendar, open the '\\\\Doctor Visit\\\' appointment that occurs next Wednesday. Configure the reminder to display without playing a sound. Save and close the appointment.



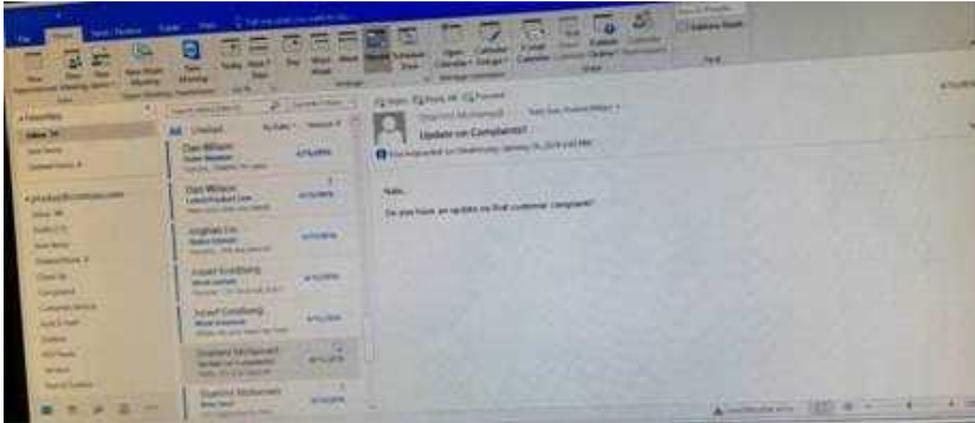
Correct Answer: See below for solution.

Locate the appointment in calendar and double click to open it. Click on Options dialog box launcher and uncheck "Play this sound"



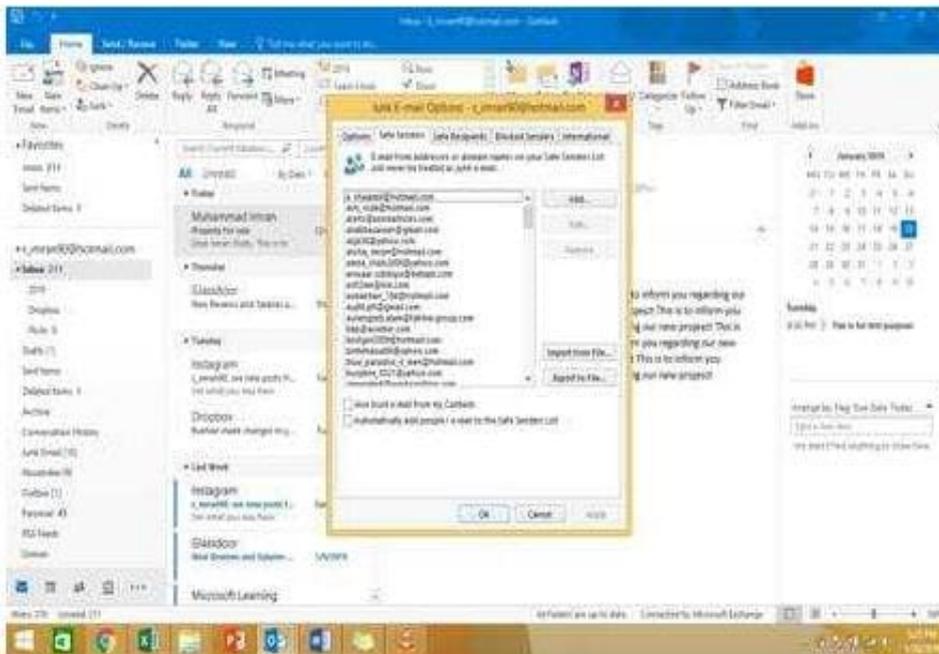
QUESTION 2

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



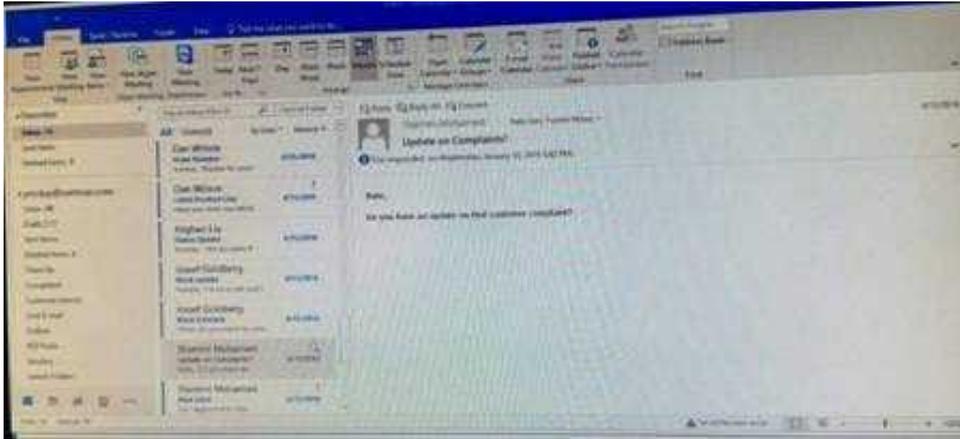
Correct Answer: See below for solution.

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



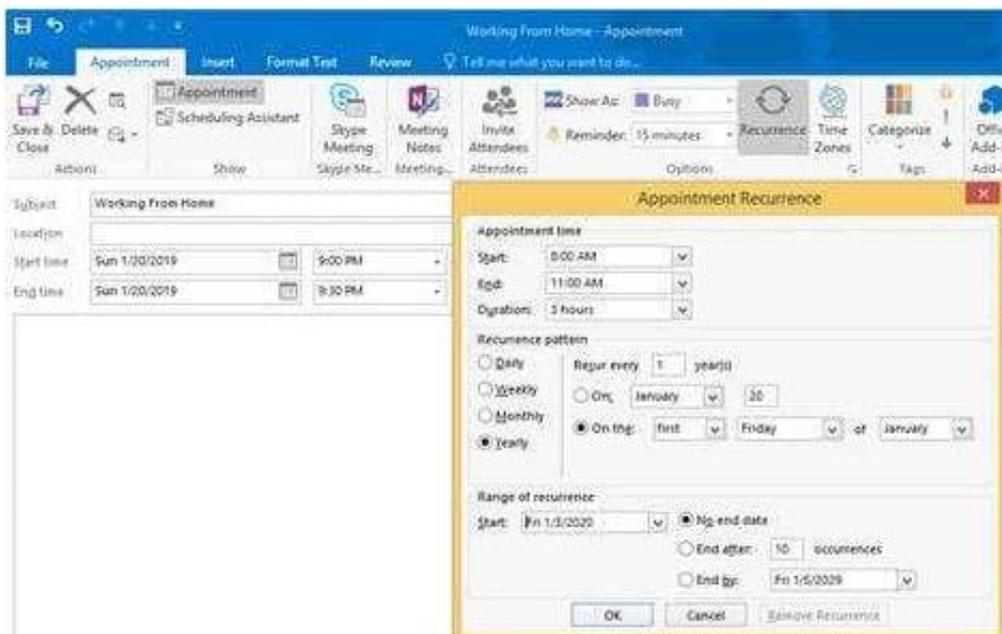
QUESTION 3

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".

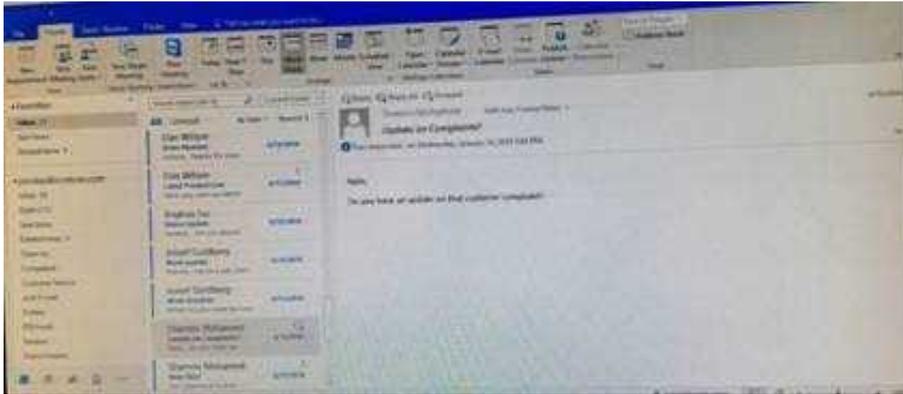


In Show as, select "Working elsewhere" and save and close the appointment.



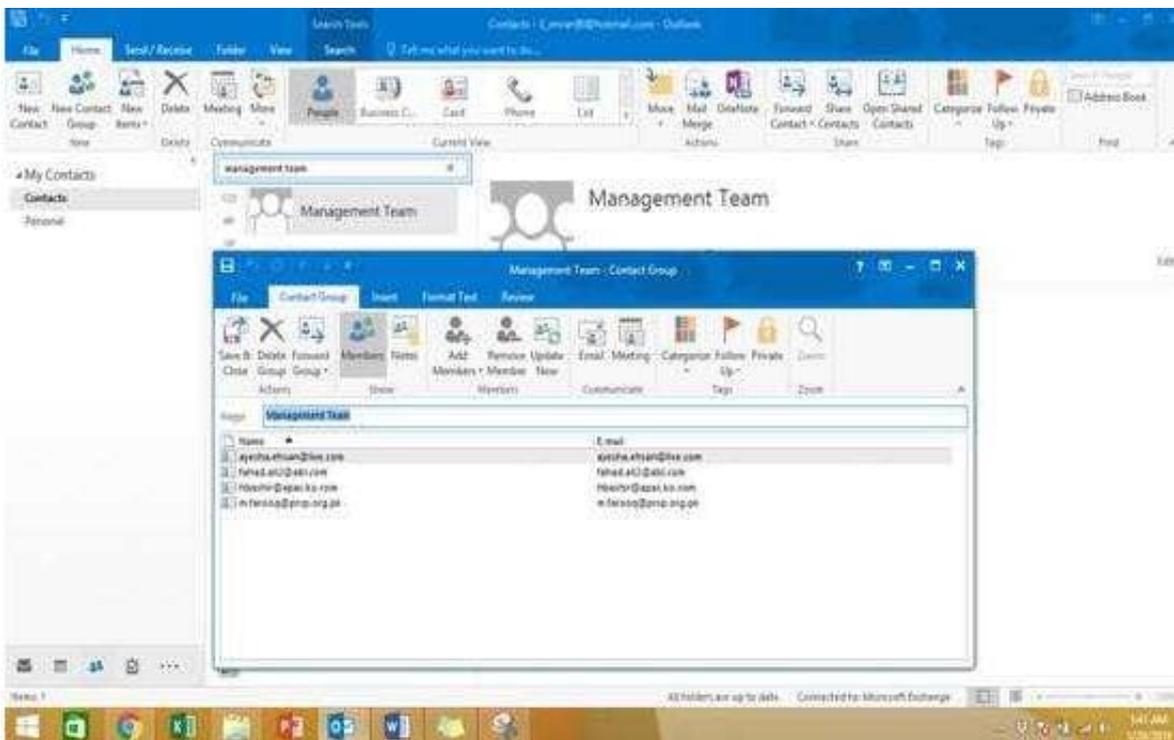
QUESTION 4

Add the contact '\\Dan Wilson' to the '\\Management Team' contact group. Save and close the contact group.



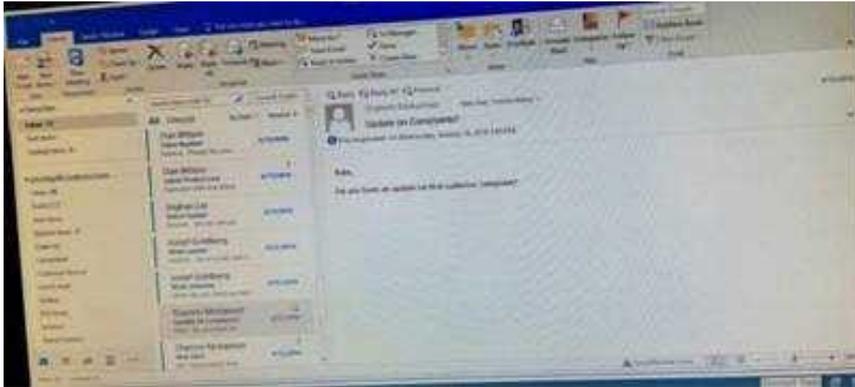
Correct Answer: See below for solution.

- Search the "management team" contact group Double click the contact group Click Add Members and then select the desired list and search and add members



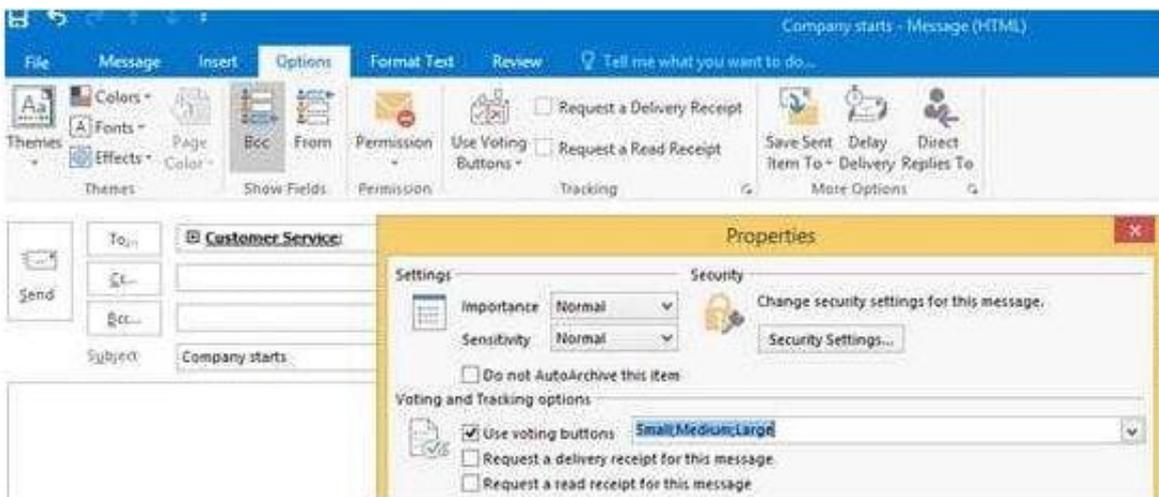
QUESTION 5

Send a message to the '\\Customer Service\\' contact group that has the subject '\\Company starts\\' and voting buttons labeled '\\Small \\Medium\\' and Large\\'.



Correct Answer: See below for solution.

Create new message with the above mentioned recipient and subject. Click on Options – Voting buttons – Custom and then enter Small;Medium;Large (separated by semi colon) Close the dialog box and click on Send.



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