



77-884^{Q&As}

Outlook 2010

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QUESTION 1

You work as a Systems Administrator at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010

company email server.

You receive a call from a user reporting that he is unable to modify his AutoArchive settings. When he opens the AutoArchive settings box, all the options are disabled.

What is the most likely reason the user is unable to modify his AutoArchive settings?

- A. You have configured a retention policy.
- B. You have modified the Default Data File option on his computer.
- C. You have configured a security policy.
- D. He doesn't have administrative permissions on his computer.

Correct Answer: A

QUESTION 2

You work as an IT Administrator at ABC.com. The company email system runs Microsoft Exchange Server 2010.

A user named Mia has recently started working in the Sales department. You have configured a new computer for Mia. The new computer runs Microsoft Office 2010. You have configured Microsoft Outlook 2010 to connect to the Exchange Server.

You are giving Mia some tips for using Outlook 2010. You click the Contacts icon in the Navigation Pane to display the business cards of the company employees.

You want to demonstrate how to quickly create an email while in the Contacts folder. You select a business card.

Which two of the following options would quickly create an email addressed to the contact? (Choose two)

- A. Drag the business card to the Mail icon in the Navigation Pane.
- B. Drag the Mail icon in the Navigation Pane to the business card.
- C. Click the New Email button in the Home Ribbon.
- D. Double click on the business card.

Correct Answer: AC

QUESTION 3

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use



Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company email server. A user named Tanya has searched her local address books for the email address of customer. However her searches were unsuccessful. She now wants to search an external address book.

What type of address book should Tanya search?

- A. She should search the Global Address List.
- B. She should search a Contact Group.
- C. She should search an Internet Directory Services (LDAP) directory.
- D. She should search the Outlook Cache.

Correct Answer: C

QUESTION 4

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You are about to start a new project. You need to assign tasks for the planning stage, the design stage and the implementation stage of the project. You create the appropriate tasks in Outlook.

You currently have your task list displayed using the "Detailed" view. You arrange the view of your task list using the "By Person Responsible" view.

You discover that some of the tasks no longer appear in the list. You can only view the planning stage tasks.

Why do some of the tasks no longer appear in the task list?

- A. Some tasks do not support the "By Person Responsible" view.
- B. You have applied a filter to the view.
- C. Some tasks are past their due date.
- D. All the tasks are assigned.

Correct Answer: B

QUESTION 5

You work as a Sales Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You receive multiple marketing emails from john@xyzgoods.com. You configure Outlook to place automatically place emails from john@xyzgoods.com into the Junk Email folder.



You then receive multiple emails from john2@xyzgoods.com.

You now want to configure Outlook to automatically move all emails from xyzgoods.com to the Junk Email folder.

You open the Junk Email Options dialog box.

What should you do next?

- A. You should configure the Junk Email Protection setting to High.
- B. You should add xyzgoods.com to the Blocked Senders list.
- C. You should add john2@xyzgoods.com to the Blocked Senders list.
- D. You should remove xyzgoods.com from the Safe Senders list.

Correct Answer: B

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