77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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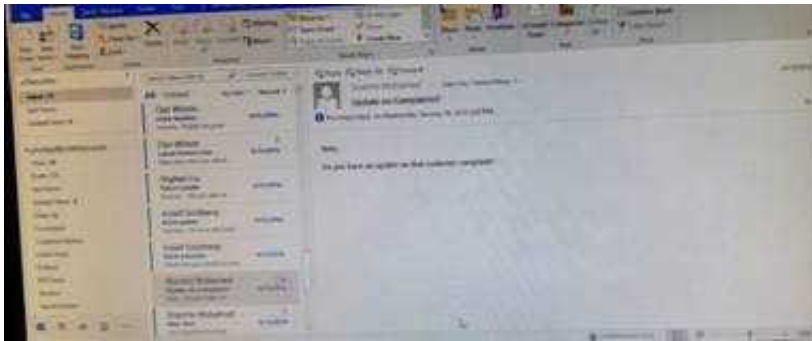
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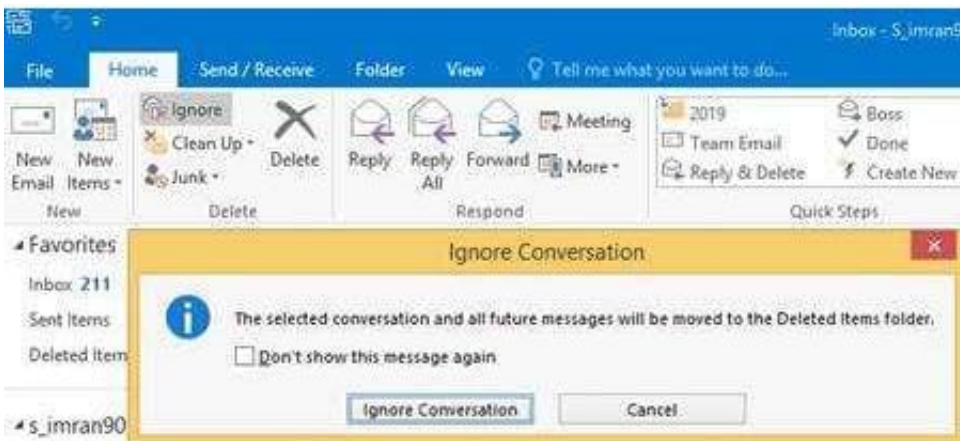⚙ **365 Days** Free Update

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QUESTION 1

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.
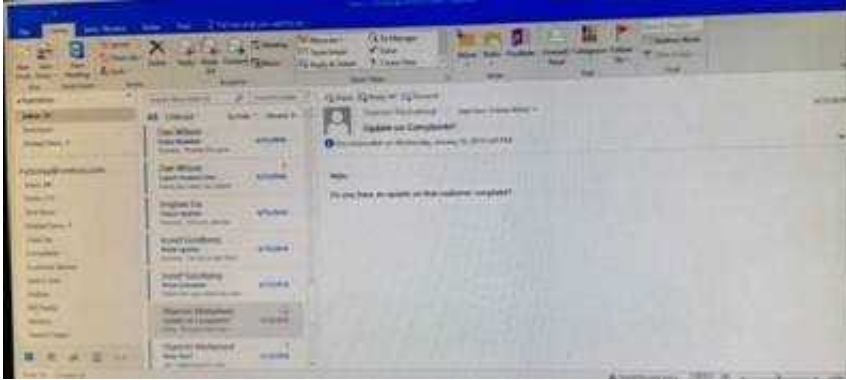

Correct Answer: See below for solution.

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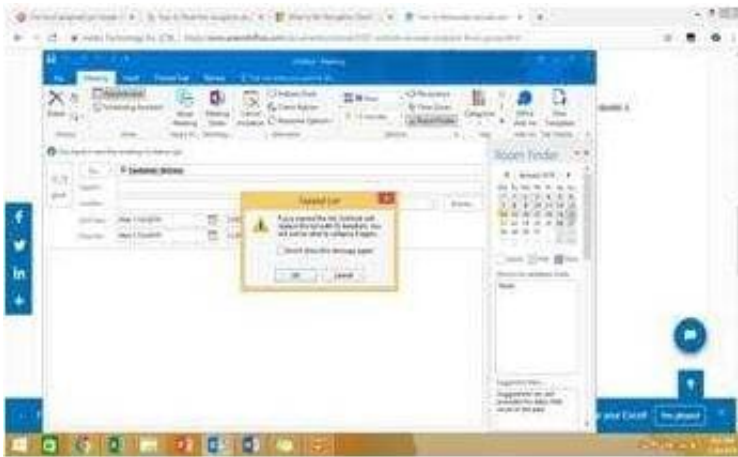

QUESTION 2

On the Calendar, locate the \\'\\'Team Review\\'\\' meeting that occurs on Thursday. Add all members of the \\'\\'Customer Service" group, except \\'\\'Andy Teal\\'\\', to the meeting as required attendees. Make \\'\\'Andy Teal\\'\\' an optional attendee. Send an invitation to all attendees.

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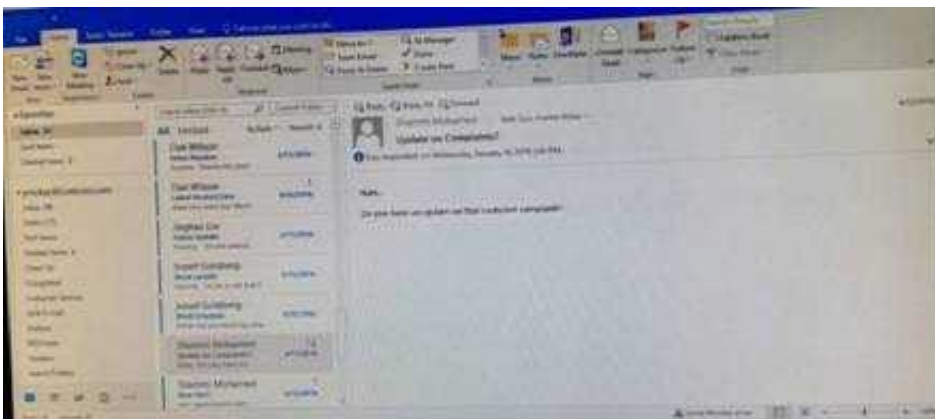Correct Answer: See below for solution.

Locate the \\'\\'Team Review\\'\\' meeting in calendar and double click to open it.

Select the customer service group and then click on + sign. On the Expand list box click on ok. Select and delete \\'\\'Andy Teal\\'\\' and put it in Optional attendees.
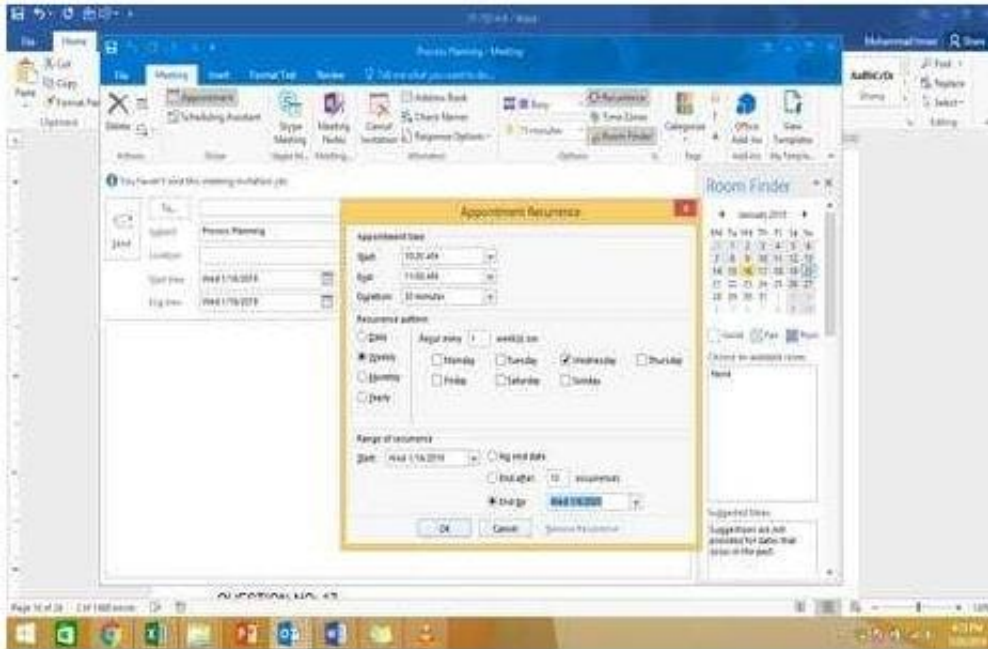

QUESTION 3

On the Calendar, locate the \\'\\'Process Planning\\'\\' meeting that occurs every Wednesday. Update the meeting series to end on the second Wednesday in January of next year. Send the meeting update.
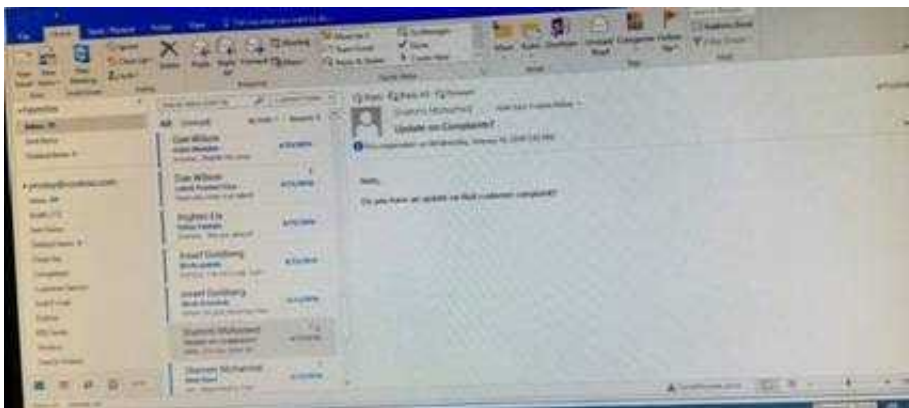
Correct Answer: See below for solution.

In calendar locate the \\'\\'Process Planning\\'\\' meeting, double click and select the entire series option. Click on "recurrence" and then give the desired date in "End By" field.
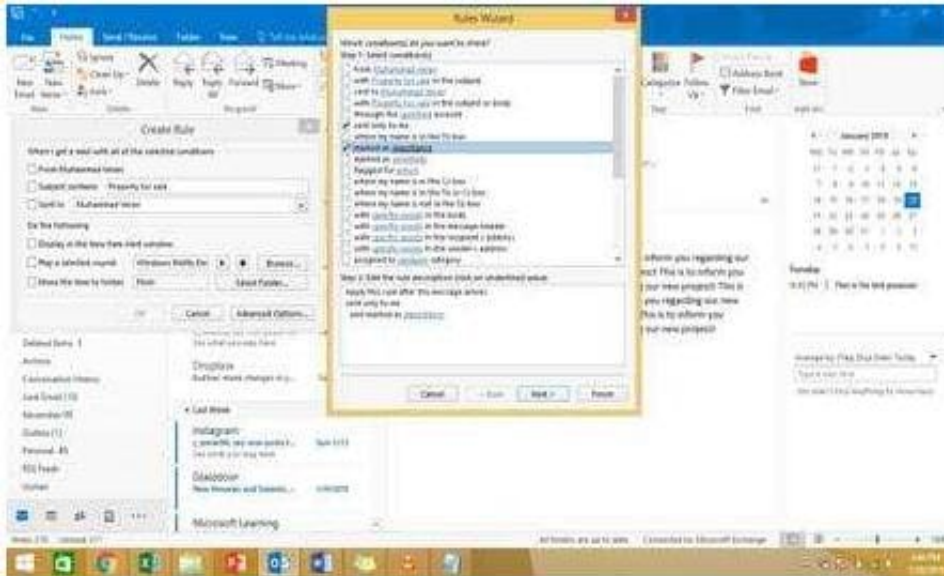

QUESTION 4

Use the Ribbon to create a rule named \\'\\'Priority 1\\'\\' that displays \\'\\'ACTION REQUIRED\\' in the NEW item Alert window when you receive a message that is sent only to you and is marked as high importance. Keep all other settings at default.
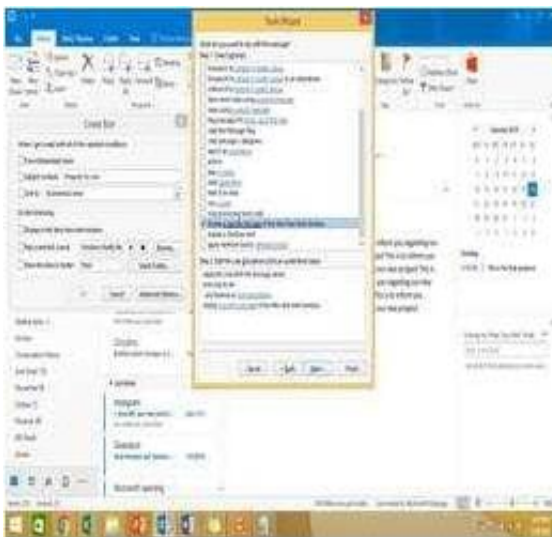

Correct Answer: See below for solution.

Home – Rules – Create rule – Advanced Options – select the following two options – click on "importance" and select "High" and click Next
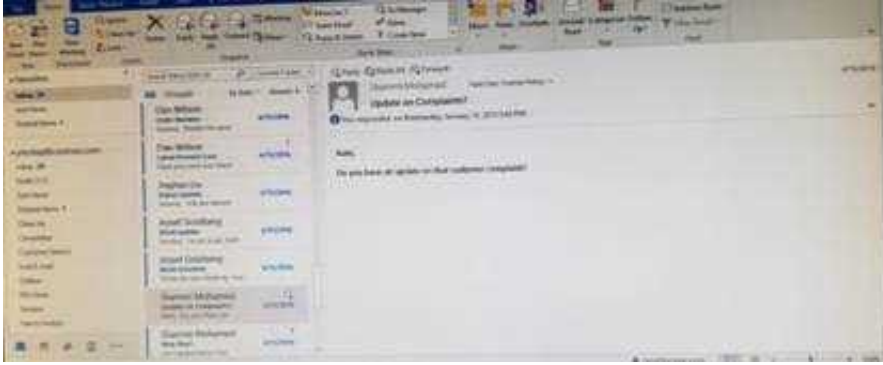
Select the following options and enter the Text "ACTION REQUIRED", click next and enter the rule name and click Finish
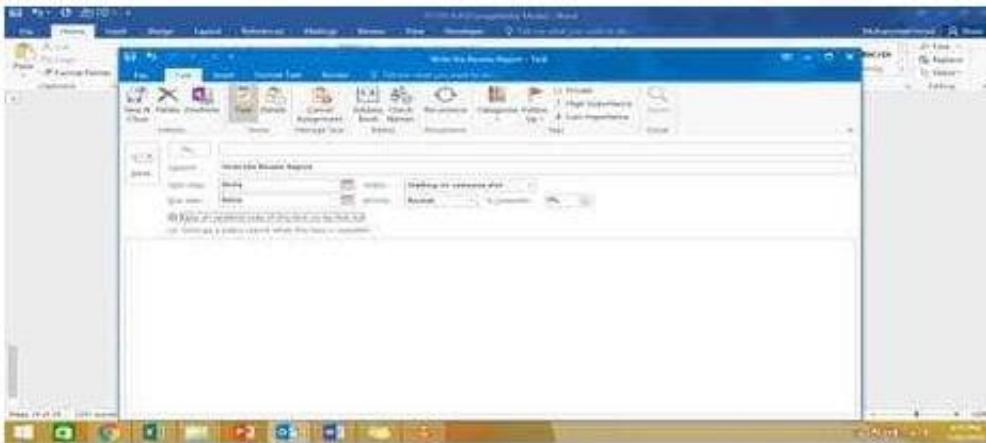

QUESTION 5

In the Tasks folder, locate the \\'\\'Write the Review Report\\'\\' task. Assign the task to \\'\\'Kim Ralls\\'\\' Set the status to Waiting on someone else. Do not keep updated copy of the task on your task list. Send the task.

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Correct Answer: See below for solution.

Click on the tasks on the navigation pane and locate the \\'\\'Write the Review Report\\'\\' task. Click on assign the task option. Select \\'\\'Kim Ralls\\'\\' and use the following options.

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