



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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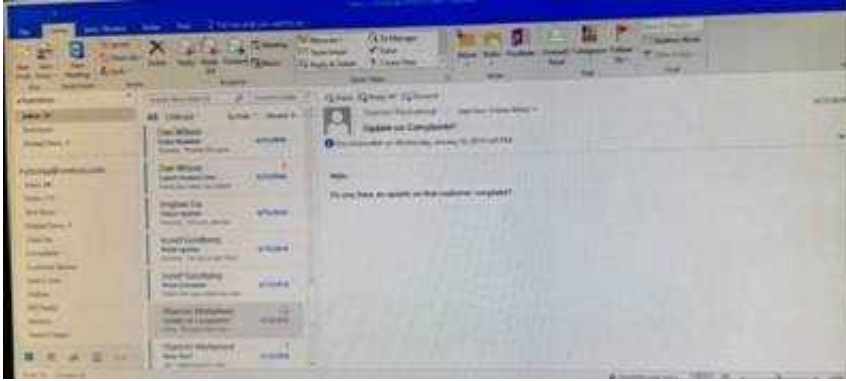
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QUESTION 1

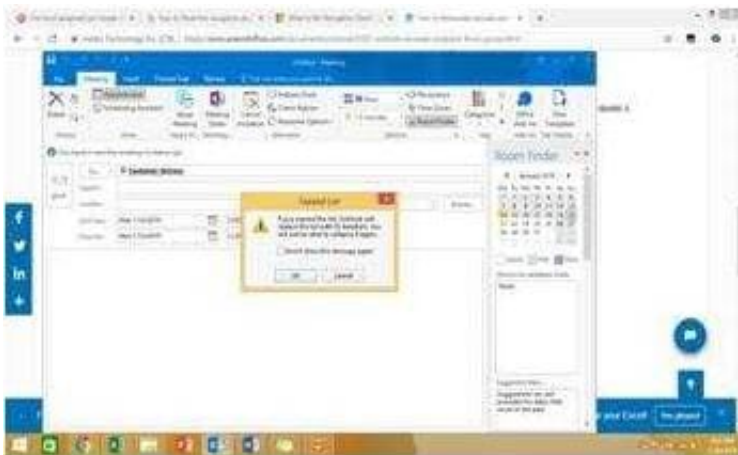
On the Calendar, locate the "Team Review" meeting that occurs on Thursday. Add all members of the "Customer Service" group, except "Andy Tea", to the meeting as required attendees. Make "Andy Tea" an optional attendee. Send an invitation to all attendees.



Correct Answer: See below for solution.

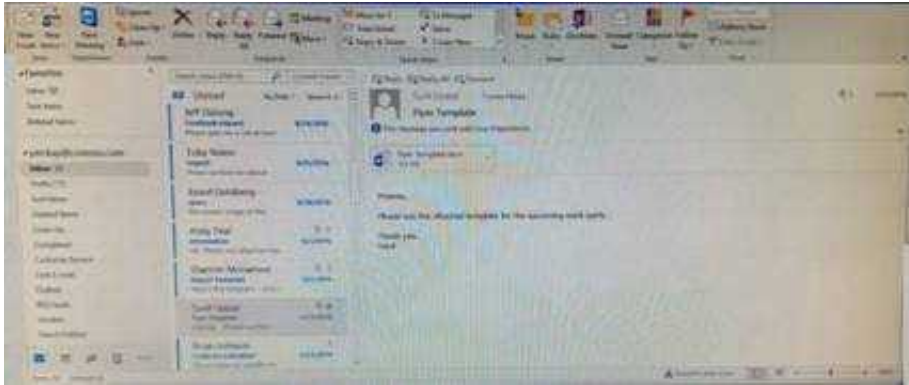
Locate the "Team Review" meeting in calendar and double click to open it.

Select the customer service group and then click on + sign. On the Expand list box click on ok. Select and delete "Andy Tea" and put it in Optional attendees.



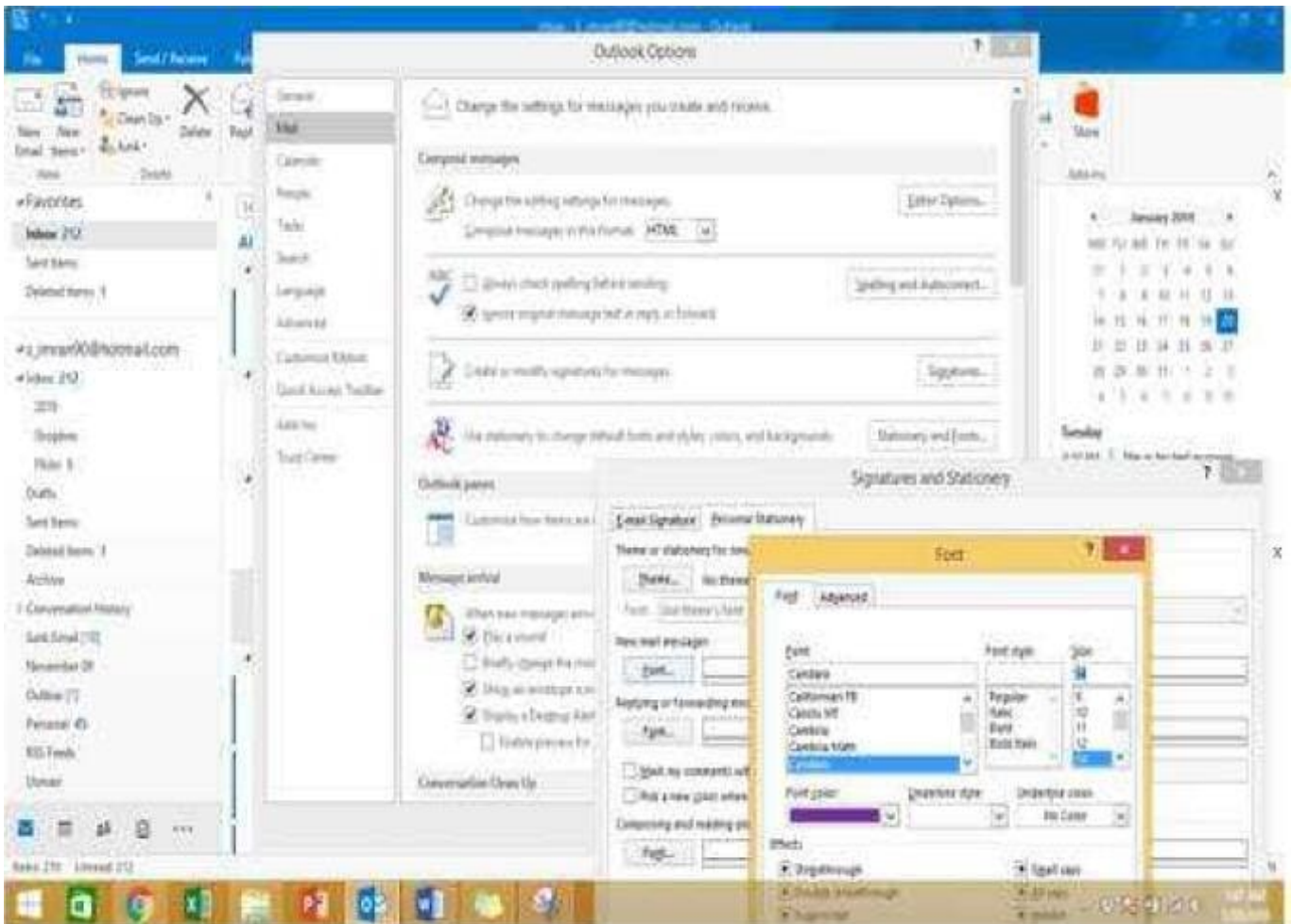
QUESTION 2

Configure Outlook to set the default font for new email messages to Purple 14-point Candara.



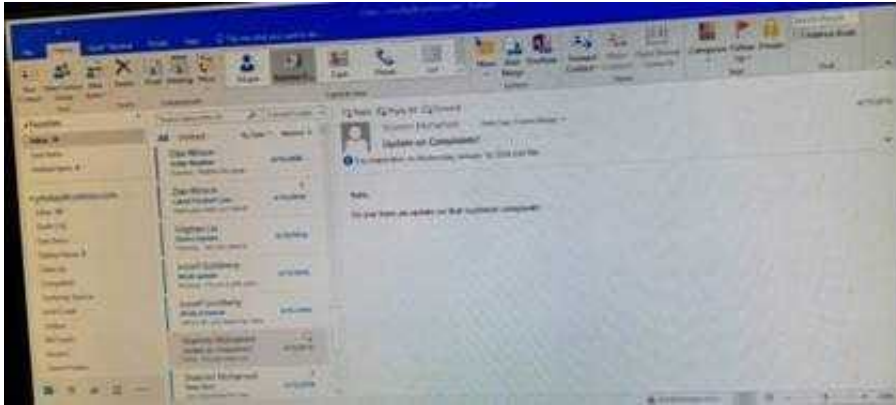
Correct Answer: See below for solution.

GO to File -Options -Mail -Stationary and fonts -personal stationary tab -New email messages



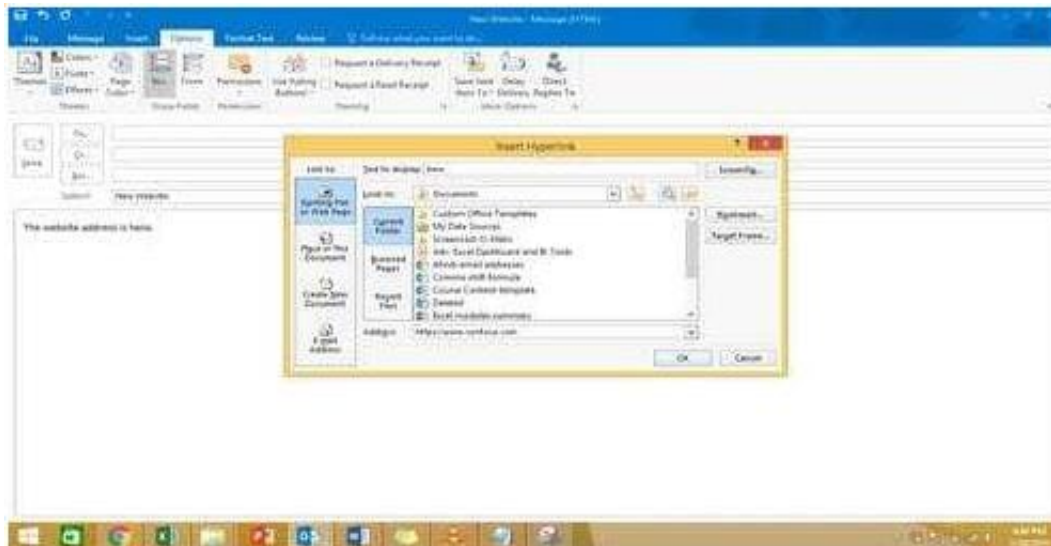
QUESTION 3

In the Drafts folder, open the "New Website" message. Insert a hyperlink on the word "here" that links to <https://www.contoso.com>. Send the message.



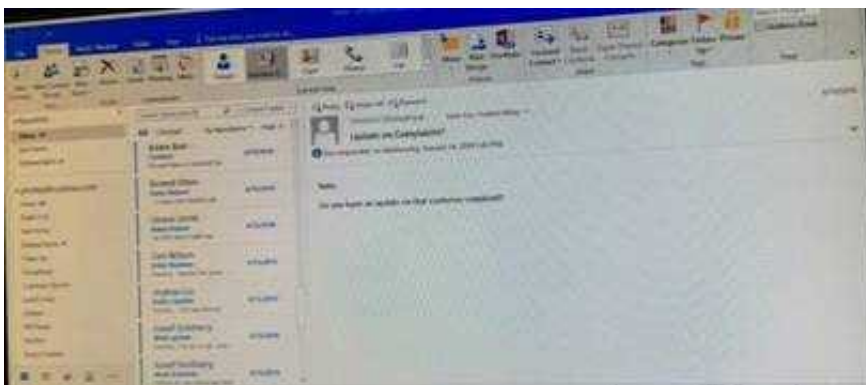
Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.



QUESTION 4

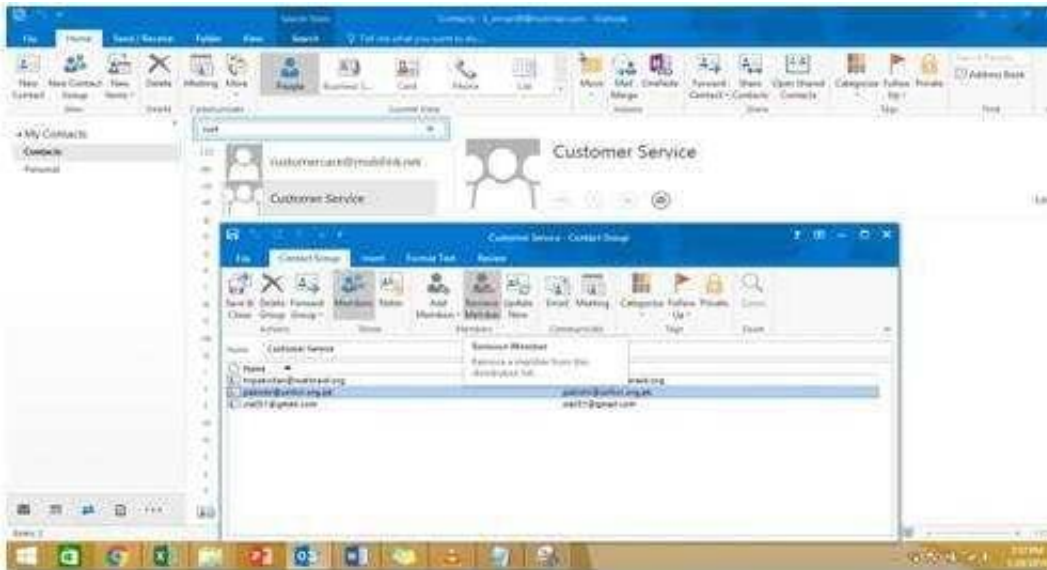
Remove '\\Kim Ralls\\' and '\\Toby Nixon\\' from Design\\' contact group. Saves and close the contact group.



Correct Answer: See below for solution.

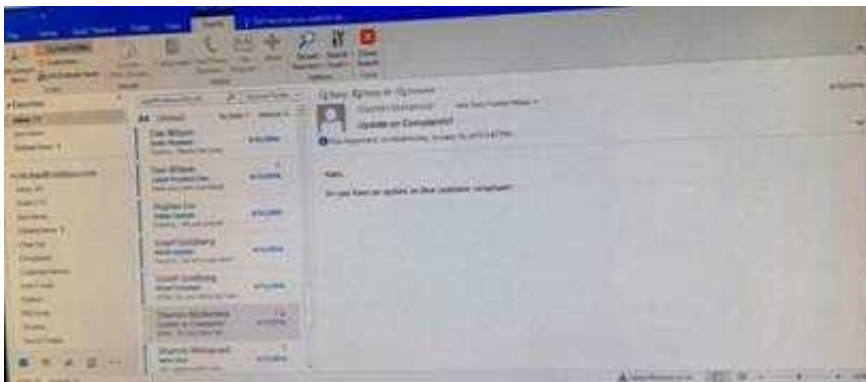


Search the contact group Select the '\\\\'Kim Ralls\\\\' and '\\\\'Toby Nixon\\\\' contacts and remove them one by one Saves and close the contact group



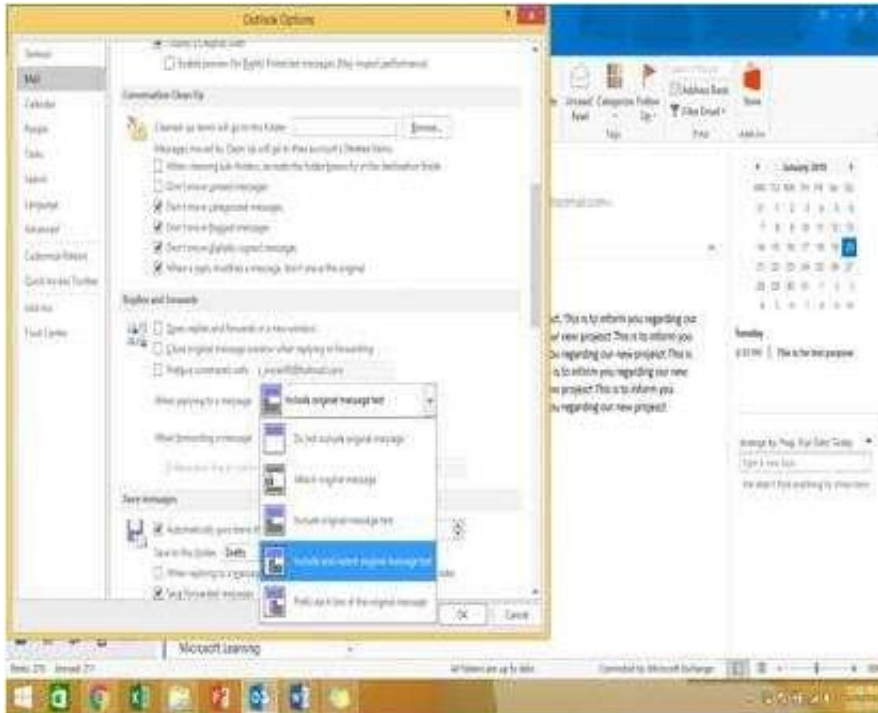
QUESTION 5

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



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