



# 77-731<sup>Q&As</sup>

Outlook 2016 Core Communication, Collaboration and Email Skills

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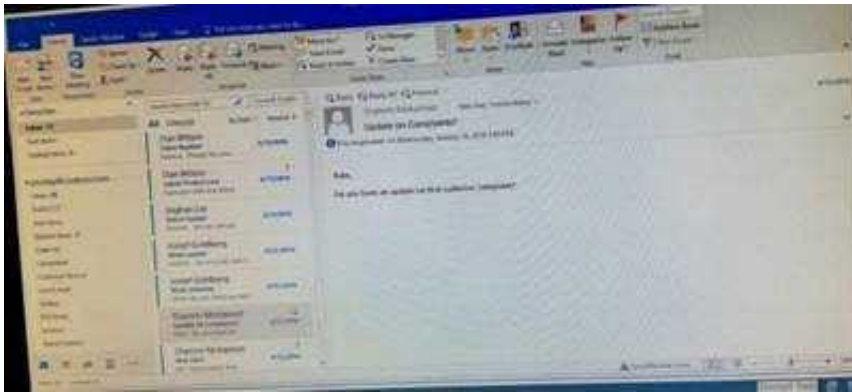
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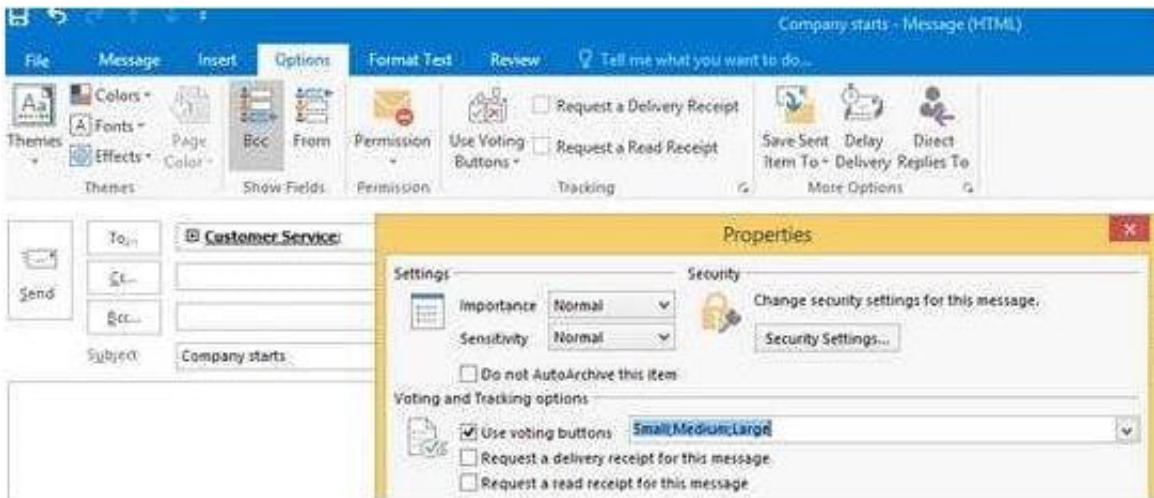
### QUESTION 1

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



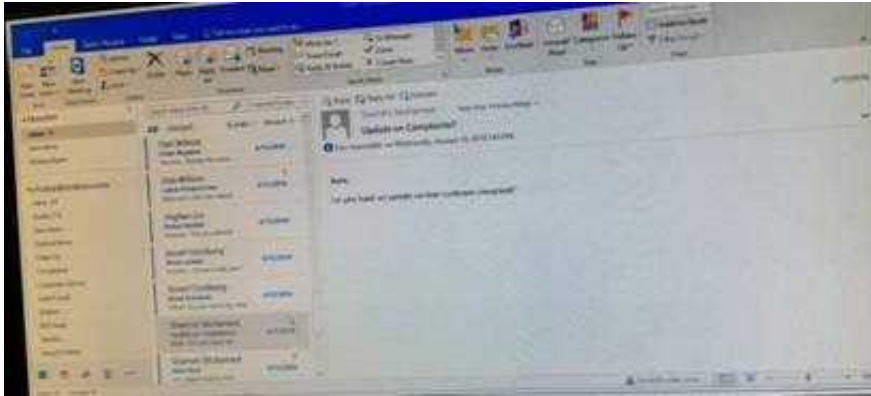
Correct Answer: See below for solution.

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.



### QUESTION 2

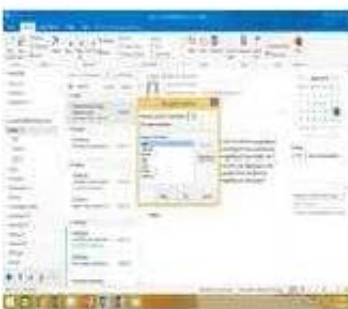
Reset the navigation pane buttons to the default settings.



Correct Answer: See below for solution.

On the Navigation Bar, click ...

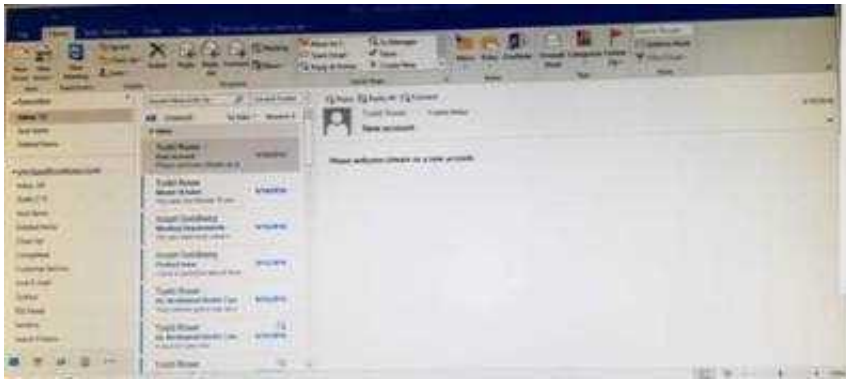
Click navigation options then click on Reset





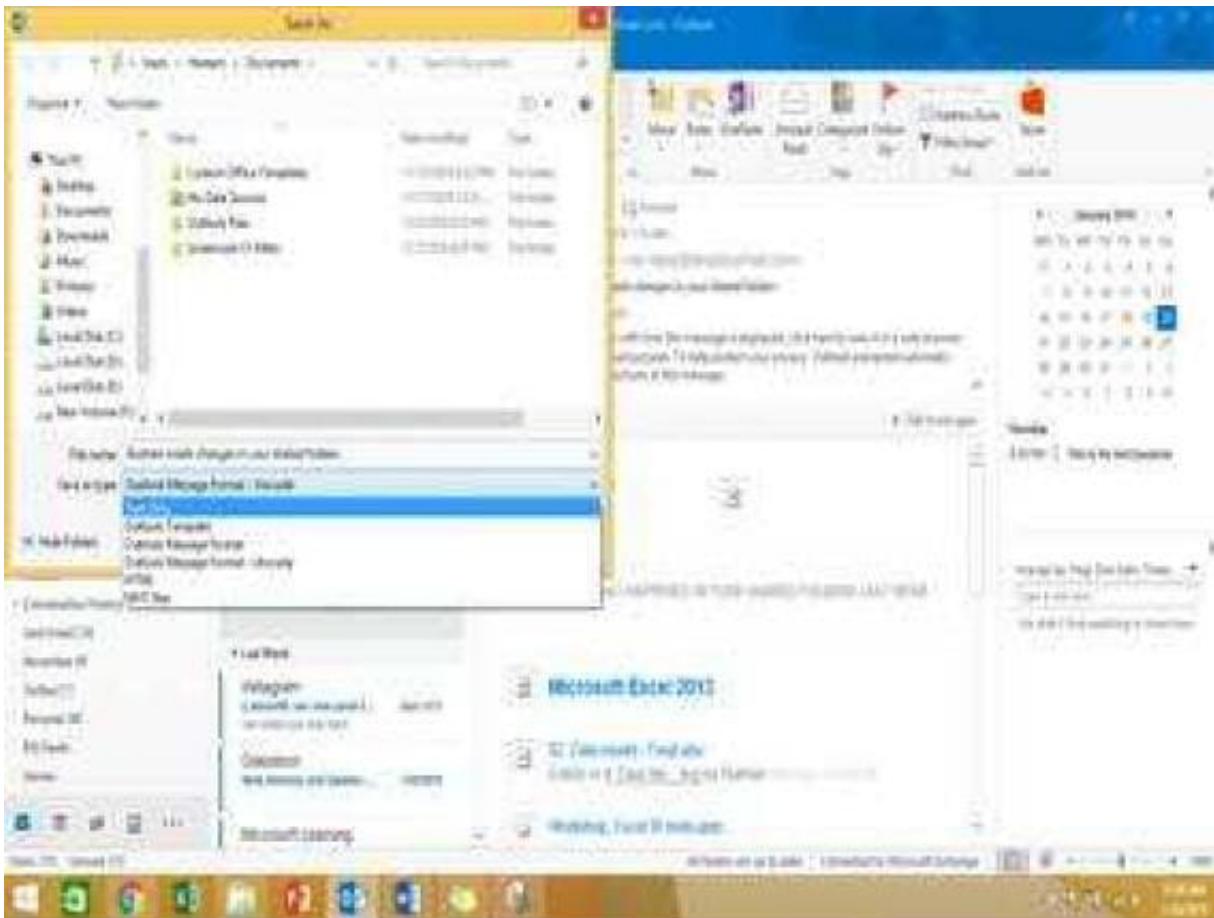
### QUESTION 3

In the inbox locate the "\\Flyer Template\\" message. Save the message to the Documents folder as a text file. Use default file name.



Correct Answer: See below for solution.

Tap to select the message, go to File -Save As and select "Text Only" in Save As type

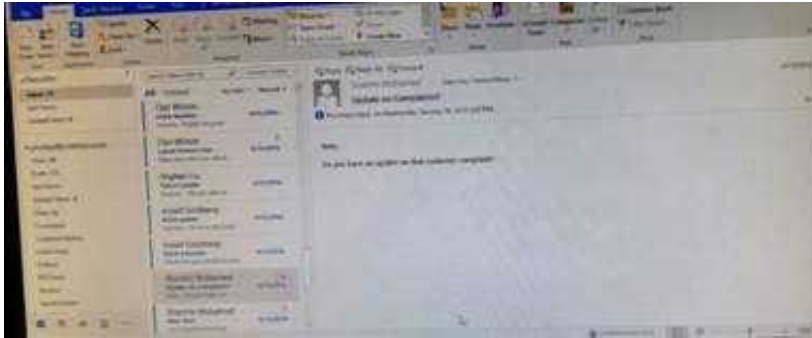


### QUESTION 4



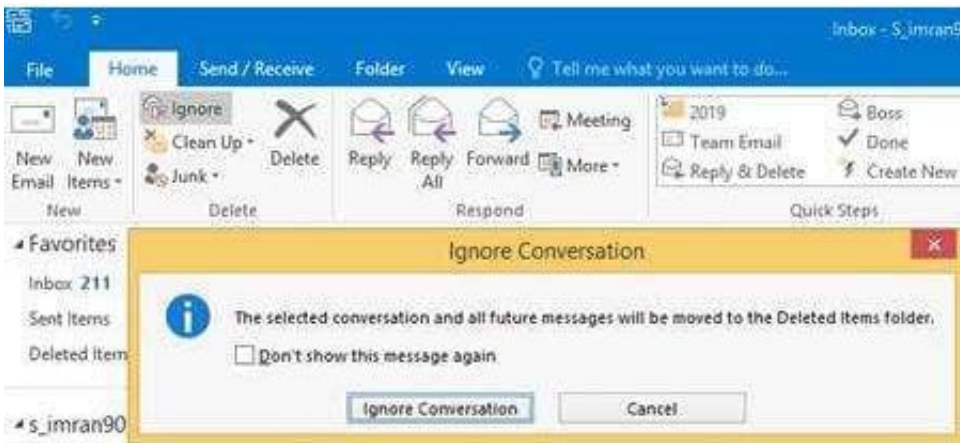


Locate the "\\Account\\" conversation in the Vendors folder. Send the entire conversation and all future messages related to that conversation to the Deleted items folder.



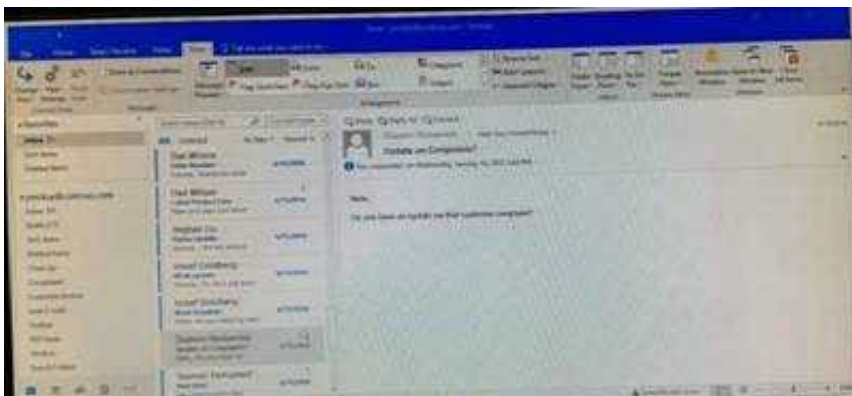
Correct Answer: See below for solution.

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



### QUESTION 5

Create a Search Folder named "\\Priority 1\\" that displays messages that are marked as high importance and have at least one attachment.



Correct Answer: See below for solution.

Go to Folder

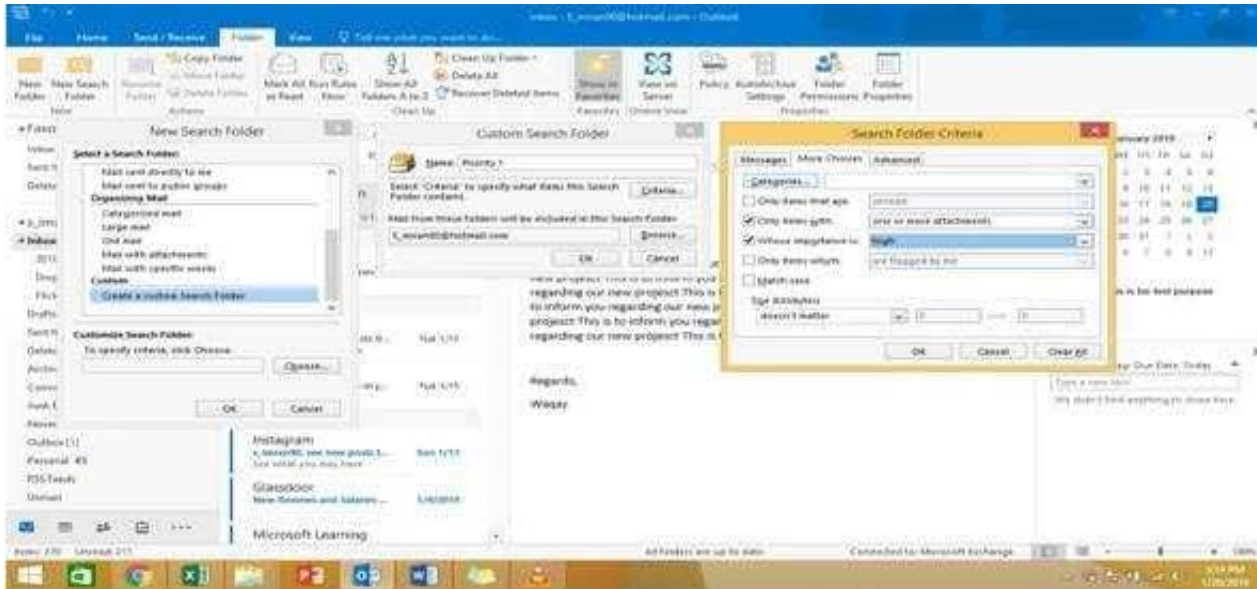


Select "New Search Folder"

Select create custom search folder and click on "Choose"

Give it name "Priority 1" and select "Criteria"

In "More choices tab" select the required options



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