77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

Pass Microsoft 77-731 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

https://www.leads4pass.com/77-731.html

100% Passing Guarantee
## 100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft Official Exam Center

⚙ **Instant Download** After Purchase

⚙ **100% Money Back** Guarantee

⚙ **365 Days** Free Update

⚙ **800,000+** Satisfied Customers

QUESTION 1

In the Drafts folder locate the message that has the subject \\'\\'Workflow for review\\'\\'. Insert the Customer Service Workflow image from the pictures folder below the body text. Send the message.
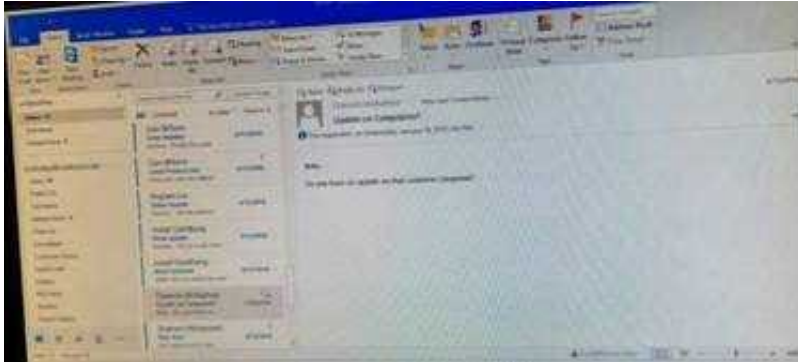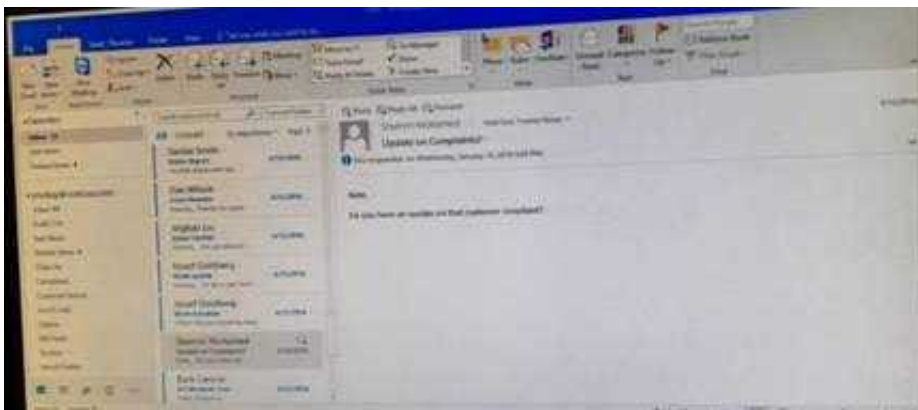

Correct Answer: See below for solution.

Locate and open the message. Put the curser at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.
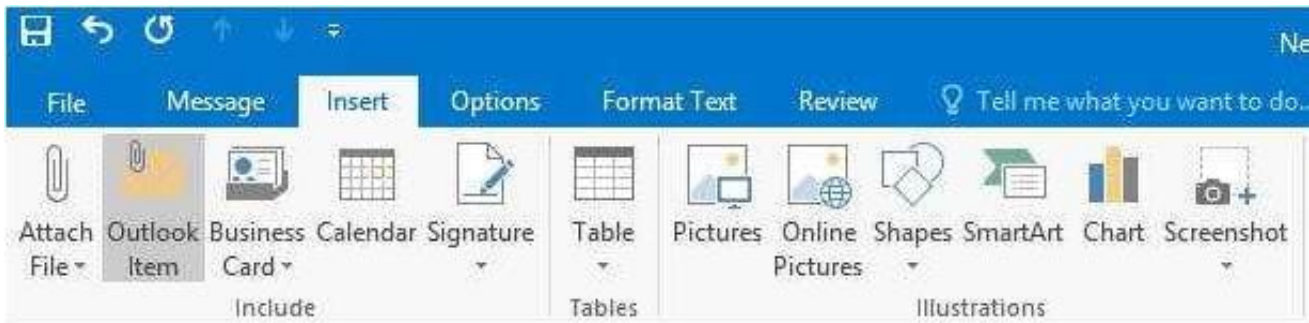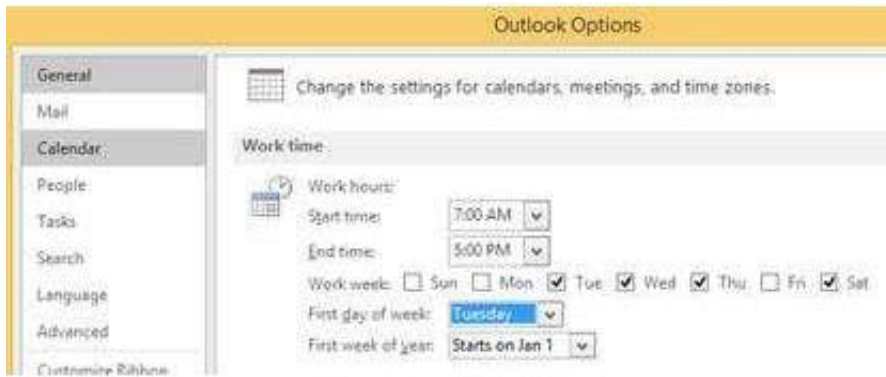

QUESTION 2

Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.
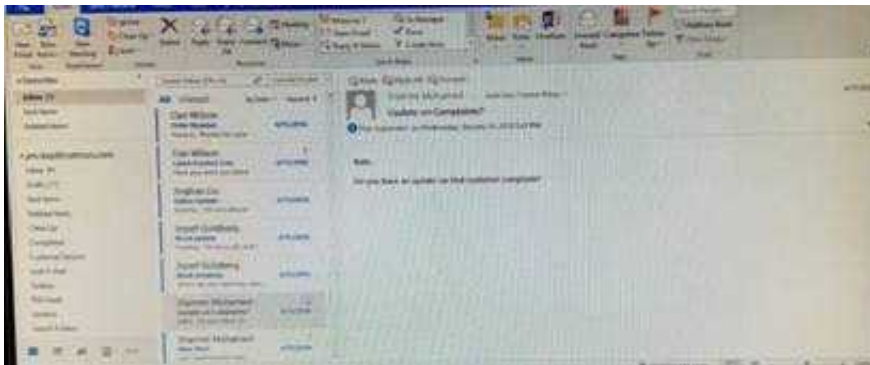

Correct Answer: See below for solution.

File – options – Calendar – Work week, then select the following options

QUESTION 3

Use advanced Find to locate a message that contains the phrase \\'\\\'Model 18\\\' in the message body and has confidential sensitivity. Delete the message. Close the Advance Find dialog box.
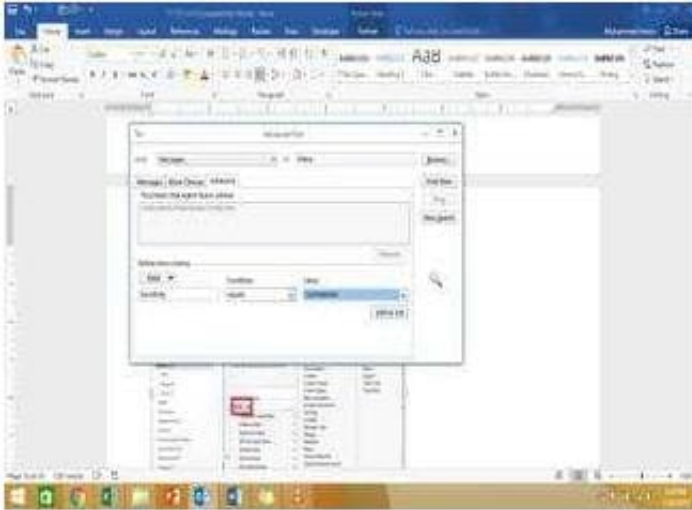

Correct Answer: See below for solution.

Click in "search mail" to activate "search" tab and click "Advanced find"

In the "Advanced Find" box give the desired criteria Go to "Advanced" tab and click on "Field option – All task fields – Sensitivity"

Give the criteria and add to list. Find the message, delete and close the box

QUESTION 4

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.
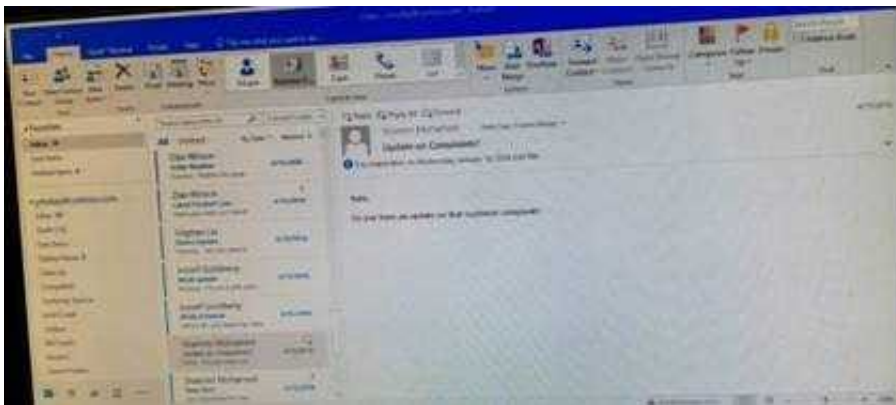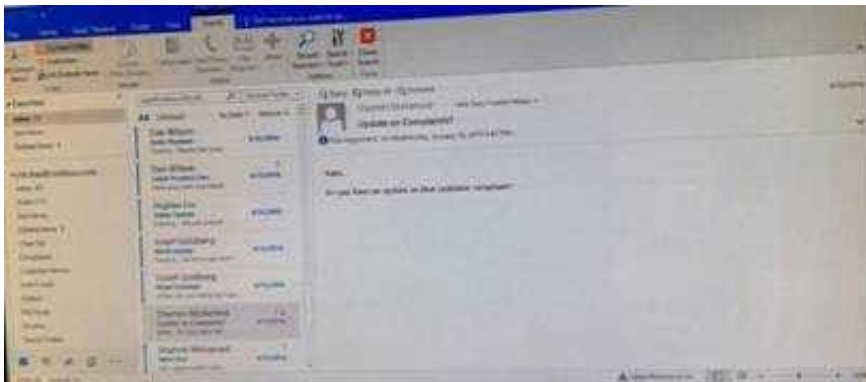

Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.
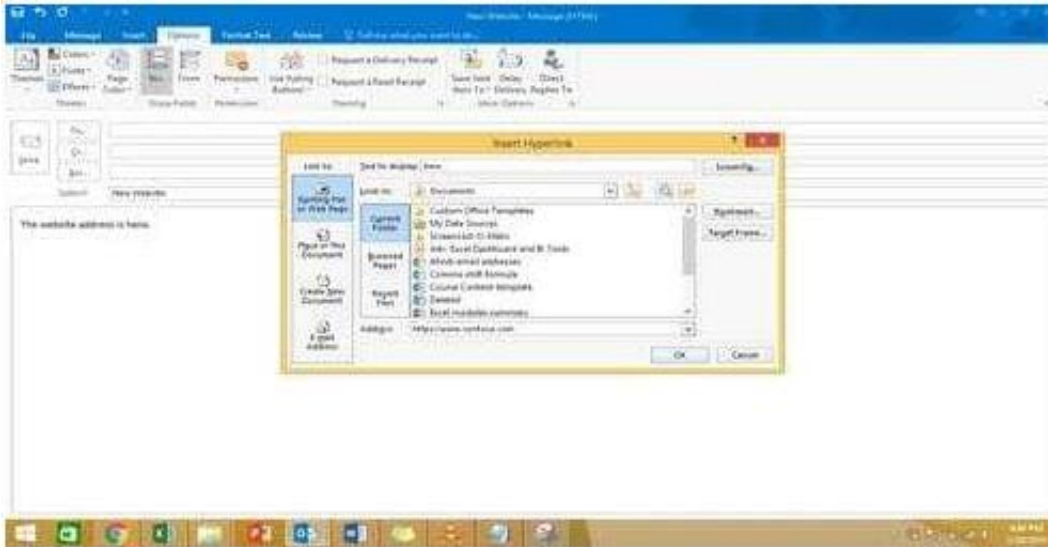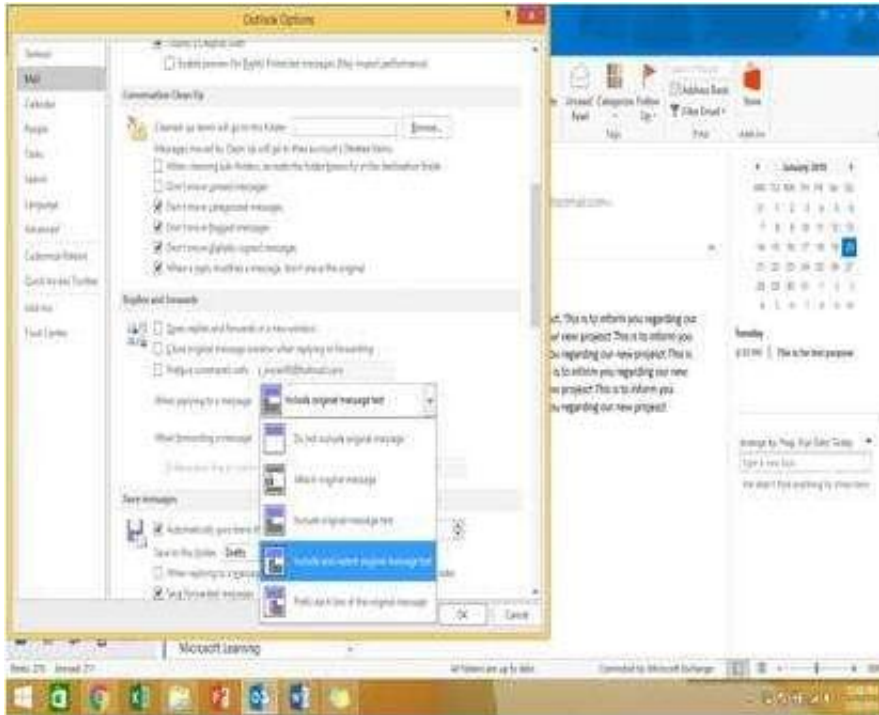
QUESTION 5

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

Latest 77-731 Dumps   77-731 Practice Test   77-731 Braindumps