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Outlook 2016: Core Communication, Collaboration and Email Skills

Microsoft 77-731

Version Demo

Total Demo Questions: 4

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Topic Break Down

Topic	No. of Questions
Topic 1, Manage the Outlook environment	4
Topic 2, Manage messages	18
Topic 3, Manage schedules	11
Topic 4, Manage contacts and groups	7
Total	40

QUESTION NO: 1 - (SIMULATION)

Configure Outlook to compose all outgoing messages in Rich Text format.

ANSWER: See the explanation for the answer

Explanation:

Configure the default message format as Rich Text:

1. Select **File > Options**.
2. Select **Mail**.
3. Under **Compose messages**, set **Compose messages in this format to Rich Text**.
4. Select **OK** to save the setting.

All newly composed outgoing messages will now use Rich Text format.

QUESTION NO: 2 - (SIMULATION)

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

ANSWER: See the explanation for the answer

Explanation:

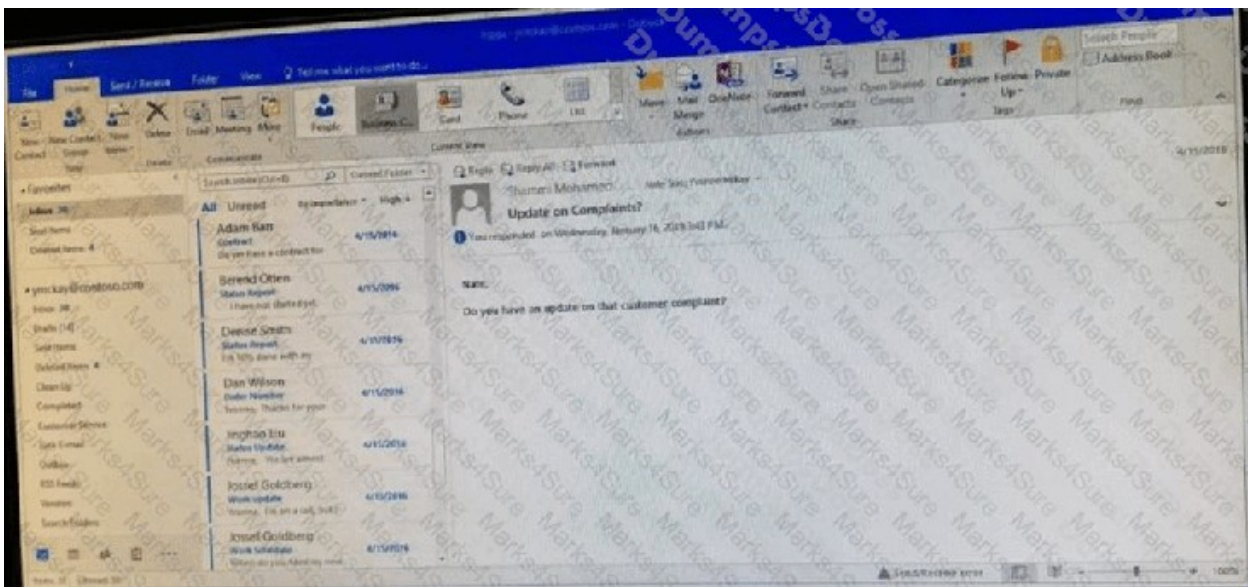
In Outlook 2016, create the contact as follows:

1. Open **People** (Contacts).
2. Select **New Contact**.
3. In the **Full Name** field, enter **Matt Berg**.
4. In the **Email** field, enter **mberg@contose.com**.
5. Select **Save & Close**.

The saved contact should be named **Matt Berg** with the email address **mberg@contose.com**.

QUESTION NO: 3 - (SIMULATION)

Send the contact item for 'Yvonne McKay' to 'Adam Barr' as a business card.



ANSWER: See the explanation for the answer

Explanation:

In the **People/Contacts** view, find and select **Yvonne Mckay**. On the **Home** tab, click **Forward Contact** and select **As a Business Card**.

In the new email message, enter **Adam Barr** in the **To** field, resolve/select the contact if prompted, and click **Send**. This sends Yvonne Mckay's contact as a business-card (.vcf) attachment.

QUESTION NO: 4 - (SIMULATION)

In the inbox locate the "Flyer Template" message. Save the message to the Documents folder as a text file. Use default file name.

ANSWER: See the explanation for the answer

Explanation:

In the Inbox, select the message with the subject **Flyer Template**.

1. Select **File > Save As**.
2. In the Save As dialog, browse to and select the **Documents** folder.
3. Set **Save as type** to **Text Only (*.txt)**.
4. Leave the automatically supplied file name unchanged (the default name).
5. Click **Save**.

This saves the Flyer Template email in Documents as a .txt text file using its default filename.