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- **Vendor:** Microsoft
- **Exam Code:** 77-731
- **Certification Name:** Microsoft Office Specialist
- **Exam Name:** Outlook 2016: Core Communication, Collaboration and Email Skills
- **Number of Questions:** 35
- **Promo Code For Microsoft 77-731 Dumps:** **SAVE35**
- **Exam Language:** English
- **Exam Duration:** 90 mint
- **Exam Format:** MCQs

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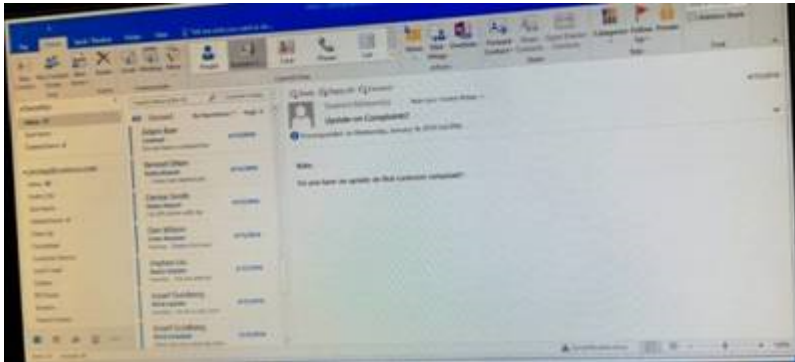
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### Question No. 1

Create a contact named "Matt Berg" with an email address of "mberg@contose.com" Save and close the contact.



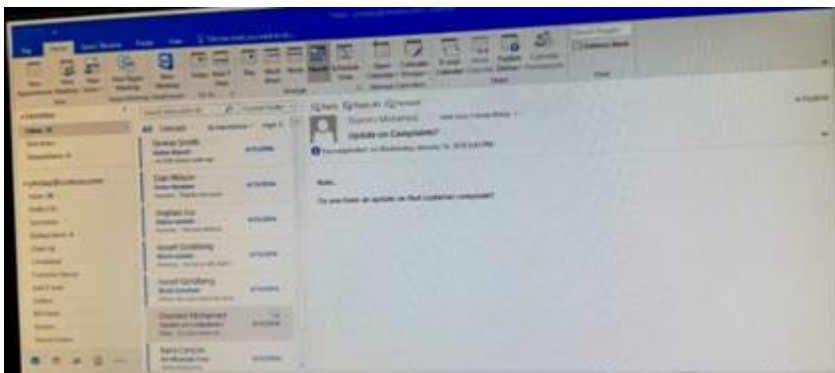
- A. See below for solution. Go to contacts -- New contact and do the following



Answer: A

### Question No. 2

Import the contacts from the PersonalContacts.csv located in the Documents folder into the Contacts folder.



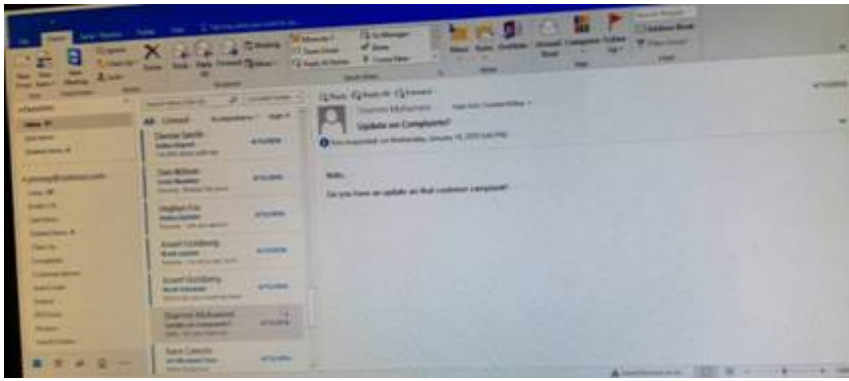
- A. See below for solution. \*File -- open & export -- Import/Export \*Import from another program or file \*Comma separated values \*Locate the file and import



Answer: A

### Question No. 3

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



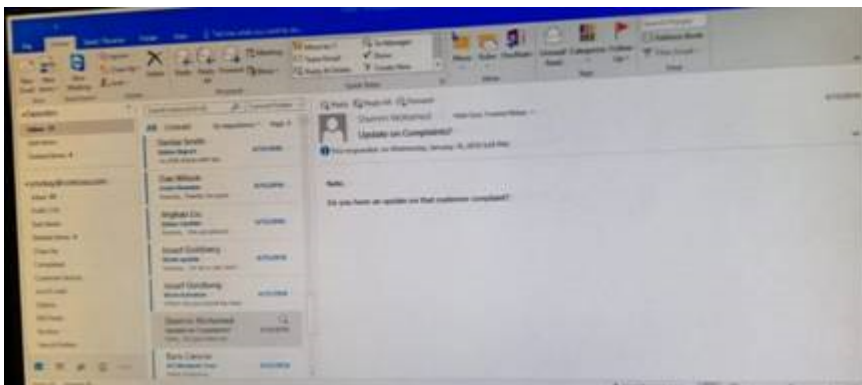
- **A.** See below for solution. \*Go to Calendar and select "Create New Calendar Group" \*Enter the name "Management Team" \*Add the above persons in members



**Answer: A**

#### **Question No. 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.



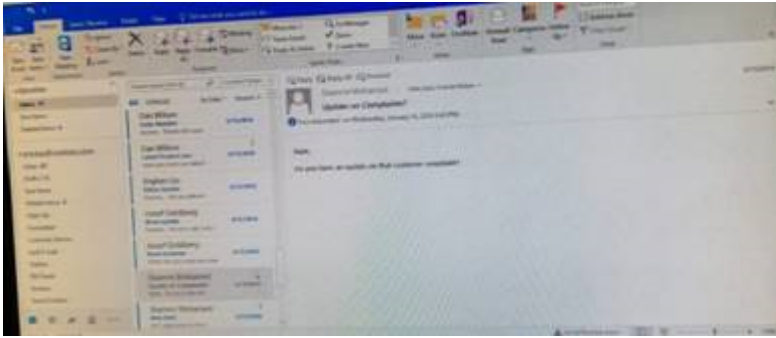
- **A.** See below for solution. File -- options -- Calendar -- Work week, then select the following options



**Answer: A**

#### **Question No. 5**

Sort the messages in the inbox by importance with high importance at the top and low importance at the bottom. Within each importance level, sort the messages by the date received with the most recent message shown first.



- **A.** See below for solution. Click on View tab and then View settings. In sort option select the following.



**Answer: A**

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