

# 77-731<sup>Q&As</sup>

Outlook 2016 Core Communication, Collaboration and Email Skills

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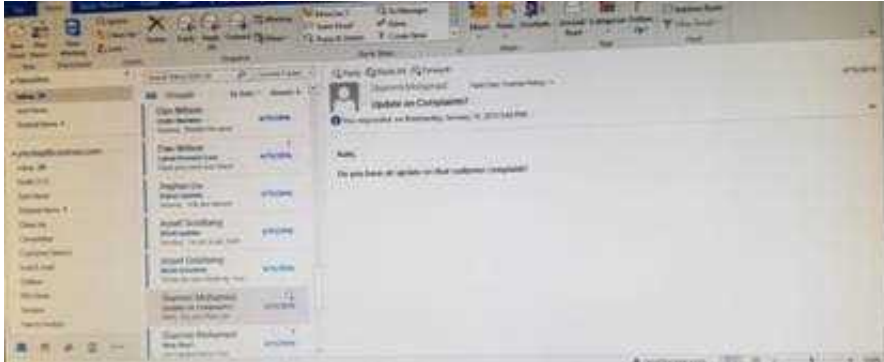
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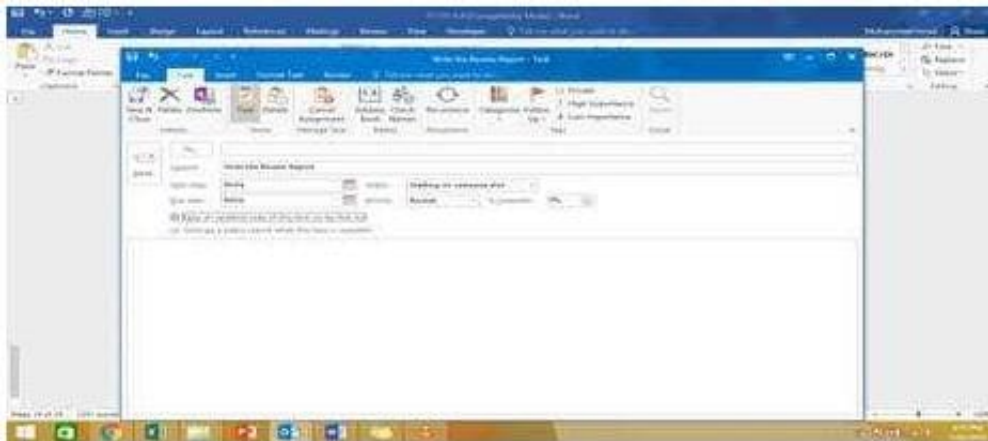
**QUESTION 1**

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.



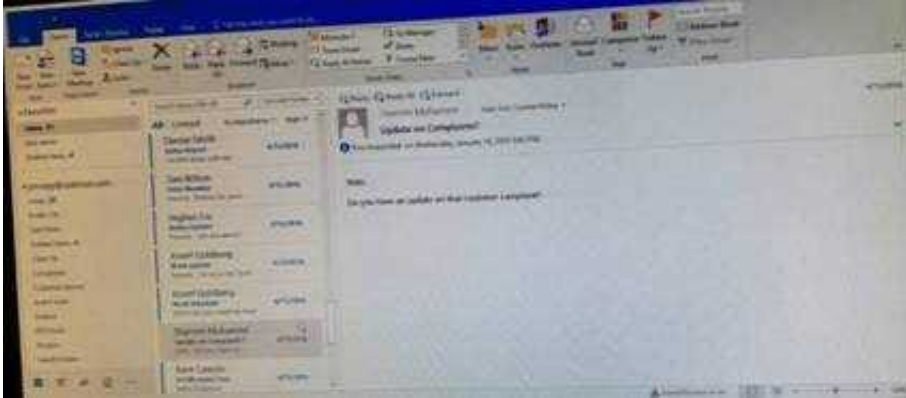
Correct Answer: See below for solution.

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.



**QUESTION 2**

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



Correct Answer: See below for solution.

Go to Calendar and select “Create New Calendar Group”

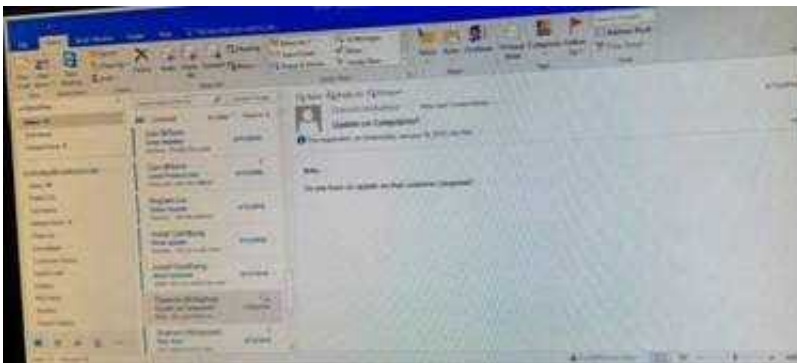
Enter the name “Management Team”

Add the above persons in members



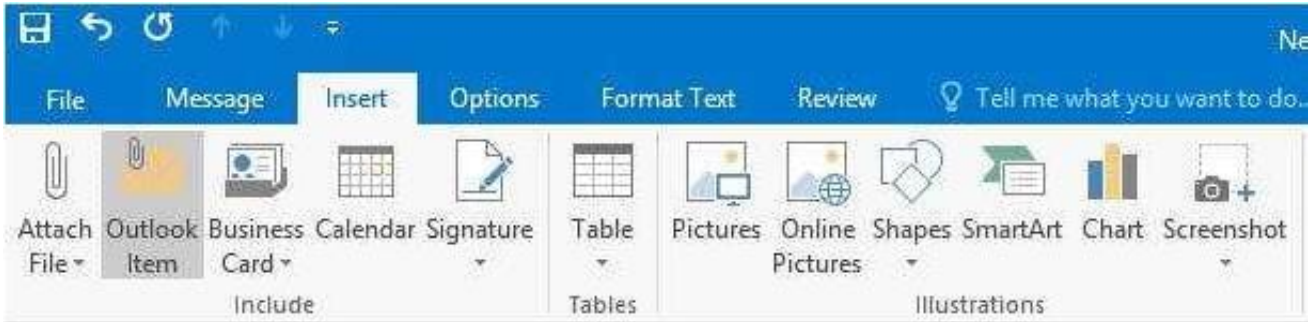
### QUESTION 3

In the Drafts folder locate the message that has the subject '\\\\Workflow for review\\\''. Insert the Customer Service Workflow image from the pictures folder below the body text. Send the message.



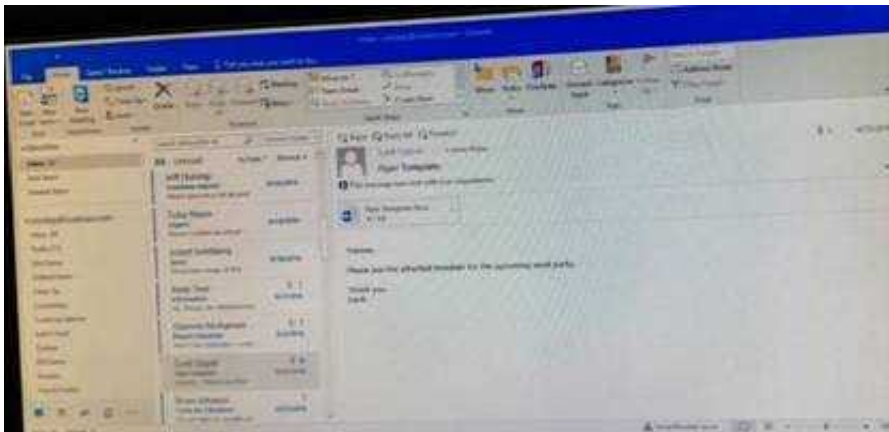
Correct Answer: See below for solution.

Locate and open the message. Put the cursor at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.



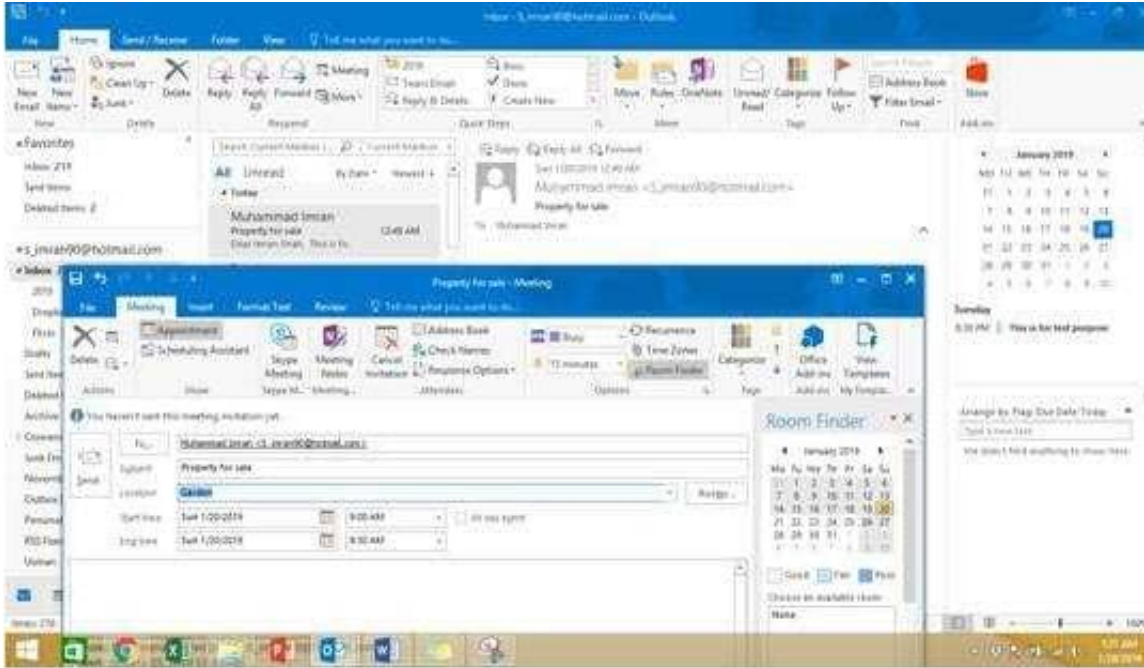
**QUESTION 4**

In the inbox, Locate the '\\Update on Complaints?' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in '\\Garden; Send the meeting request.



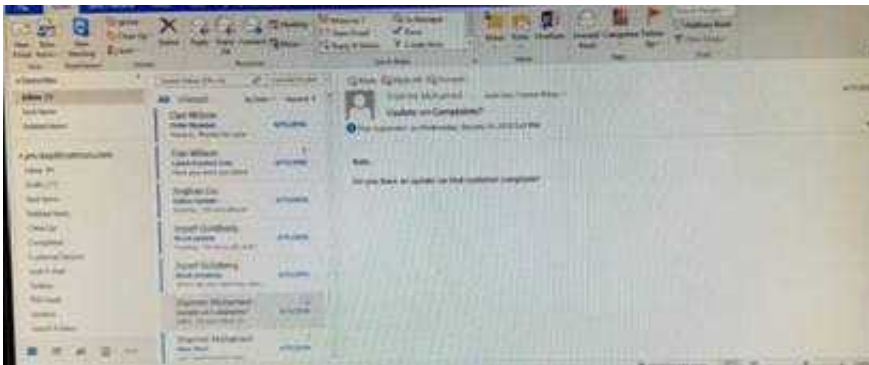
Correct Answer: See below for solution.

Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



**QUESTION 5**

Use advanced Find to locate a message that contains the phrase '\\Model 18\\' in the message body and has confidential sensitivity. Delete the message. Close the Advance Find dialog box.



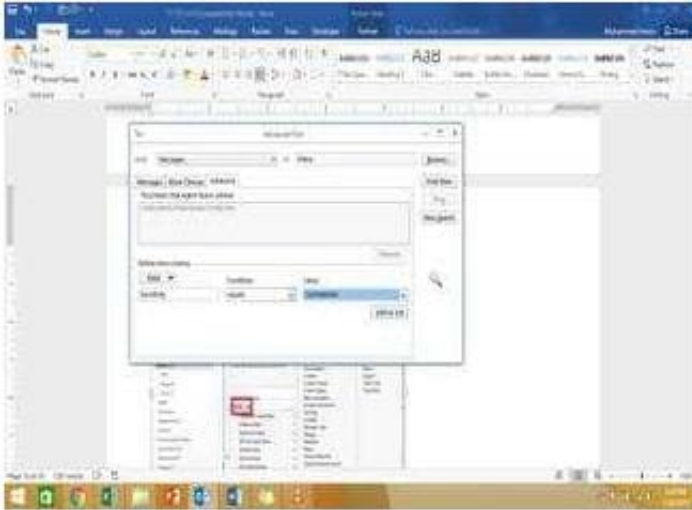
Correct Answer: See below for solution.

Click in “search mail” to activate “search” tab and click “Advanced find”



In the “Advanced Find” box give the desired criteria Go to “Advanced” tab and click on “Field option – All task fields –





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