

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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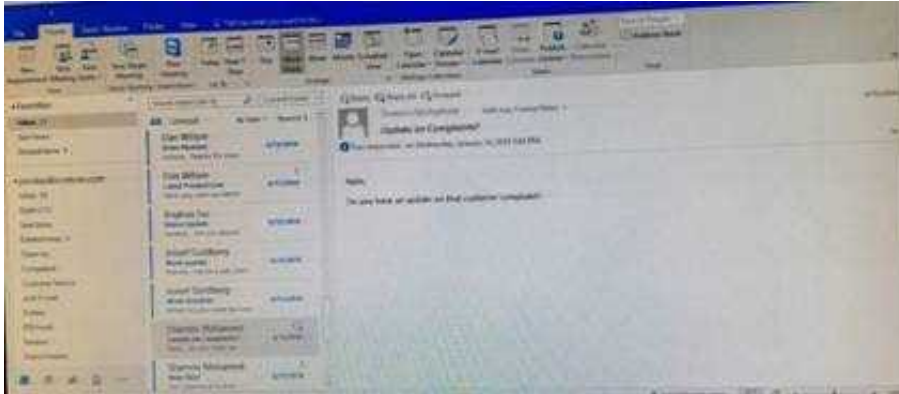
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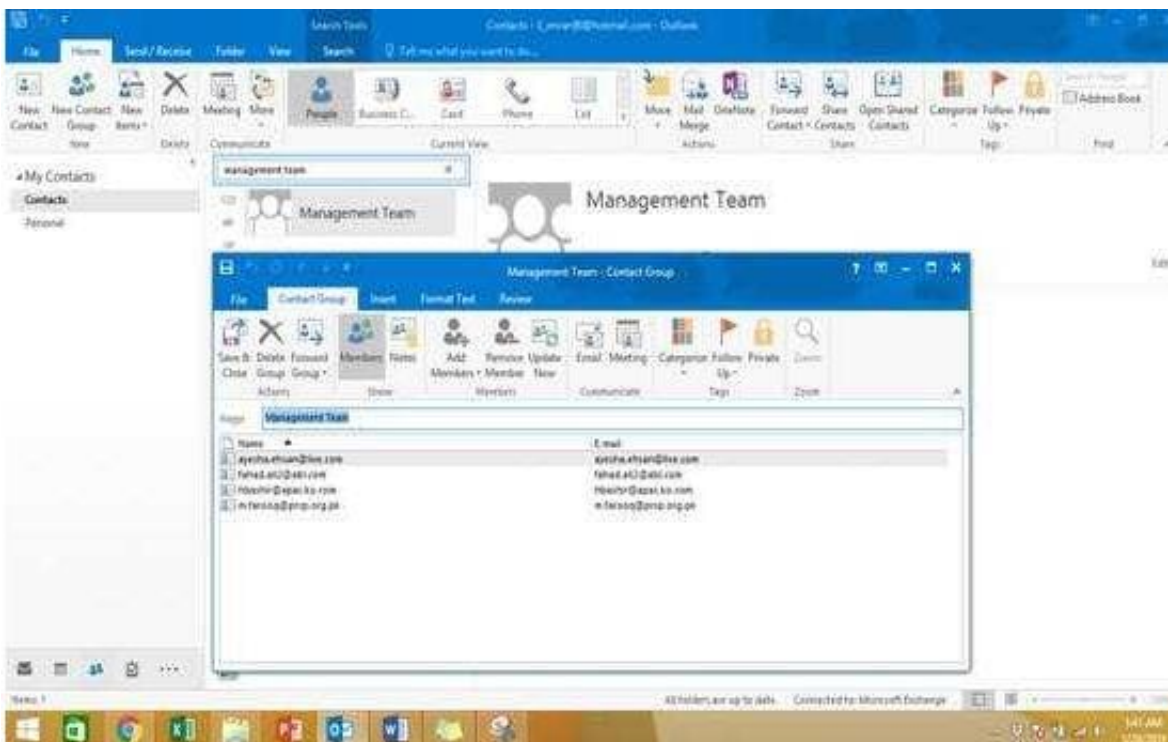
QUESTION 1

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



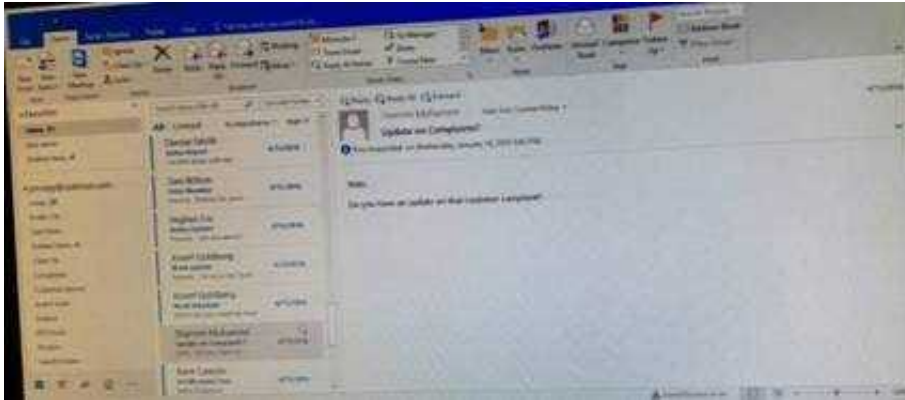
Correct Answer: See below for solution.

- 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"



Correct Answer: See below for solution.

Go to Calendar and select "Create New Calendar Group"

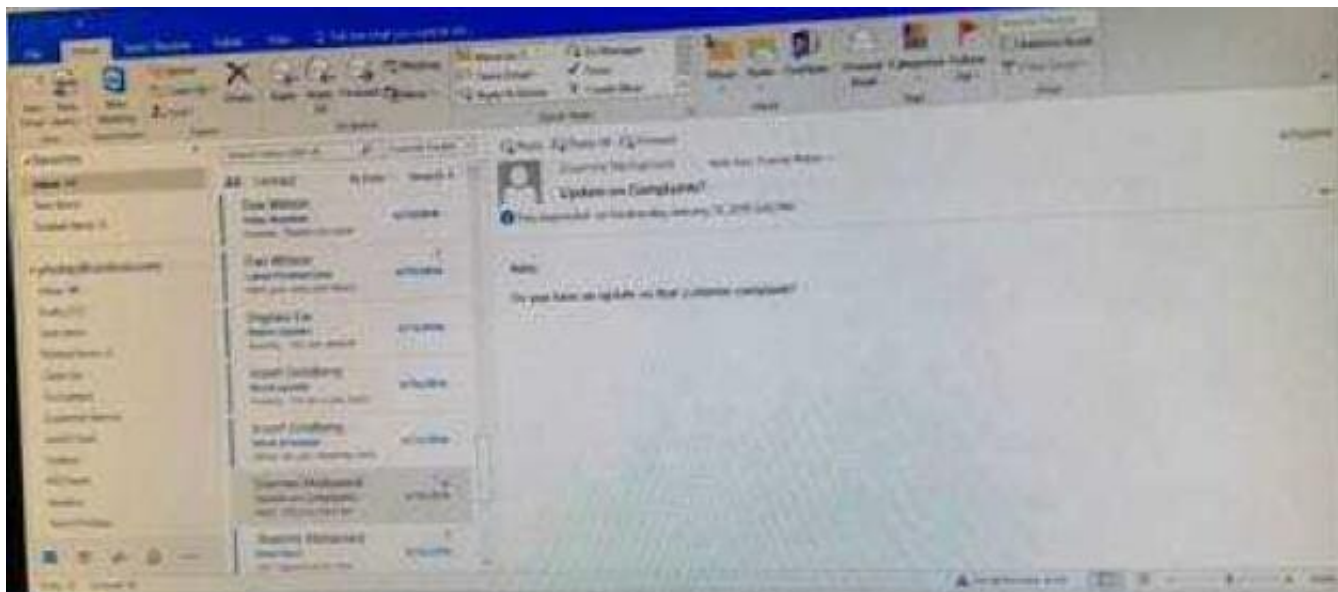
Enter the name "Management Team"

Add the above persons in members



QUESTION 3

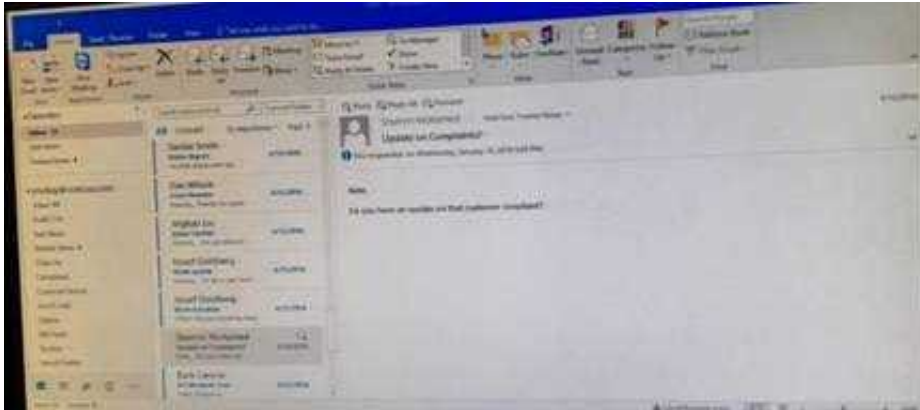
On the Calendar, locate the "Flight\\\" appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: See below for solution.

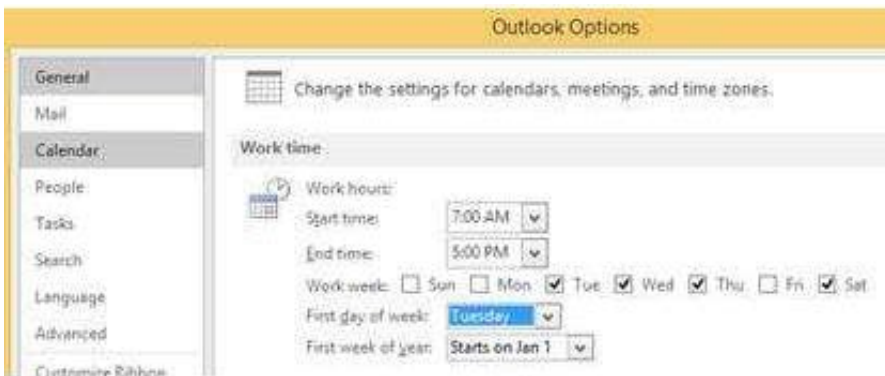
Locate and then double click on the "Flight\\\\" appointment top open it. Click on time Zones and then select the required time and the time zone.

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.



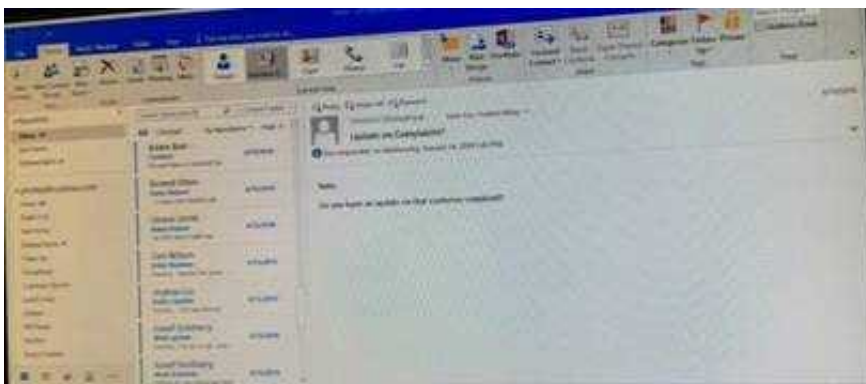
Correct Answer: See below for solution.

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



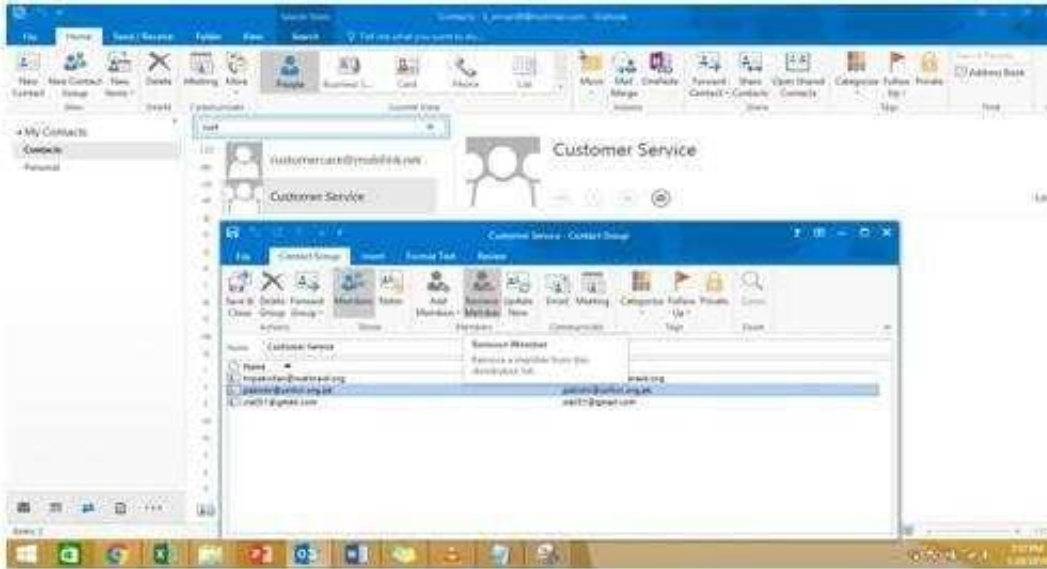
QUESTION 5

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



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