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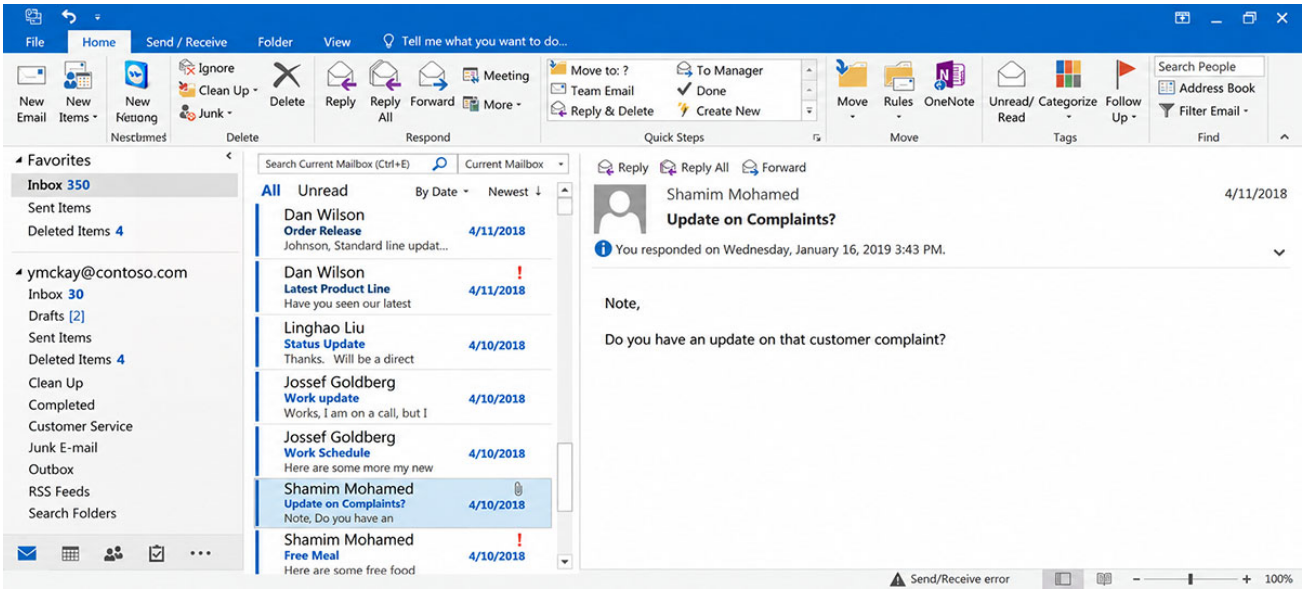
Exam : **77-731**

Title : Outlook 2016: Core Communication, Collaboration and Email Skills

Version : DEMO

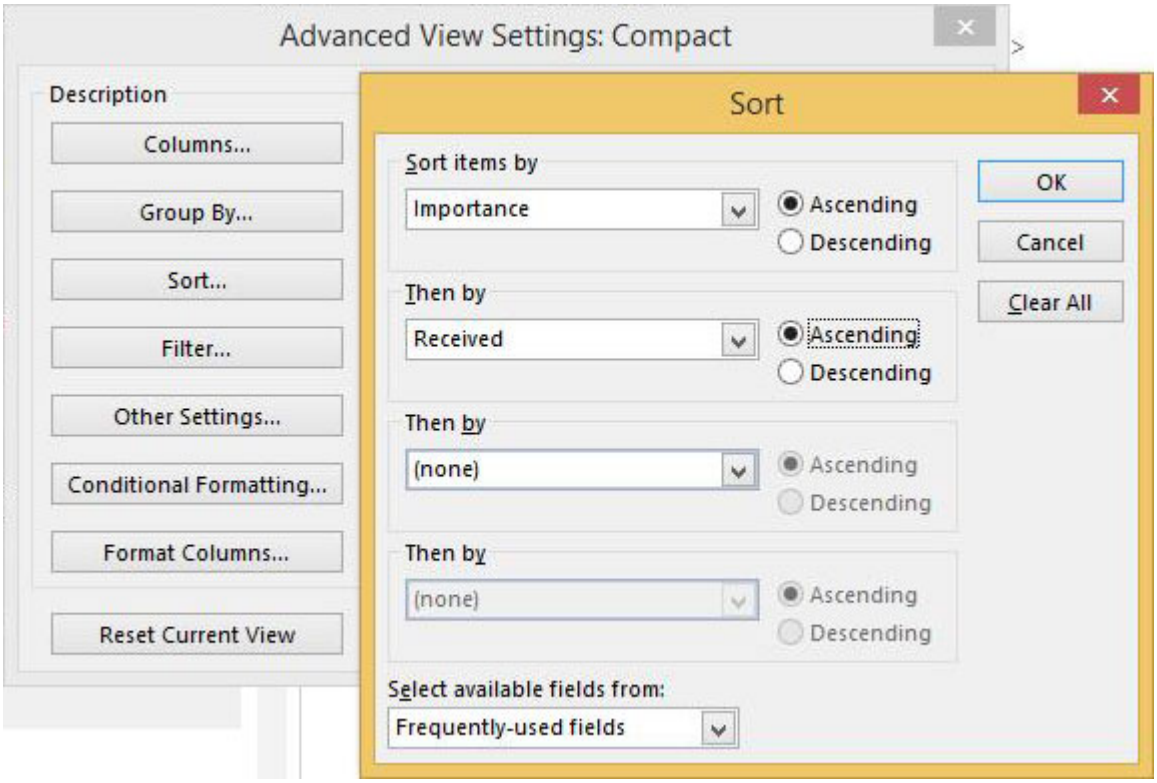
1.CORRECT TEXT

Sort the messages in the inbox by importance with high importance at the top and low importance at the bottom. Within each importance level, sort the messages by the date received with the most recent message shown first.



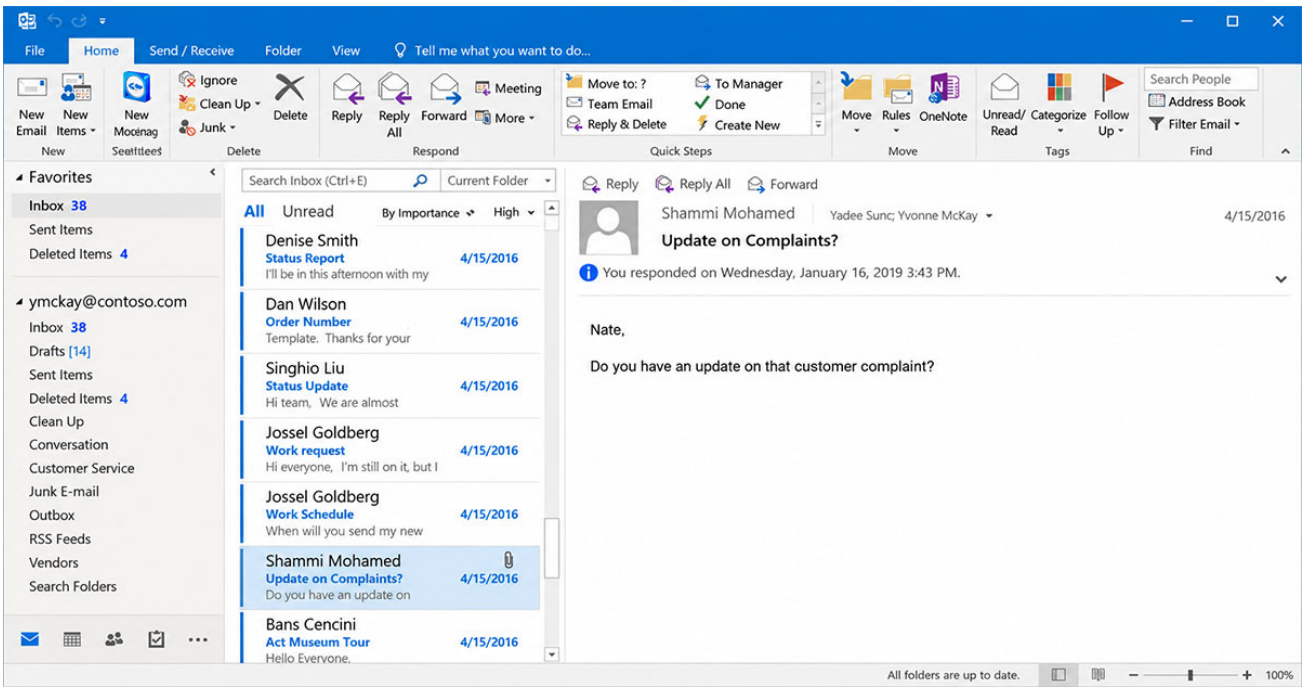
Answer:

Click on View tab and then View settings. In sort option select the following.



2.CORRECT TEXT

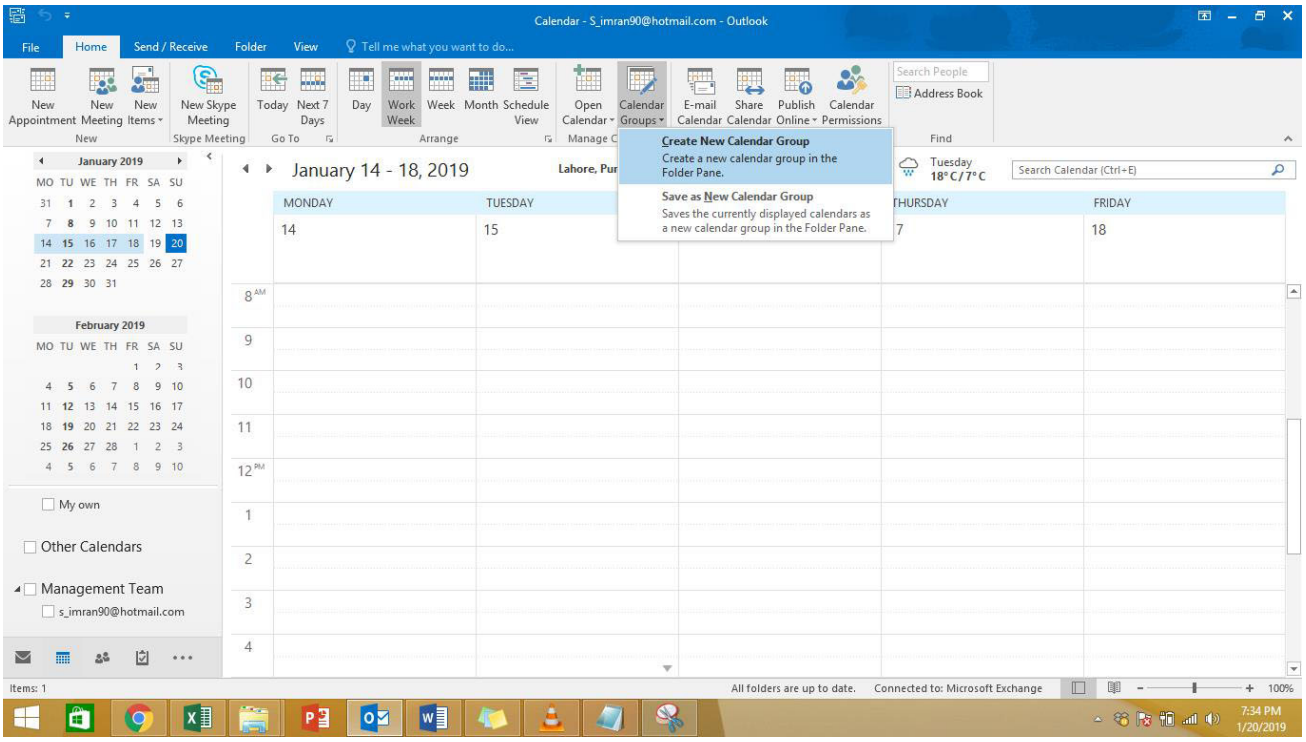
Create a calendar group named “Management Team” that includes the calendars of " Yvoone Mckay ", " Joosef Glodberg" and “Sammi Mohamed"



Answer:

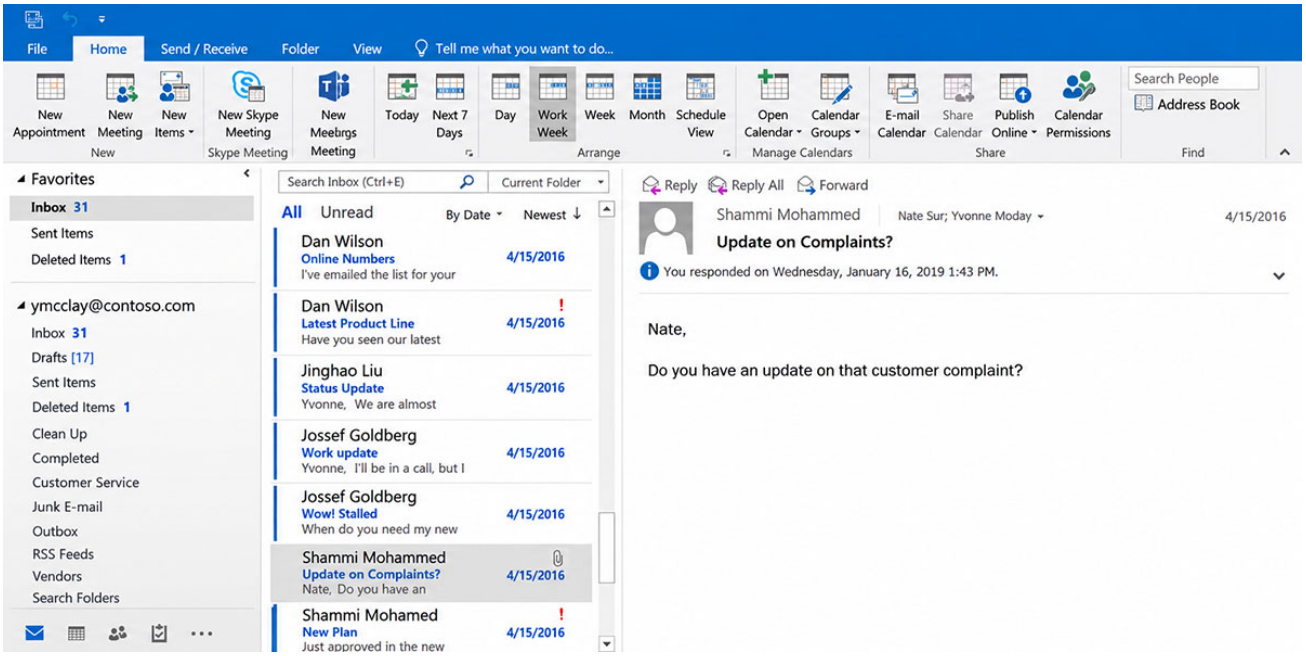
Go to Calendar and select “Create New Calendar Group”

Enter the name “Management Team” Add the above persons in members



3.CORRECT TEXT

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

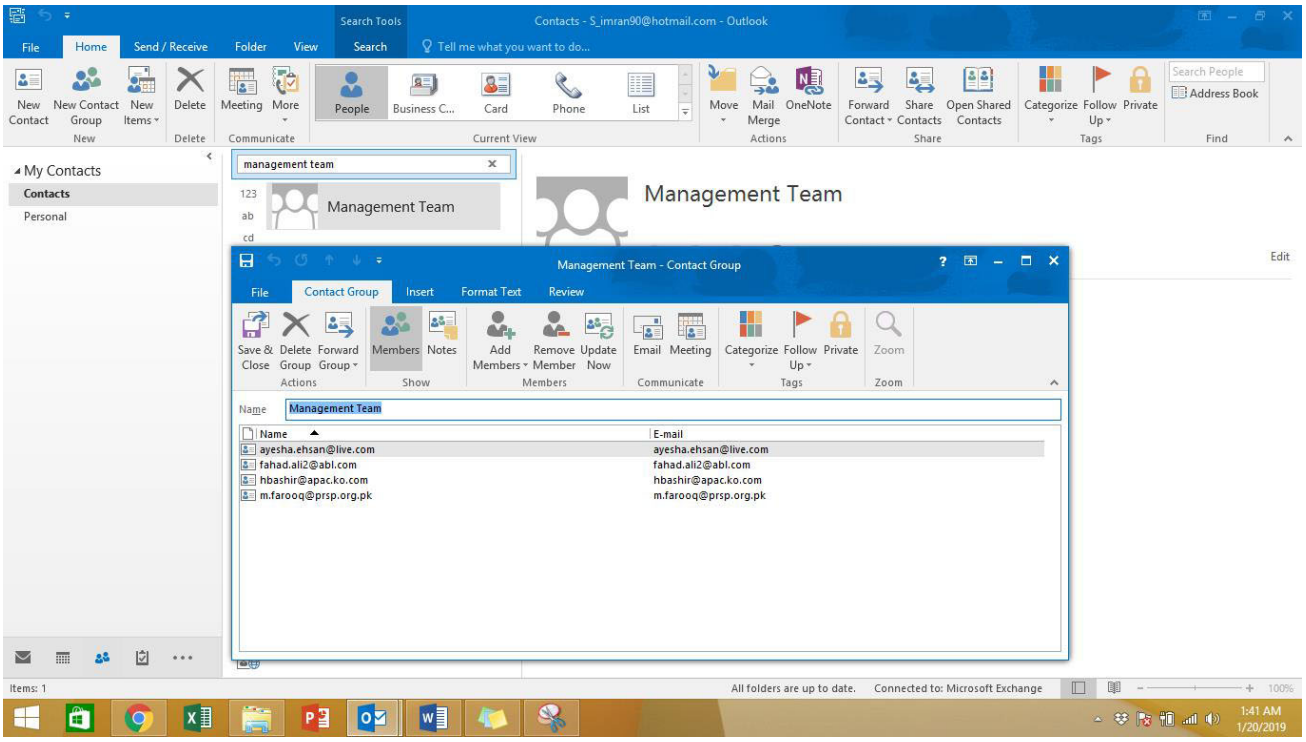


Answer:

On the Navigation bar, click People to view

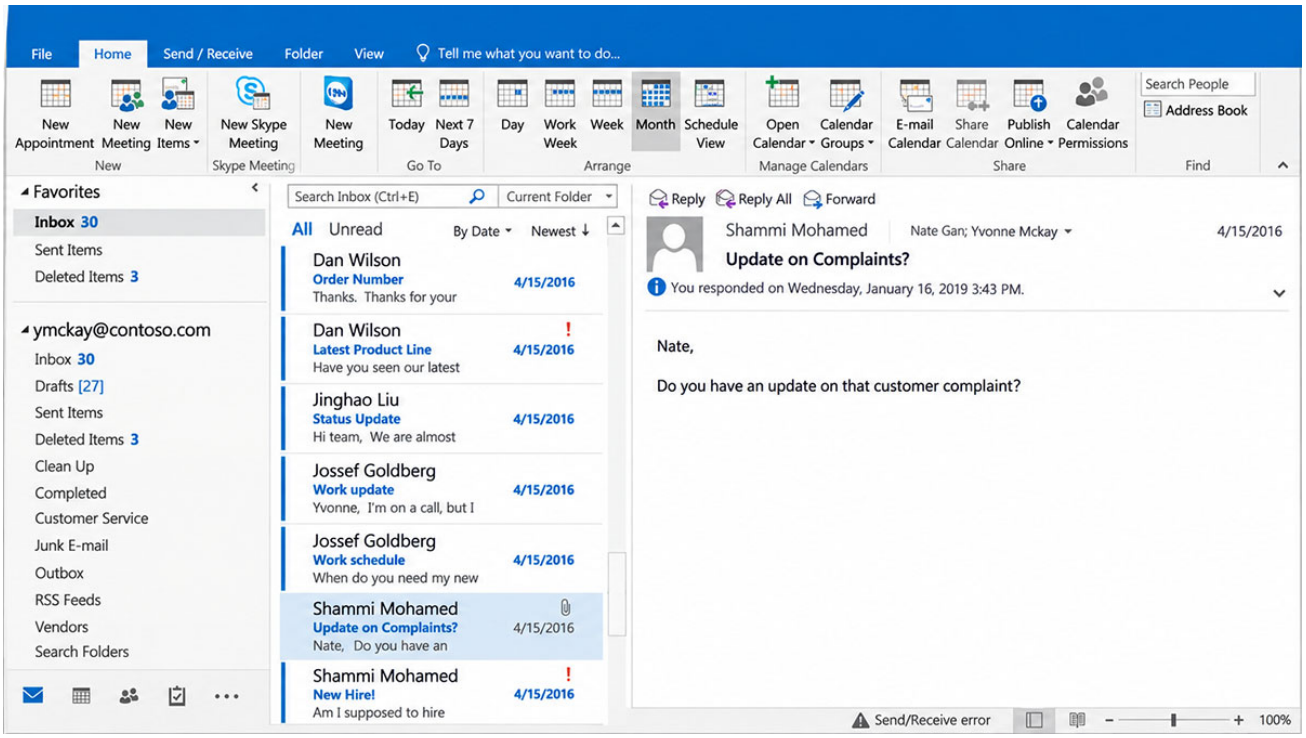
Search the “management team” contact group Double click the contact group

Click Add Members and then select the desired list and search and add members



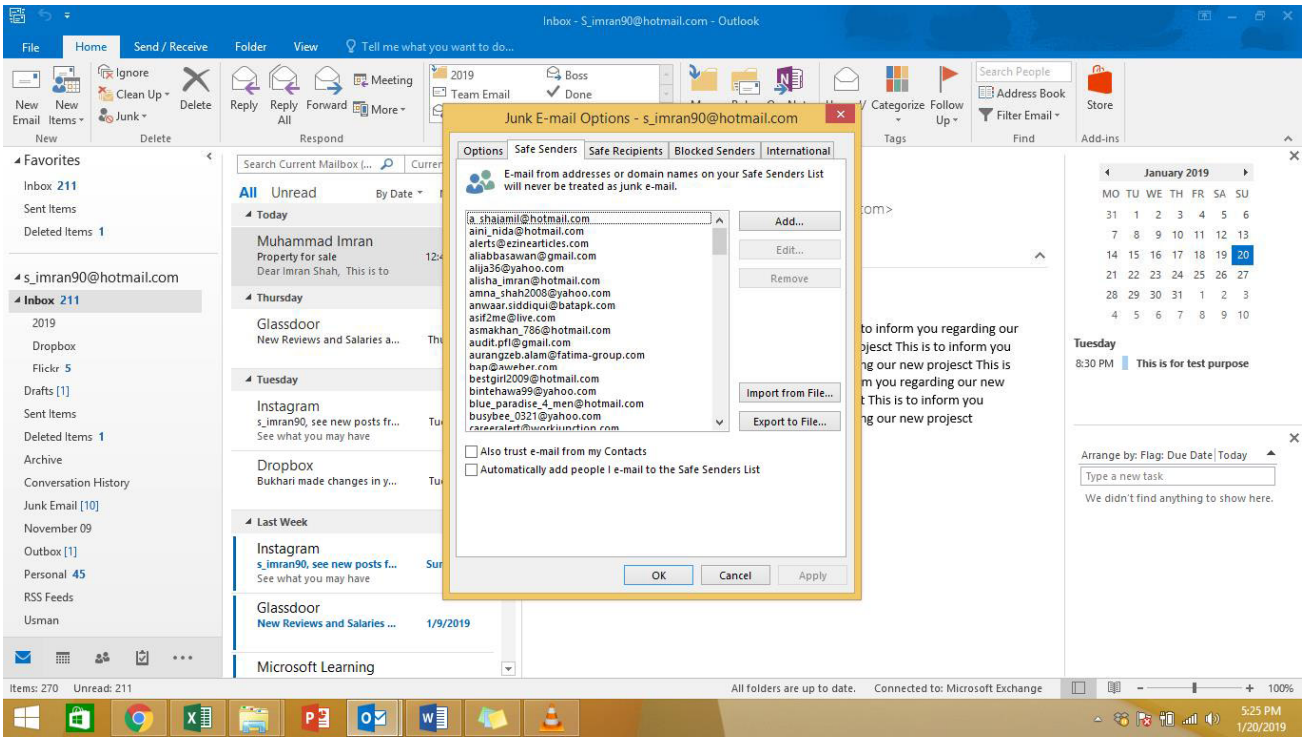
4.CORRECT TEXT

Configure Outlook so that email from a contact is never sent to the junk e-mail folder.



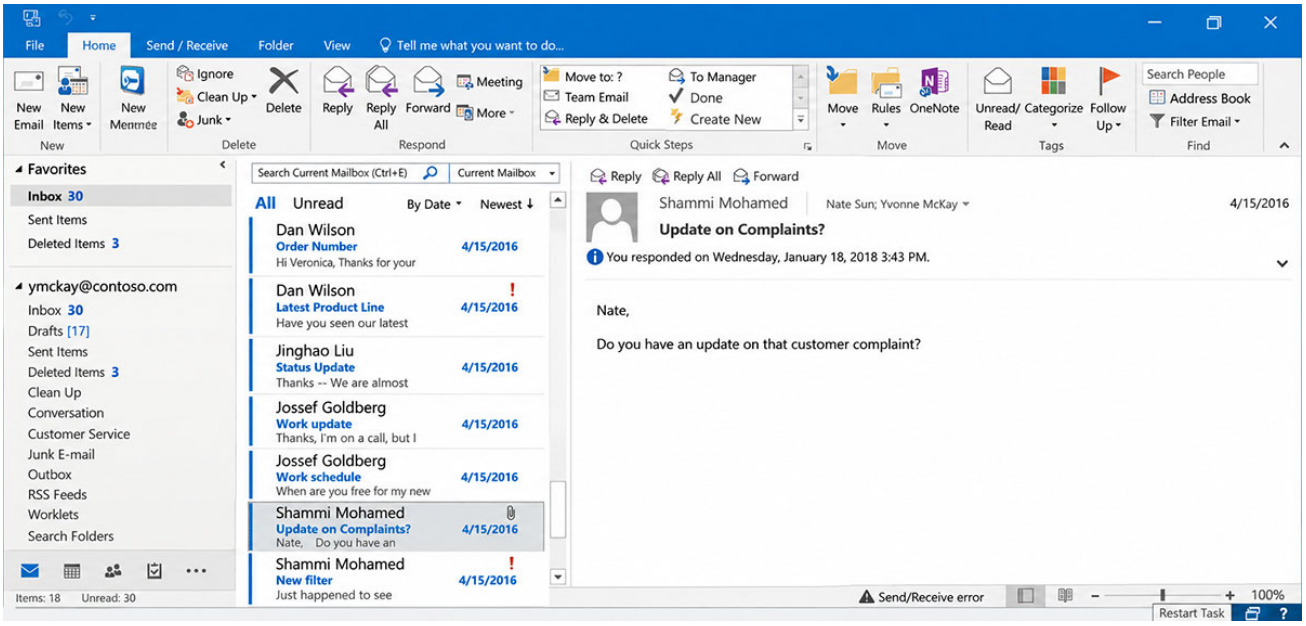
Answer:

Home tab – Junk – Junk email options – safe recipients – click on “Also trust email from my contacts”

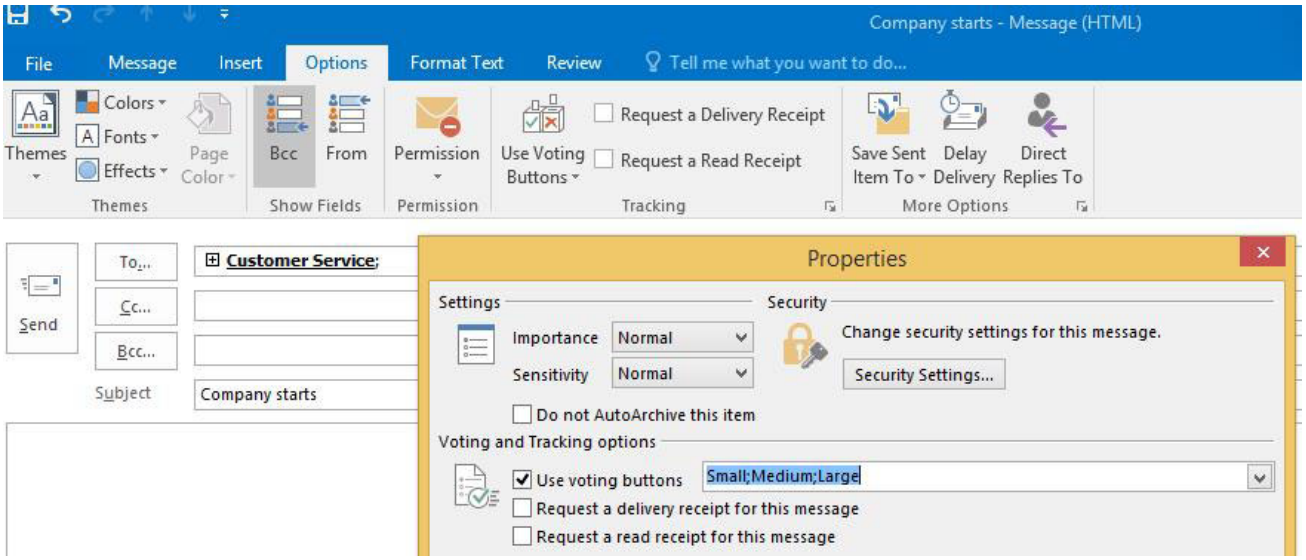


5.CORRECT TEXT

Send a message to the "Customer Service" contact group that has the subject "Company starts" and voting buttons labeled "Small "Medium" and Large".



Answer:

Create new message with the above mentioned recipient and subject. Click on Options – Voting buttons – Custom and then enter Small;Medium;Large (separated by semi colon)

Close the dialog box and click on Send.