

77-731^{Q&As}

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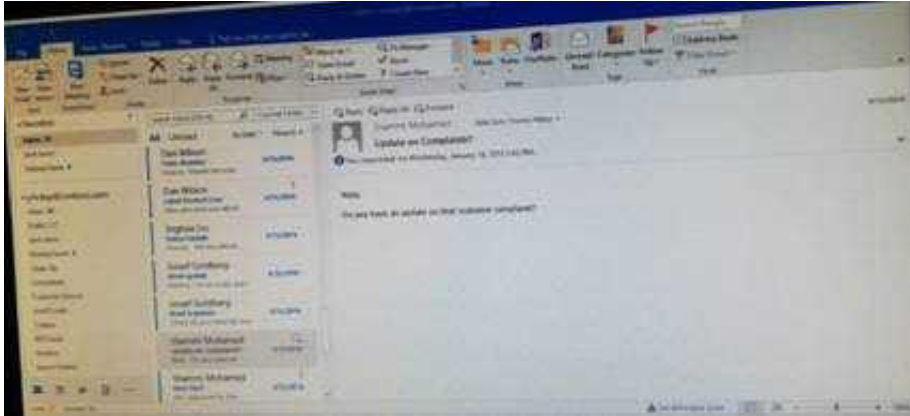
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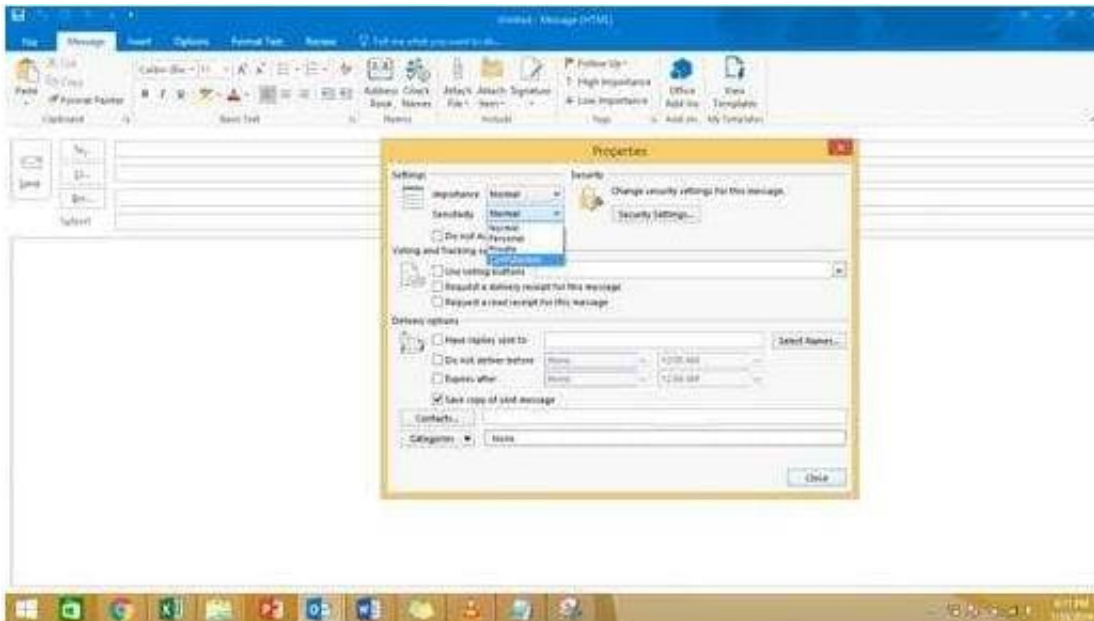
QUESTION 1

In the Drafts folder, open the "New Organizational Chart" message. Change the Sensitivity to confidential. Send the message.



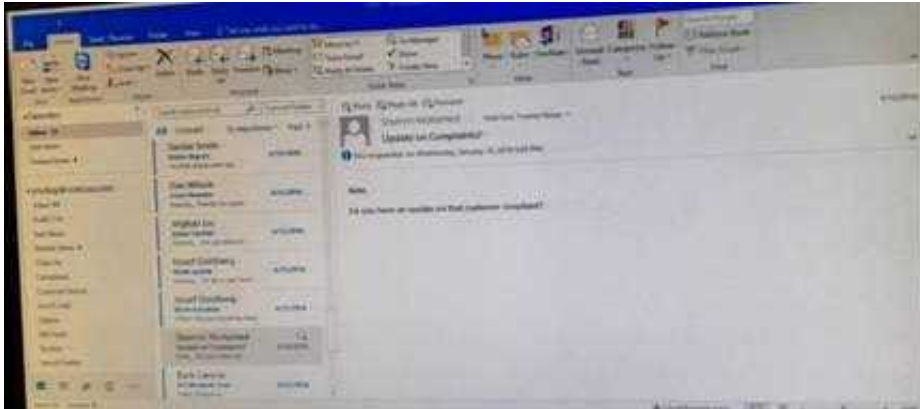
Correct Answer: See below for solution.

Open the message and click on message options dialog box launcher. Select the sensitivity, close the box and send.



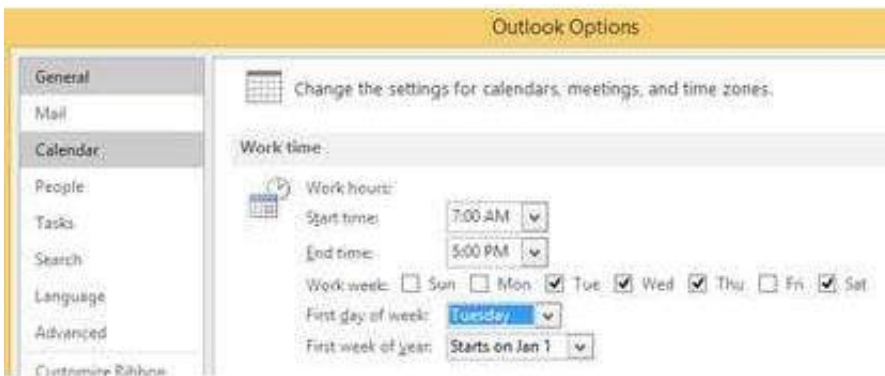
QUESTION 2

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.



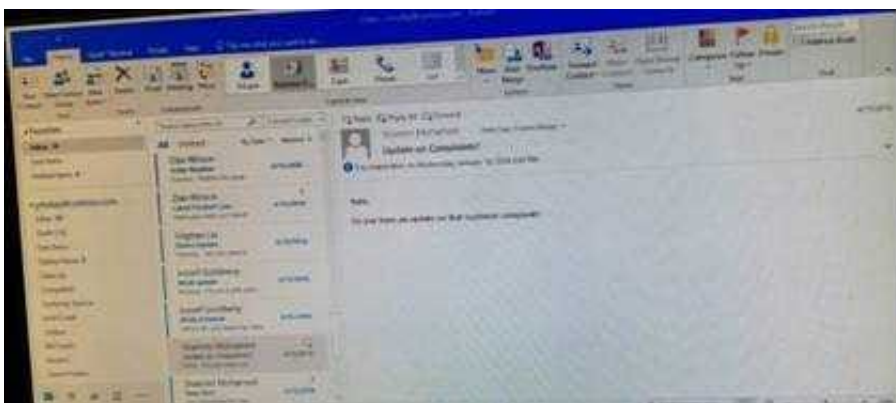
Correct Answer: See below for solution.

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



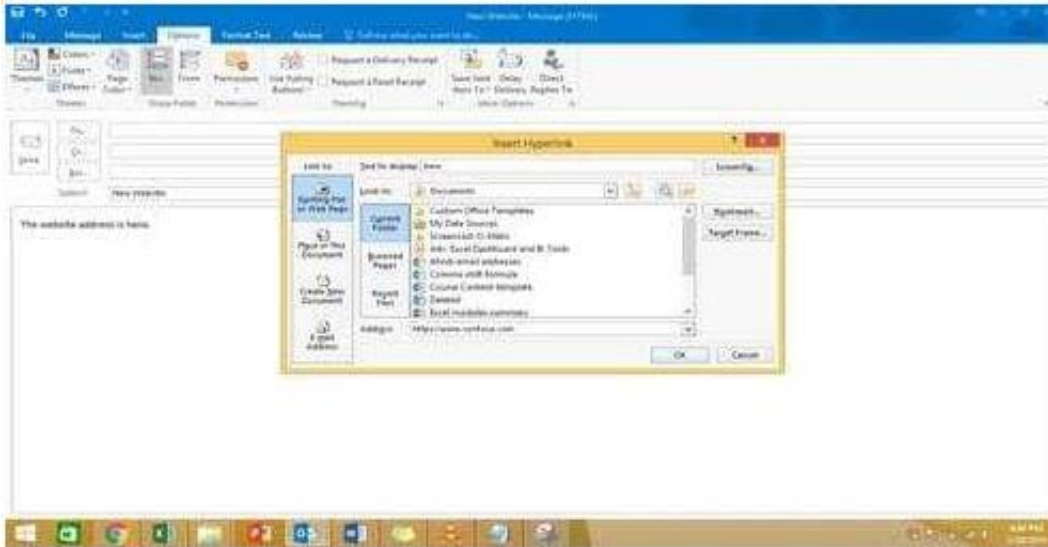
QUESTION 3

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.



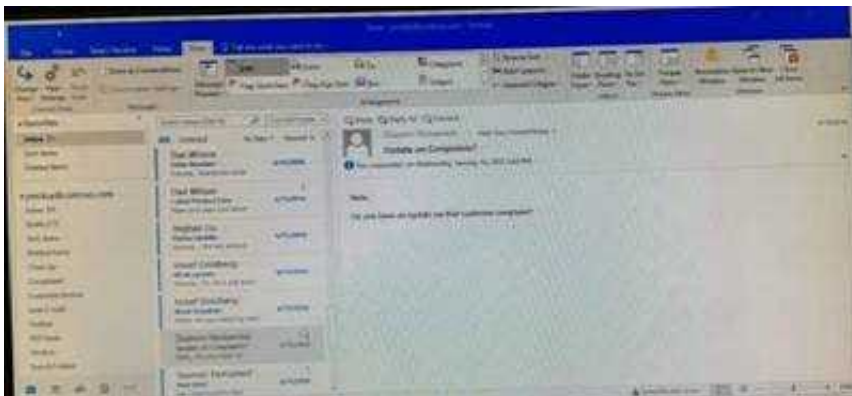
Correct Answer: See below for solution.

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



QUESTION 4

Create a Search Folder named '\\\\Priority 1\\\' that displays messages that are marked as high importance and have at least one attachment.



Correct Answer: See below for solution.

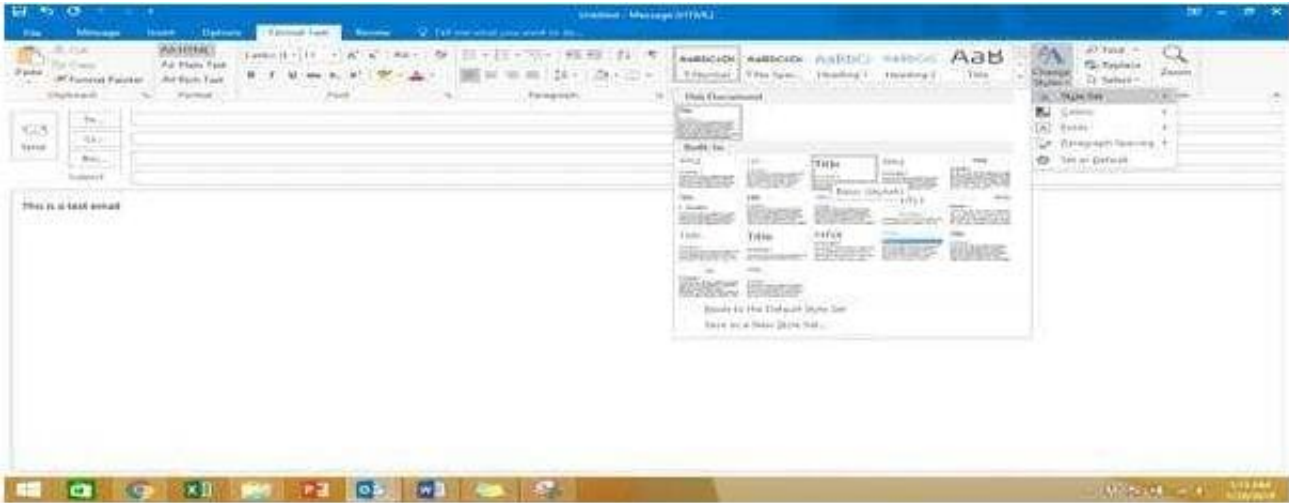
Go to Folder

Select "New Search Folder"

Select create custom search folder and click on "Choose"

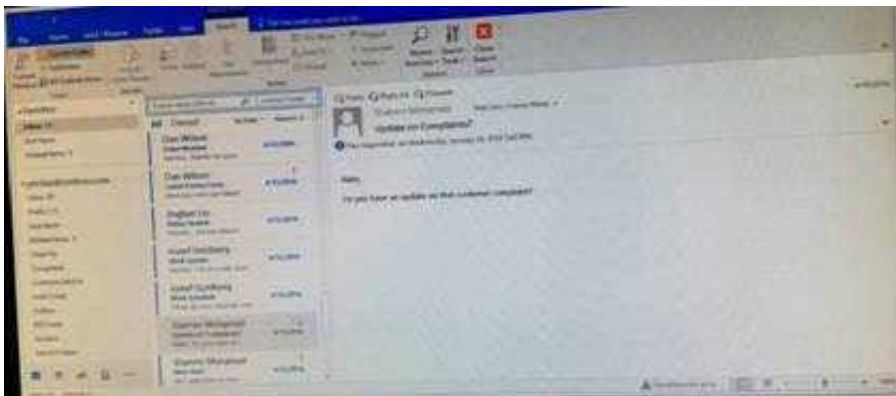
Give it name "Priority 1" and select "Criteria"

In "More choices tab" select the required options



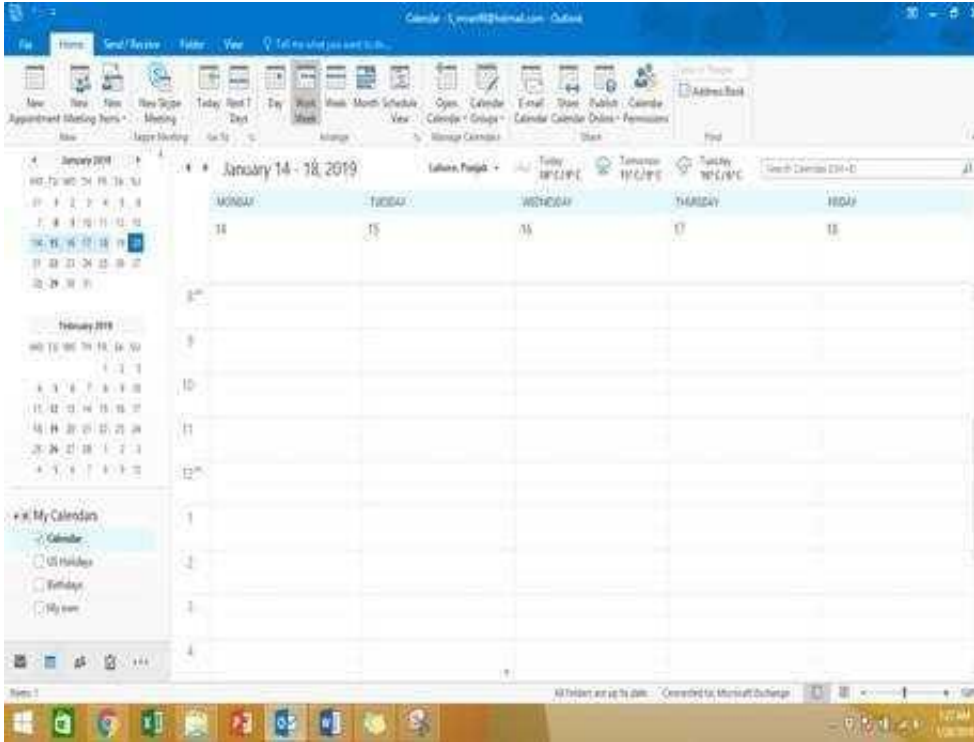
QUESTION 7

Display the Calendar, Configure the view to display the schedule for the current work week.



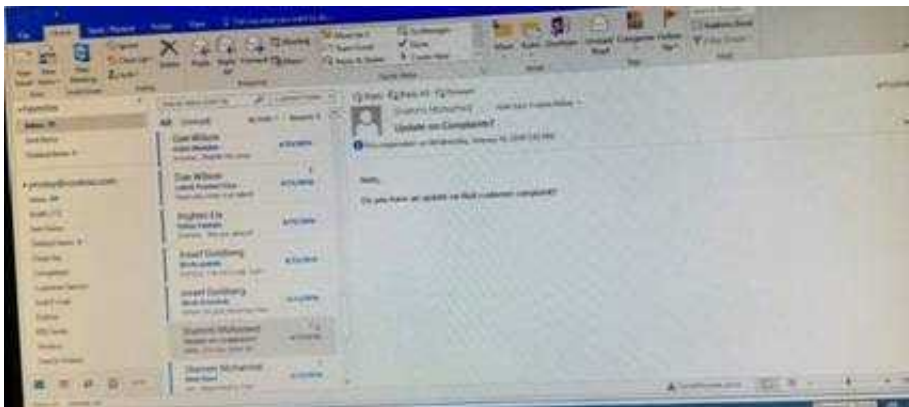
Correct Answer: See below for solution.

Click on calendar and select "Work Week" in Arrange group



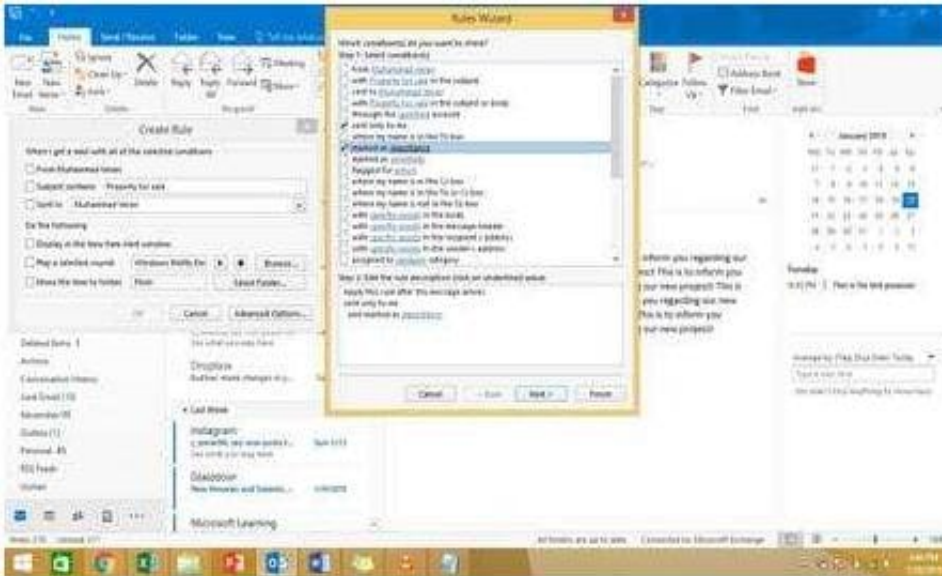
QUESTION 8

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.

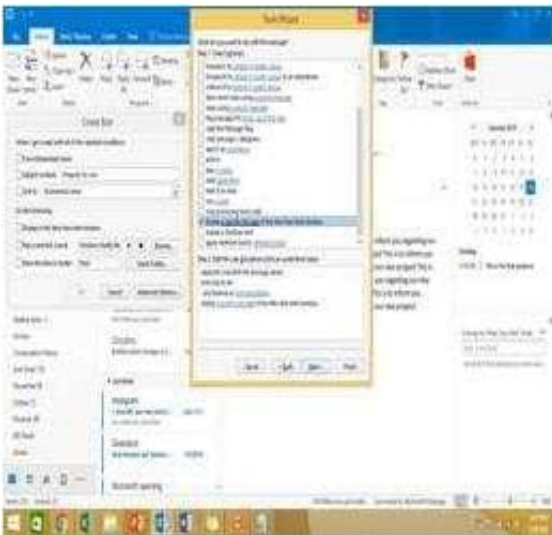


Correct Answer: See below for solution.

Home – Rules – Create rule – Advanced Options – select the following two options – click on "importance" and select "High" and click Next

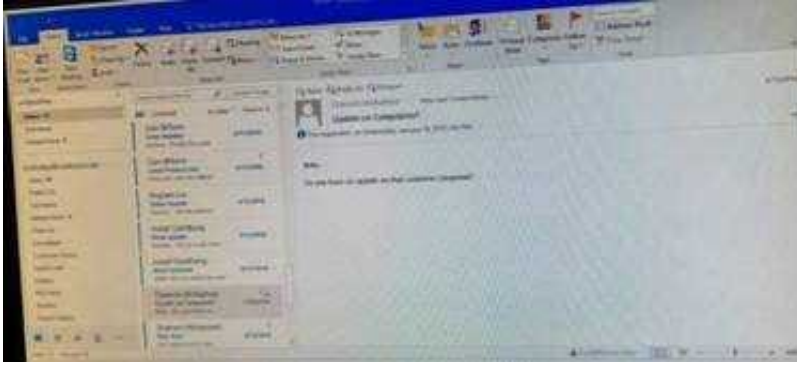


Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



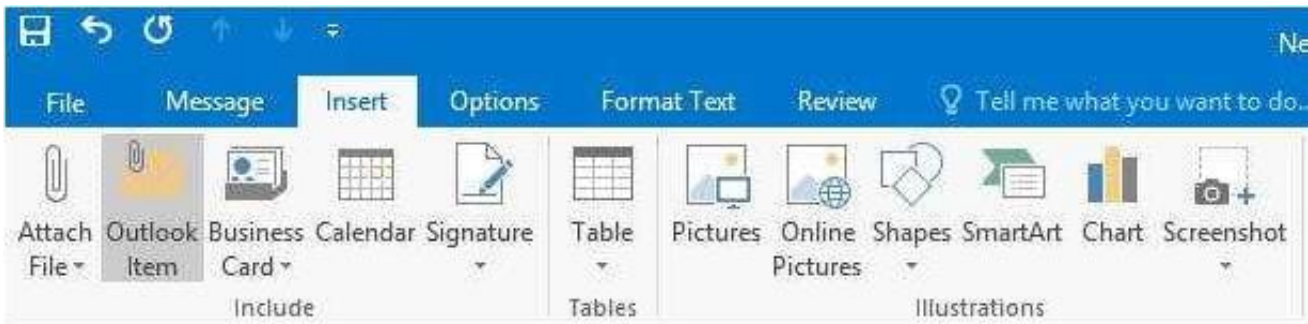
QUESTION 9

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.



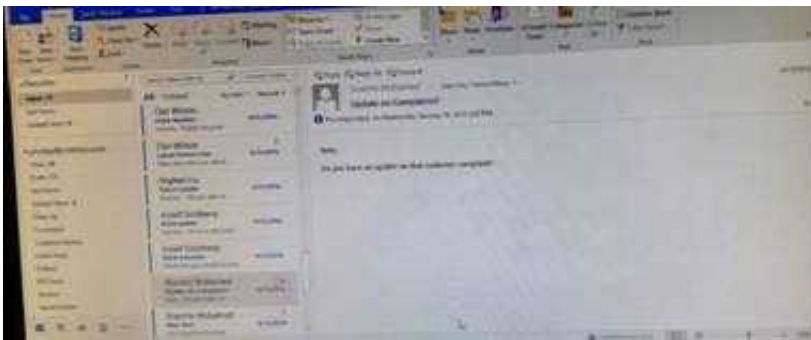
Correct Answer: See below for solution.

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 10

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"



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