

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

Outlook 2016 Core Communication, Collaboration and Email Skills

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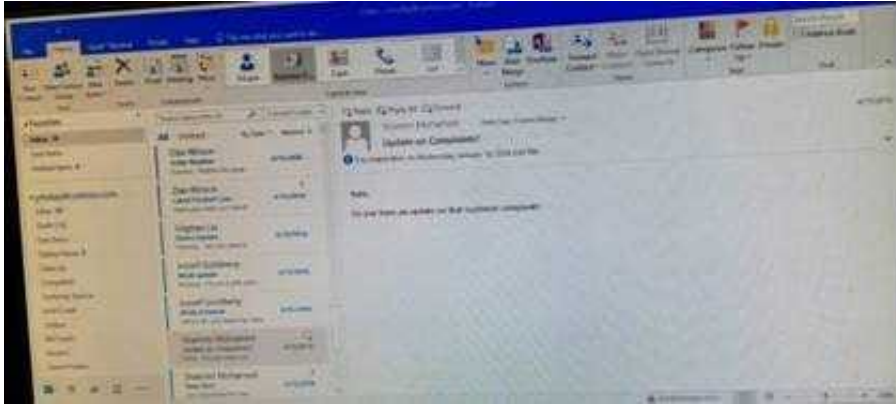
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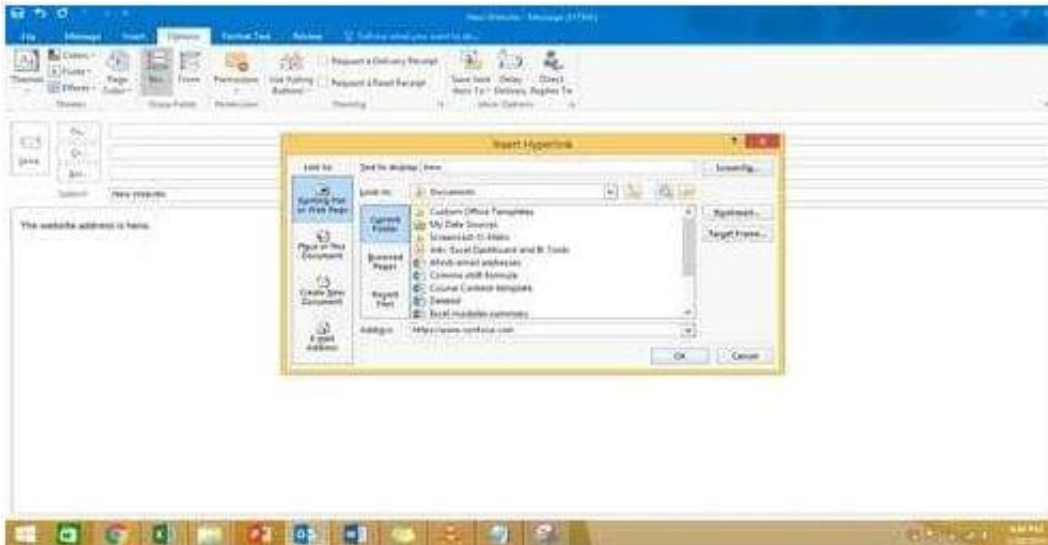
**QUESTION 1**

In the Drafts folder, open the "New Website" message. Insert a hyperlink on the word "here" that links to <https://www.contoso.com>. Send the message.



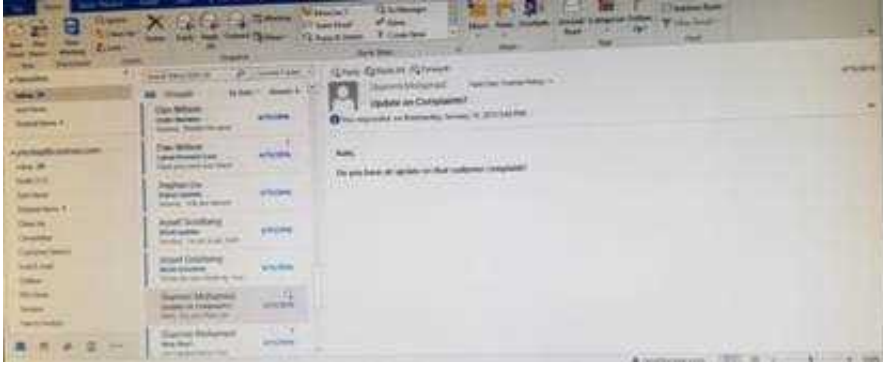
Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.



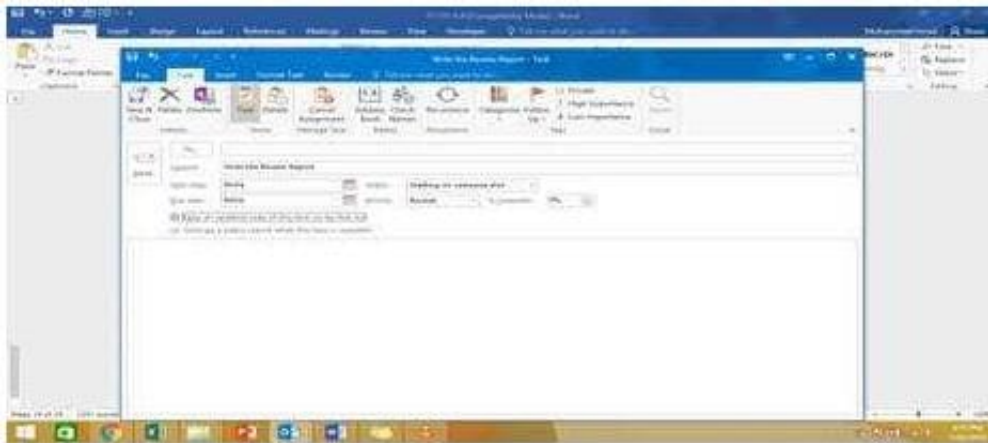
**QUESTION 2**

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.



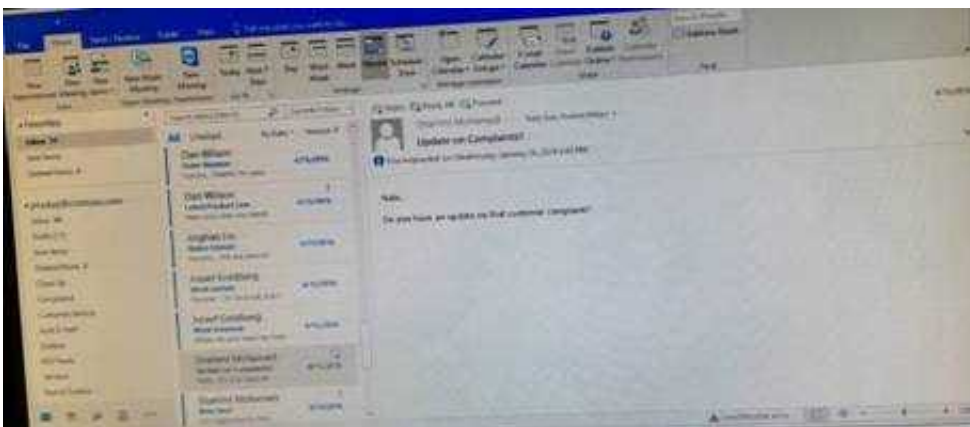
Correct Answer: See below for solution.

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.



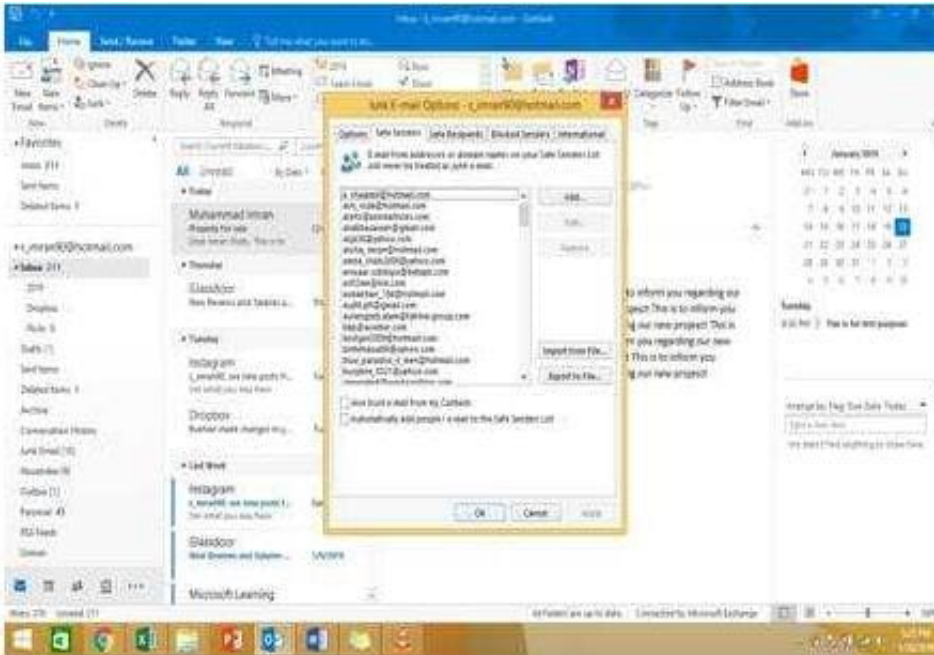
### QUESTION 3

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



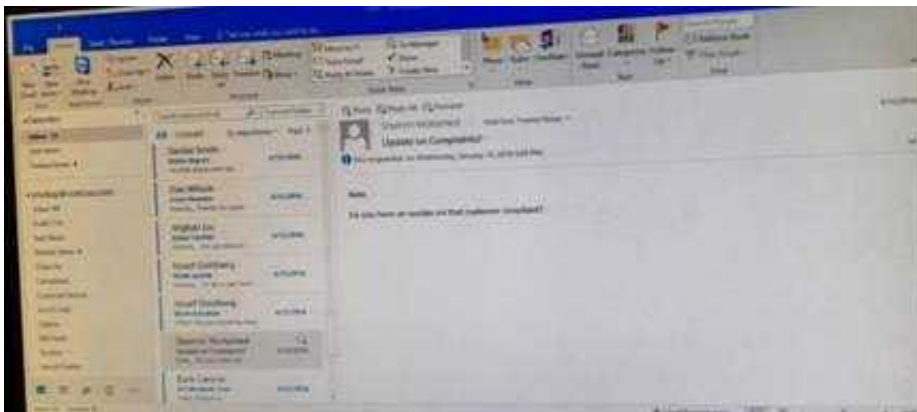
Correct Answer: See below for solution.

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



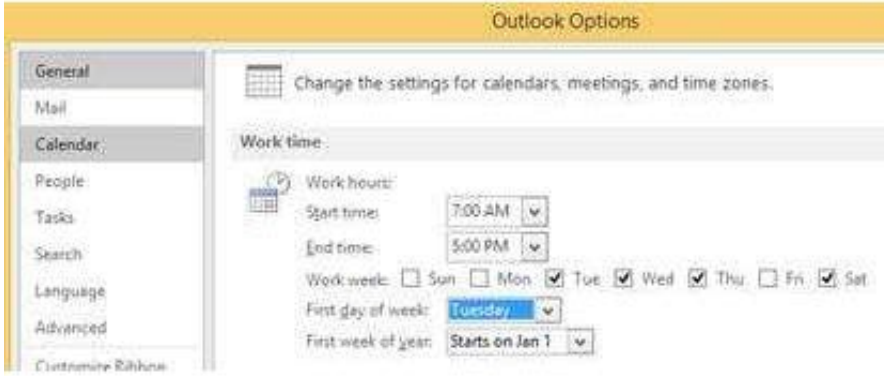
**QUESTION 4**

Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.



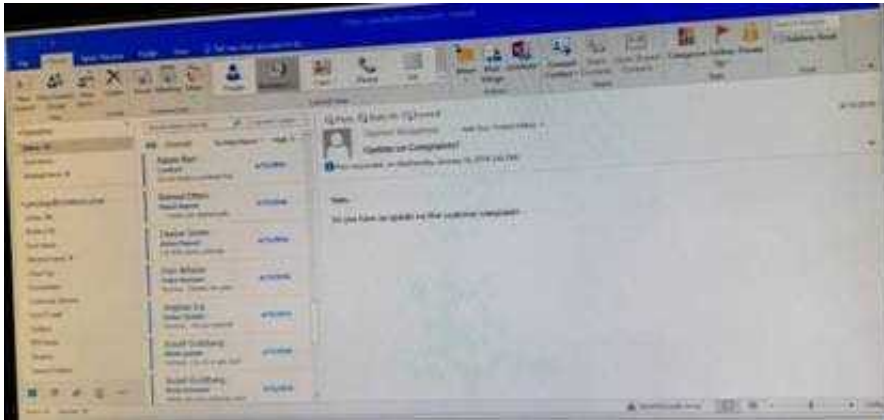
Correct Answer: See below for solution.

File – options – Calendar – Work week, then select the following options



**QUESTION 5**

Send the contact item for '\\\\Yvonne Mckay\\生' to '\\\\Adam Barr\\生' as a business card.



Correct Answer: See below for solution.

Search the contact "Yvonne Mckay" and the click on "Forward Contact" "As a business card"



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