

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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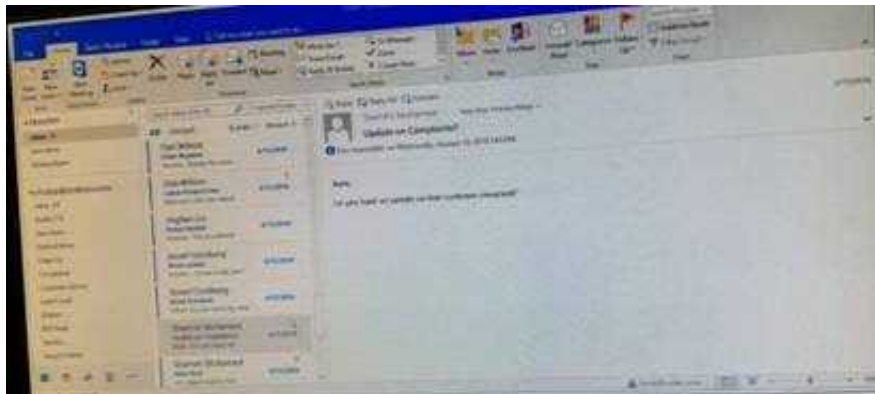
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QUESTION 1

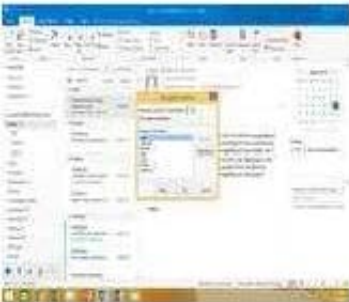
Reset the navigation pane buttons to the default settings.



Correct Answer: See below for solution.

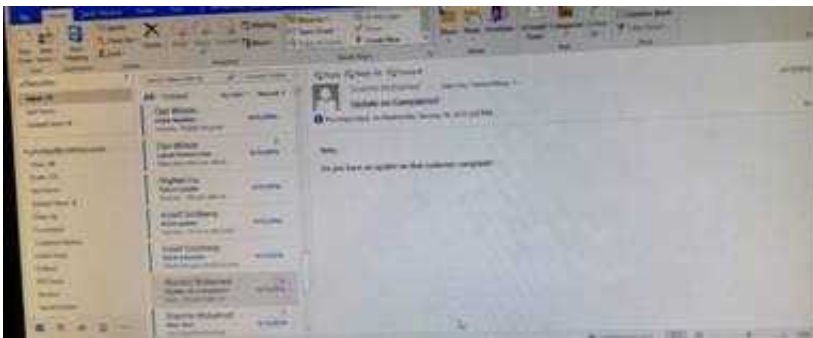
On the Navigation Bar, click ...

Click navigation options then click on Reset



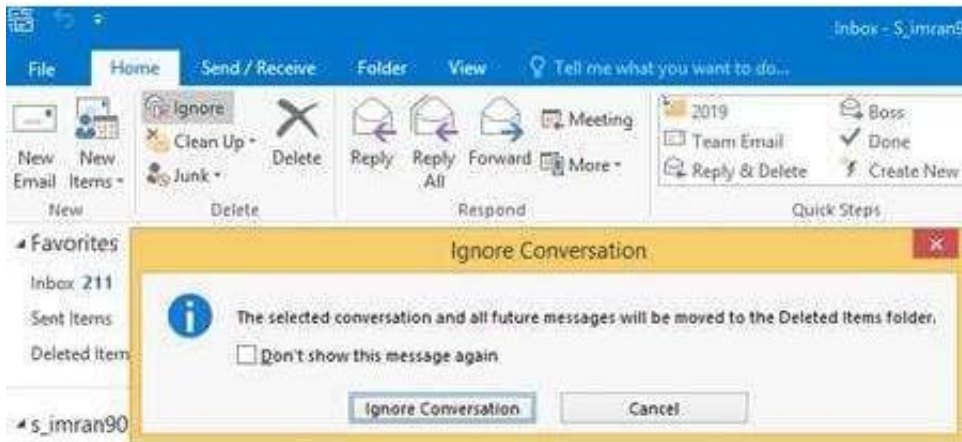
QUESTION 2

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.



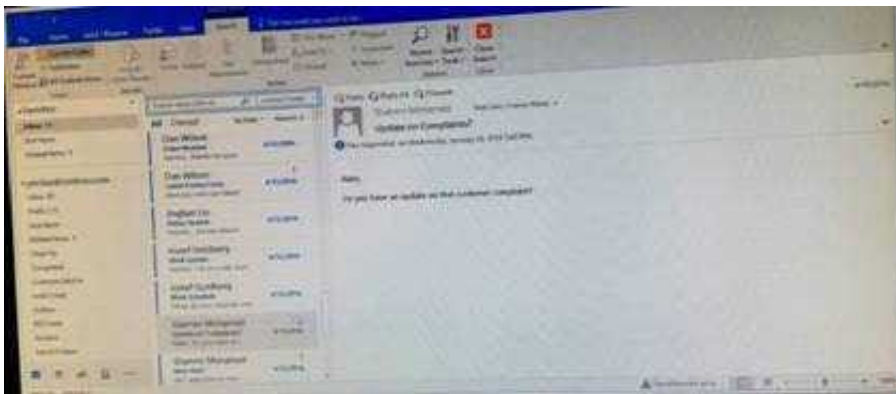
Correct Answer: See below for solution.

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



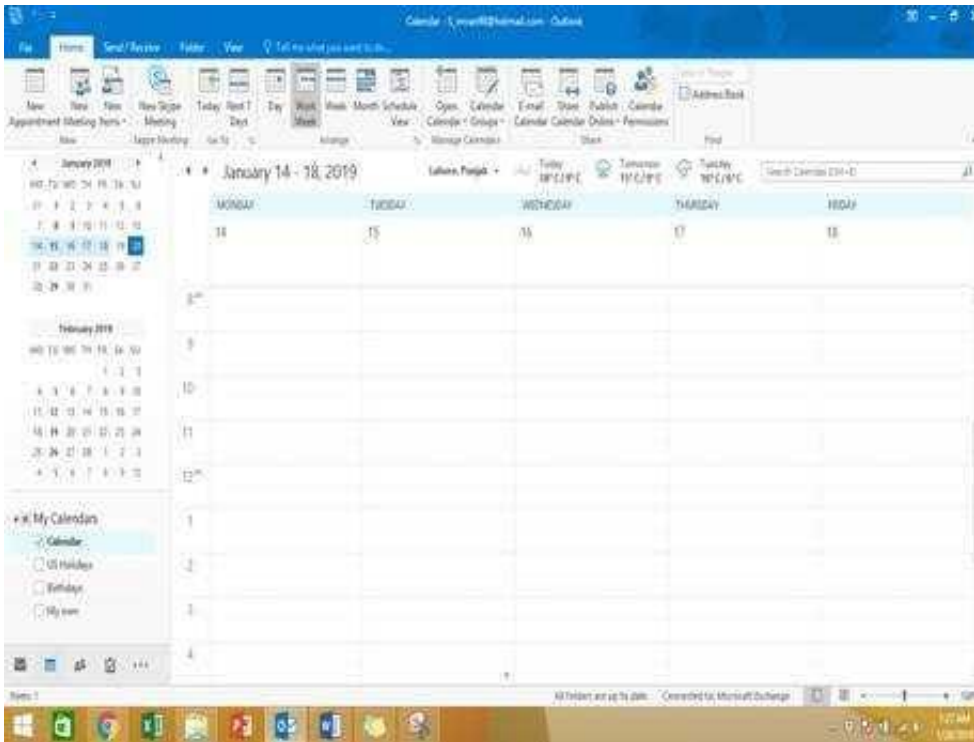
QUESTION 3

Display the Calendar, Configure the view to display the schedule for the current work week.



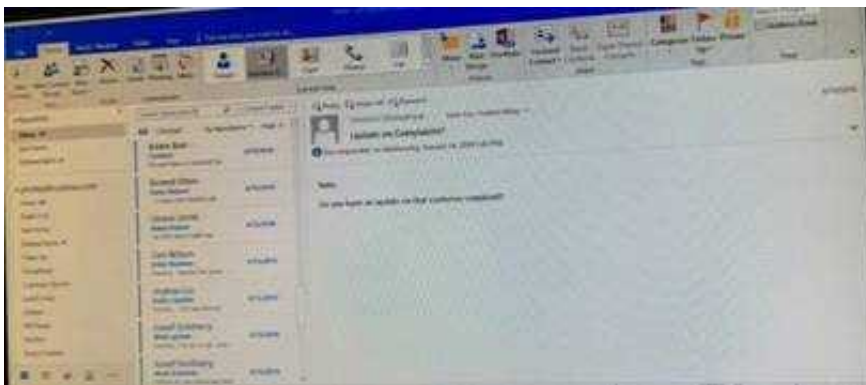
Correct Answer: See below for solution.

Click on calendar and select "Work Week" in Arrange group



QUESTION 4

Remove Kim Ralls and Toby Nixon from Design contact group. Save 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. Save and close the contact group.

