



77-884^{Q&As}

Outlook 2010

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QUESTION 1

A user named Clive works as the Finance Manager at ABC.com. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

Clive has many scheduled meetings and appointments in his calendar. Clive opens Outlook then opens his calendar. He discovers that many of the meetings and appointments are missing.

How can Clive display all his meetings and appointments?

- A. By configuring the correct date on his computer.
- B. By modifying the Show Time As setting.
- C. By clearing any filters in the calendar view.
- D. By clicking the New Items icon on the Home tab in the ribbon.

Correct Answer: C

QUESTION 2

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 want to send an email to some ABC.com users. The email will be addressed to Gary the Finance Manager. The email will be copied to Jane in the Accounts department. The email also needs to be copied to James the company CEO, however, Gary and Jane should not be able to see that the email was also copied to James.

How should you address the email?

- A. You should enter Gary and Jane in the TO field and James in the CC field.
- B. You should enter Gary and Jane in the CC field and James in the BCC field.
- C. You should enter Gary in the TO field and enter Jane and James in the CC field.
- D. You should enter Gary in the TO field, Jane in the CC field and James in the BCC field.

Correct Answer: D

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 IMAP based company email server.

A user named Mia in the Human Resources (HR) department adds an appointment to her calendar. Other users in the HR department have permission to view Mia's calendar. The appointment contains confidential information.

How can Mia prevent other users from viewing the confidential appointment information without affecting their ability to



view other appointments?

- A. By configuring the appointment to show the time as Free.
- B. By selecting the Private option in the appointment.
- C. By modifying the permissions of the calendar.
- D. By configuring a new Calendar Group.

Correct Answer: B

QUESTION 4

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.

Jane's Contacts list in Outlook is shared. Jane is adding a new contact. The contact details are confidential. Jane wants to prevent other users from viewing details of the new contact.

Which option should Jane select when creating the contact?

- A. She should select the Follow Up option.
- B. She should select the Private option.
- C. She should select the New Contact Group option.
- D. She should select the Categorize option.

Correct Answer: B

QUESTION 5

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 want to add an address book from a supplier company to your Exchange account. You select the Internet Directory option in the properties of your Exchange account.

Which protocol will Outlook use to access the Internet directory?

- A. Kerberos.
- B. HTTP.
- C. IMAP.
- D. SSL.
- E. LDAP.



Correct Answer: E

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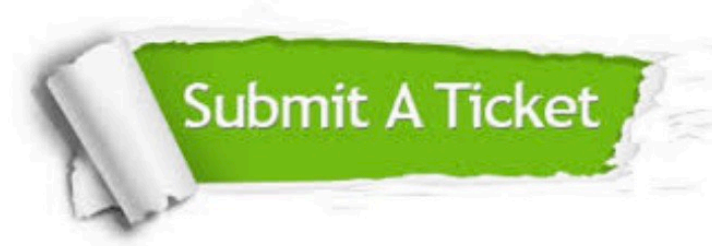
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