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

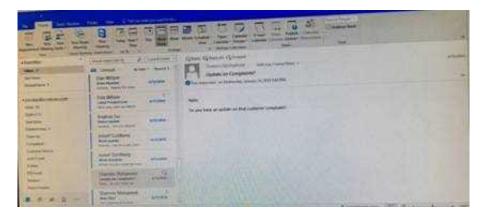
Leads4Pass

800,000+ Satisfied Customers



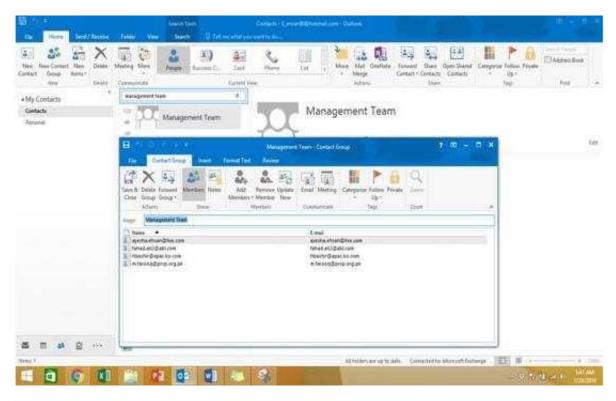
QUESTION 1

Add the contact \\'\\'Dan Wilson" to the \\'\\'Management Team\\'\\' contact group. Save and close the contact group.



Correct Answer: See below for solution.

•Search the "management team" contact group Double click the contact group Click Add Members and then select the desired list and search and add members



QUESTION 2

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

| | X | | Electronic States | 1 |
|---|---|---------------|-------------------|---|
| | San Albert Martin San San San San San San San San San Sa | NAME. | | |
| | | | | |
| | Anna and a second | | | |
| A DECEMBER OF A | And Andrew Street | | | |
| and a | Spreet Malanter and St | | | |
| RT. CH | Ann Lonin Markanian | + 10 States + | | |

Correct Answer: See below for solution.

Go to Calendar and select "Create New Calendar Group"

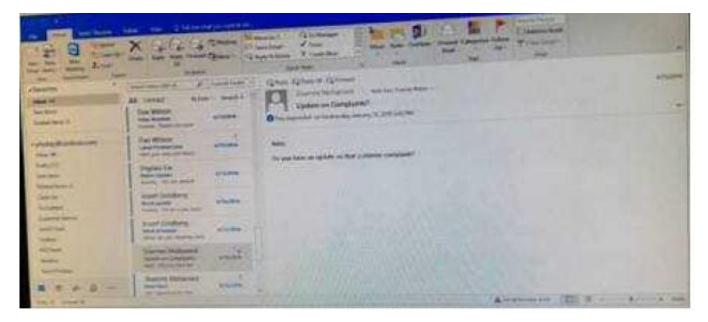
Enter the name "Management Team"

Add the above persons in members

| 1111111 | 1 1 Internet (1997) | Provide State Stat | All and a second | - 1000- | - |
|-------------------------|---------------------|--|--|-----------------------|-------|
| | ** | | | | |
| 6666666 | 1 | | | | |
| 1311112 | 11 | | | | |
| - Antonio di Americano. | 122 | | | | |
| Contraction in the | 1 | | the second second | and the second second | |

QUESTION 3

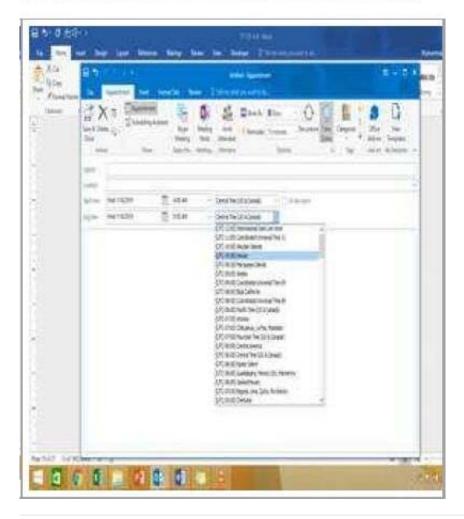
On the Calendar, locate the "Flight\\'\\' appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: See below for solution.

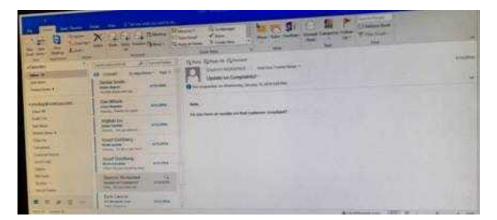
Locate and then double click on the "Flight\\'\\' appointment top open it. Click on time Zones and then select the required time and the time zone.

| There are a state | Approximate a literature | and Annual Street | All and all all all all all all all all all al |
|-------------------|--------------------------|--|--|
| 1 1 2 2 1 1 | Sa Barrin Ta Barrin | And An Annual State Control of State | A Constant of the second secon |
| 249 | iarici 1 | Eff all US 405 transfer Bon 2 - 50 and 2 - 5 | |
| MC Married | - 13 G | | - Charles |



QUESTION 4

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.



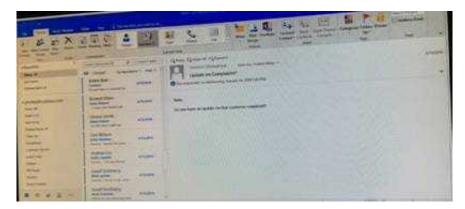
Correct Answer: See below for solution.

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

| | Outlook Options | | |
|------------------|--|--|--|
| General | Change the settings for calendars, meetings, and time zones. | | |
| Mail | | | |
| Calendar, | Work time | | |
| People | (3) Work hours: | | |
| Tasks | Start times 7:00 AM | | |
| Search | End time: 500 PM 💌 | | |
| Language | Workwork 🖸 Son 🔲 Mon 🖉 Tue 🖉 Wed 🗭 Thu 🗋 Fri 🗹 Sat | | |
| Advanced | First gay of week: Consider | | |
| Customire Ribbon | First week of year. Starts on Jan 1 | | |

QUESTION 5

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



| feel long been to be for | All and a second | * |
|--------------------------|--|----|
| Viy Contacts | Customer Service | 16 |
| | Parallel control construction and control cont | |
| - | One One inter little Barbar Marker in the Data | |
| | Terminent Restored Terminent Restored | |
| | | |
| | | |

77-731 Practice Test

77-731 Study Guide

77-731 Braindumps