



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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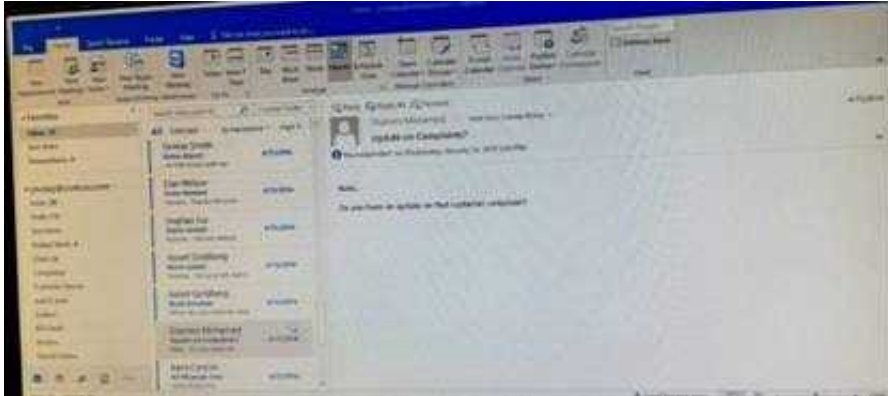
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QUESTION 1

Import the contacts from the PersonalContacts.csv located in the Documents folder into the Contacts folder.



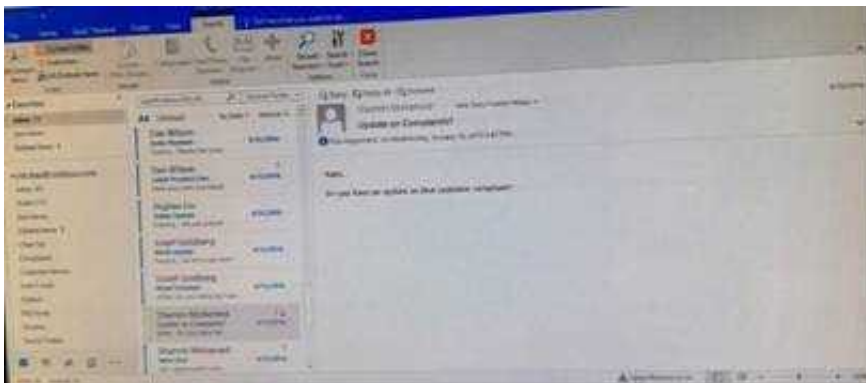
Correct Answer: See below for solution.

File – open and export – Import/Export Import from another program or file Comma separated values Locate the file and import



QUESTION 2

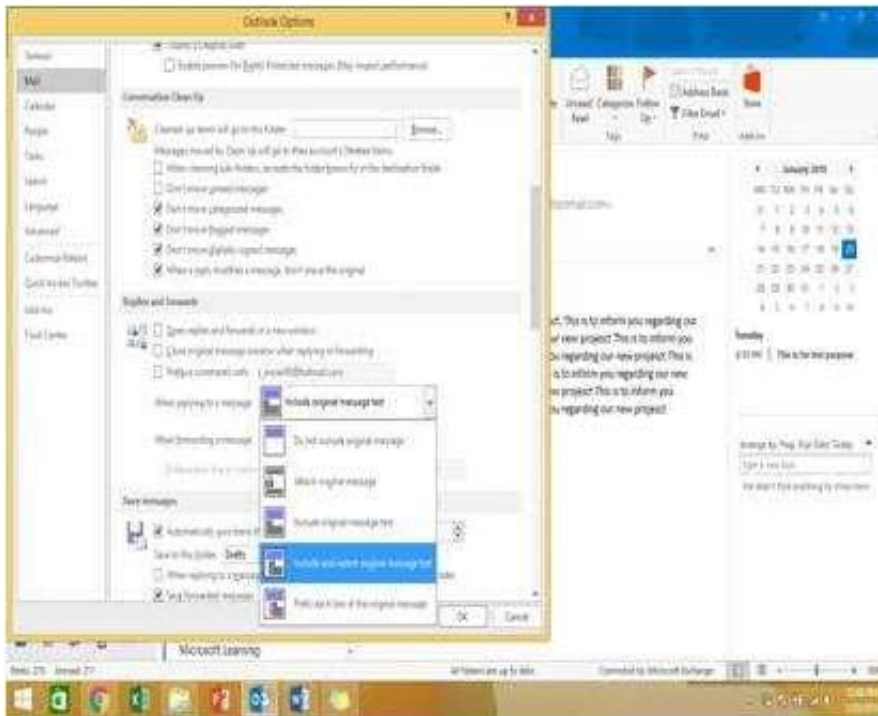
Configure Outlook to include and indent the original message text when you reply to a message.



Correct Answer: See below for solution.

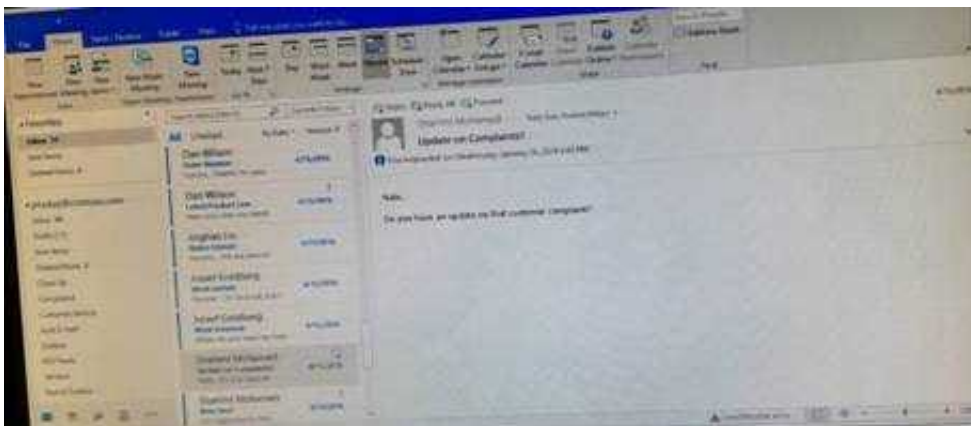


File – options – Mail – Replies and forwards – when replying to a message



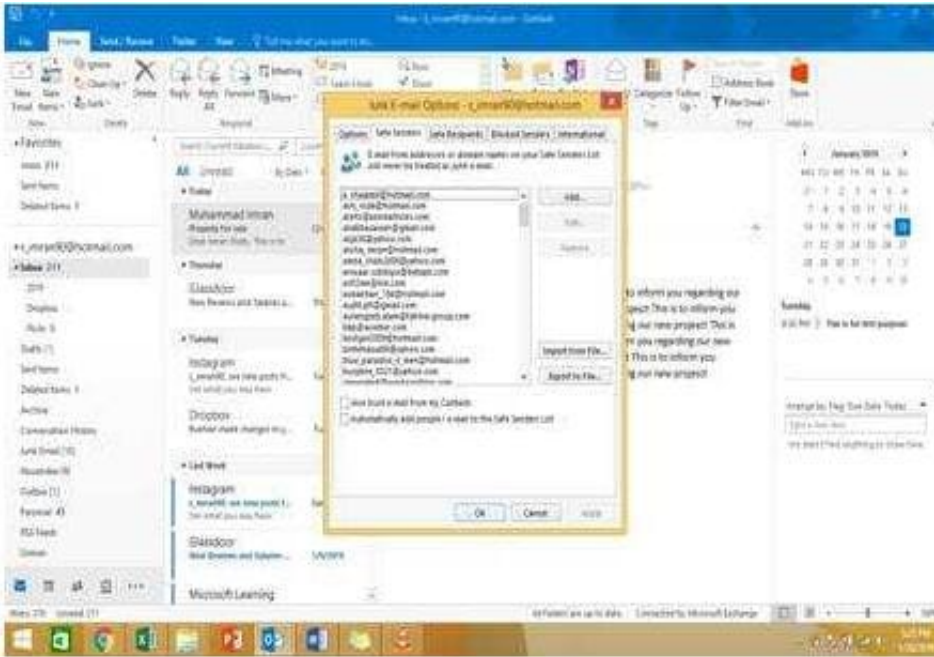
QUESTION 3

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



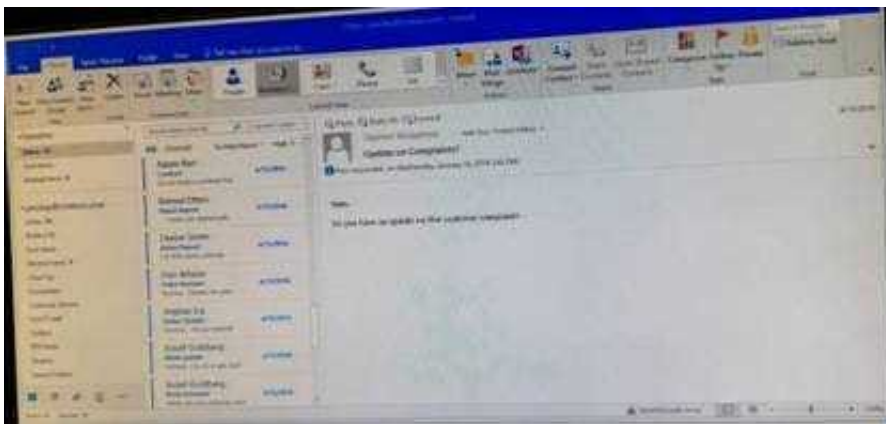
Correct Answer: See below for solution.

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



QUESTION 4

Send the contact item for '\\Yvonne Mckay\\' to '\\Adam Barr\\' as a business card.



Correct Answer: See below for solution.

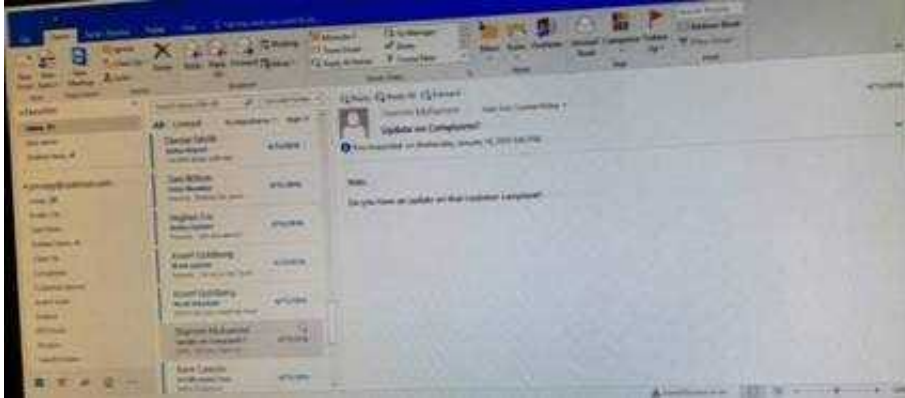
Search the contact "Yvonne Mckay" and the click on "Forward Contact" "As a business card"





QUESTION 5

Create a calendar group named "Management Team" that includes the calendars of '\\\ Yvoone Mckay \\\', '\\\ Joosef Glodberg\\\' and "Sammi Mohamed\\\'



Correct Answer: See below for solution.

Go to Calendar and select "Create New Calendar Group"

Enter the name "Management Team"

Add the above persons in members



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