



77-731^{Q&As}

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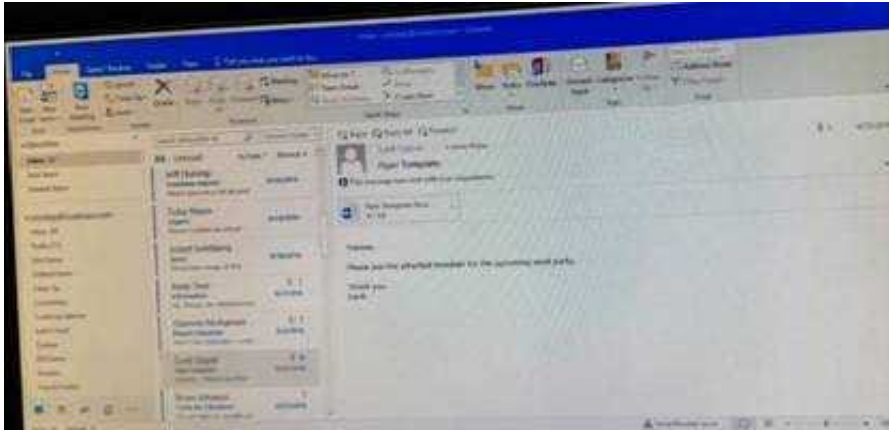
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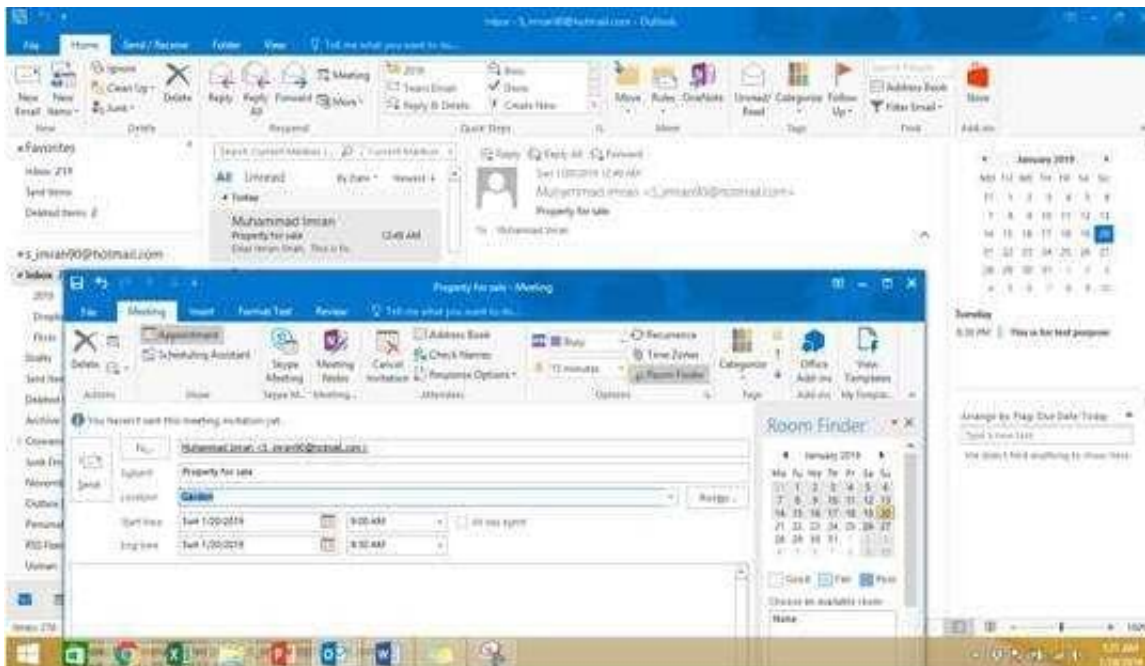
QUESTION 1

In the inbox, Locate the '\\Update on Complaints?' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in '\\Garden'; Send the meeting request.



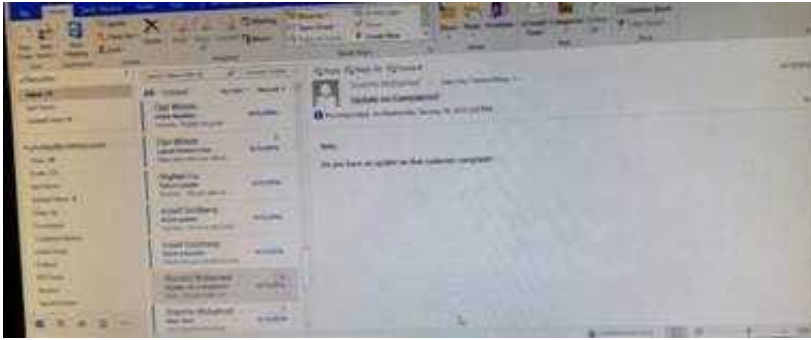
Correct Answer: See below for solution.

Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



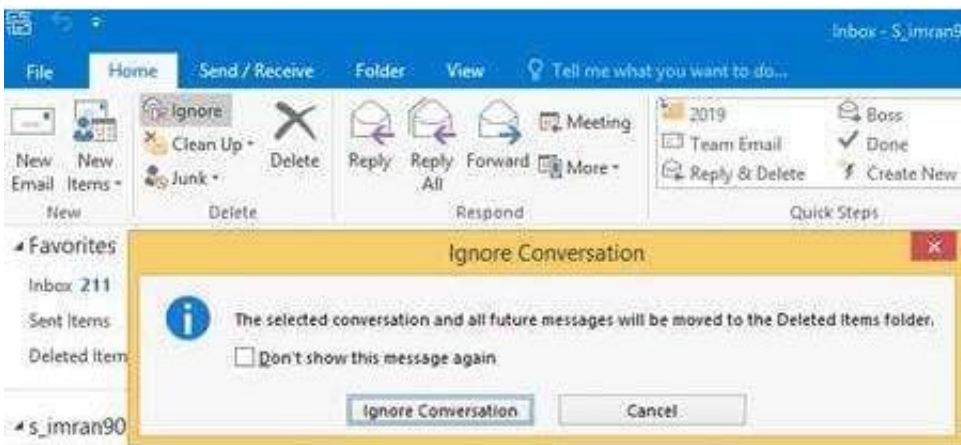
QUESTION 2

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.



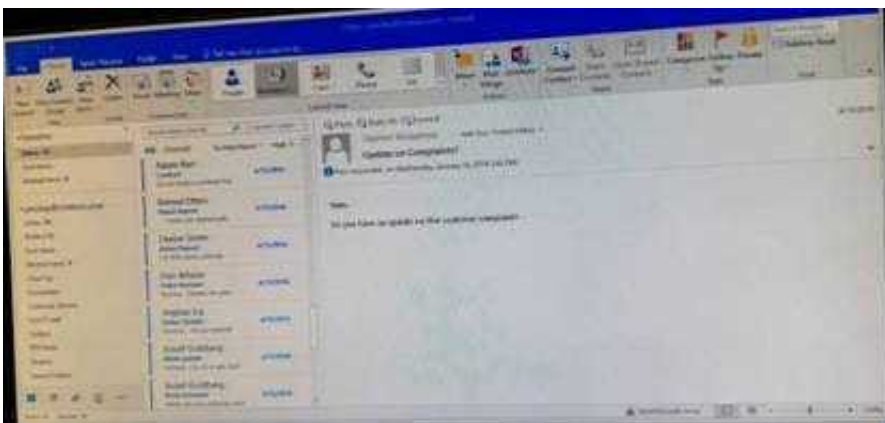
Correct Answer: See below for solution.

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



QUESTION 3

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



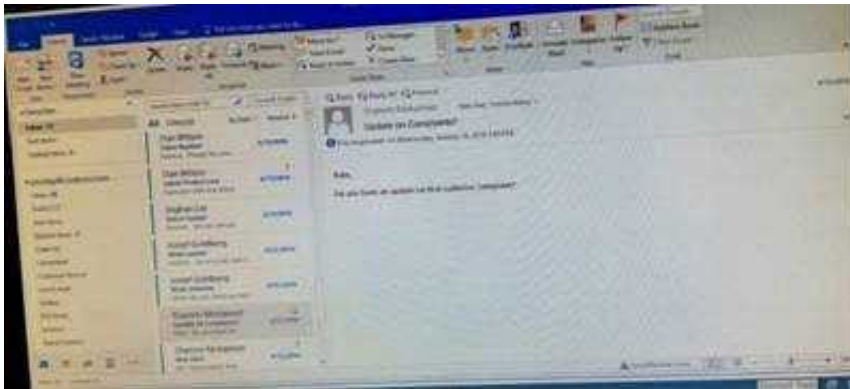
Correct Answer: See below for solution.

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



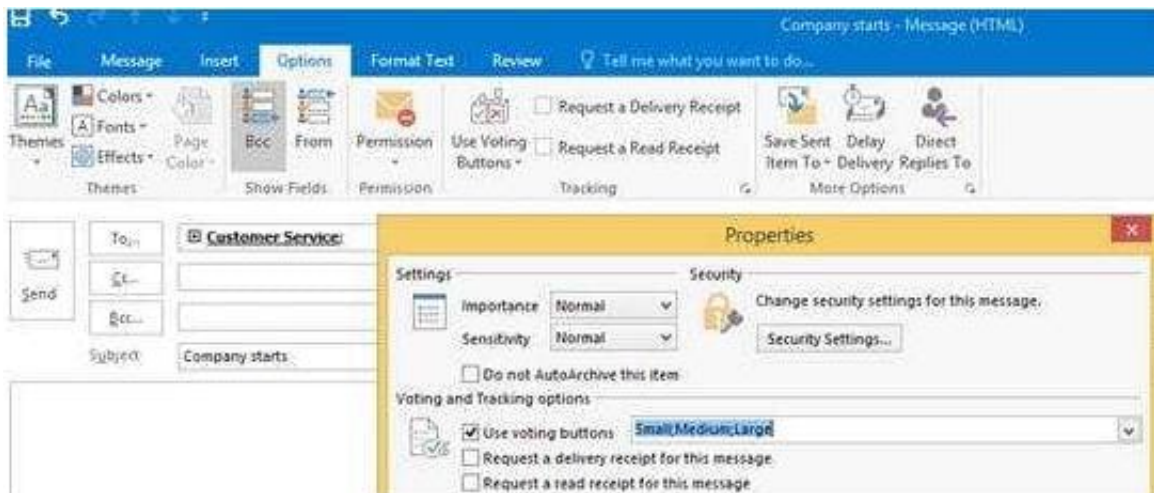
QUESTION 4

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



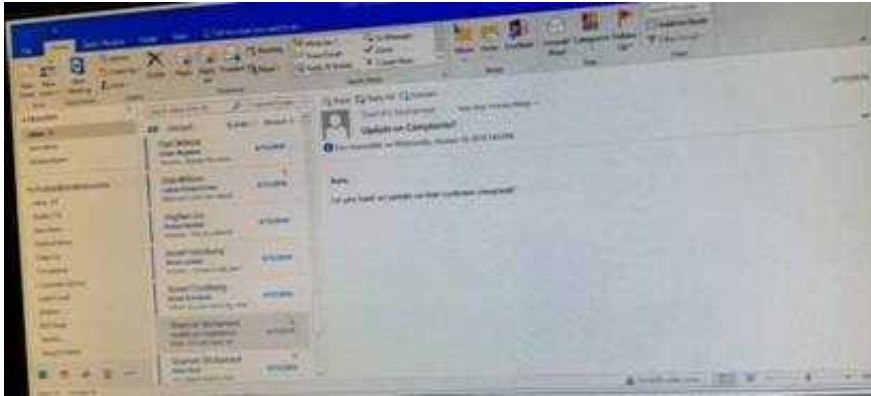
Correct Answer: See below for solution.

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 5

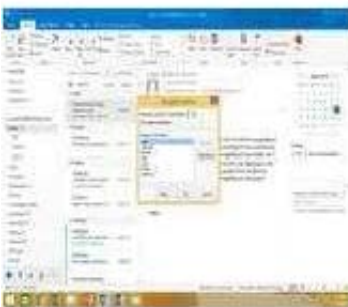
Reset the navigation pane buttons to the default settings.



Correct Answer: See below for solution.

On the Navigation Bar, click ...

Click navigation options then click on Reset





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