



77-884^{Q&As}

Outlook 2010

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**QUESTION 1**

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 compose an email that you plan to send to ten different customers. You need to ensure that each customer is unable to see the names of the other email recipients. How can you hide the email recipient's names?

- A. By marking the email as private.
- B. By entering the recipients names in the BCC (Blind Carbon Copy) field.
- C. By using the Delay Delivery function.
- D. By adding a signature to the email.

Correct Answer: B

QUESTION 2

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. Jane works in the Accounts department. She is using Outlook and wants to compose an email to send to a supplier.

Jane switches to the Contacts view in Outlook. Jane plans to use the alphabetical list to find the email address of her contact at a supplier named Stanford Supplies. However, there is no alphabetical list displayed that Jane can click on to filter the contacts and narrow down her search.

How can Jane display the alphabetical list? (Choose two possible answers).

- A. By switching to the Business Card view.
- B. By switching to the Card view.
- C. By switching to the Phone view.
- D. By applying a filter.
- E. By using Contact Groups.

Correct Answer: AB

QUESTION 3

You work as a Systems Administrator at ABC.com. 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. The email server is configured for Exchange, POP3, IMAP and HTTP connections.



You use Outlook 2010 on your work computer to access your company email. You also use Outlook 2010 on your home computer to access your company email.

You want to be able to access your company email from any computer such as a computer in an Internet Cafe or an airport terminal.

Which technology should you use to access your company email?

- A. An email account configured POP3 access.
- B. An email account configured for Outlook Anywhere (RPC over HTTP) access.
- C. An email account configured IMAP access.
- D. An email account configured Outlook Web Access.

Correct Answer: D

QUESTION 4

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 are about to start a new project. You need to assign tasks for the planning stage, the design stage and the implementation stage of the project. You create the appropriate tasks in Outlook.

You currently have your task list displayed using the "Detailed" view. You arrange the view of your task list using the "By Person Responsible" view.

You discover that some of the tasks no longer appear in the list. You can only view the planning stage tasks.

Why do some of the tasks no longer appear in the task list?

- A. Some tasks do not support the "By Person Responsible" view.
- B. You have applied a filter to the view.
- C. Some tasks are past their due date.
- D. All the tasks are assigned.

Correct Answer: B

QUESTION 5

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. Some computers have the Outlook Social Connector installed to enable users to connect to social networking sites.

A user named Mia uses a computer that has the Outlook Social Connector installed. Mia is unable to view the People Pane in Outlook. Mia confirms that the People Pane view setting is set to "Normal".



What should Mia to do display the People Pane?

- A. She should configure the Account Settings to sign in to a social network.
- B. She should display the Reading Pane.
- C. She should change the People Pane view setting to Minimized.
- D. She should hide the To-Do Bar.

Correct Answer: B

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