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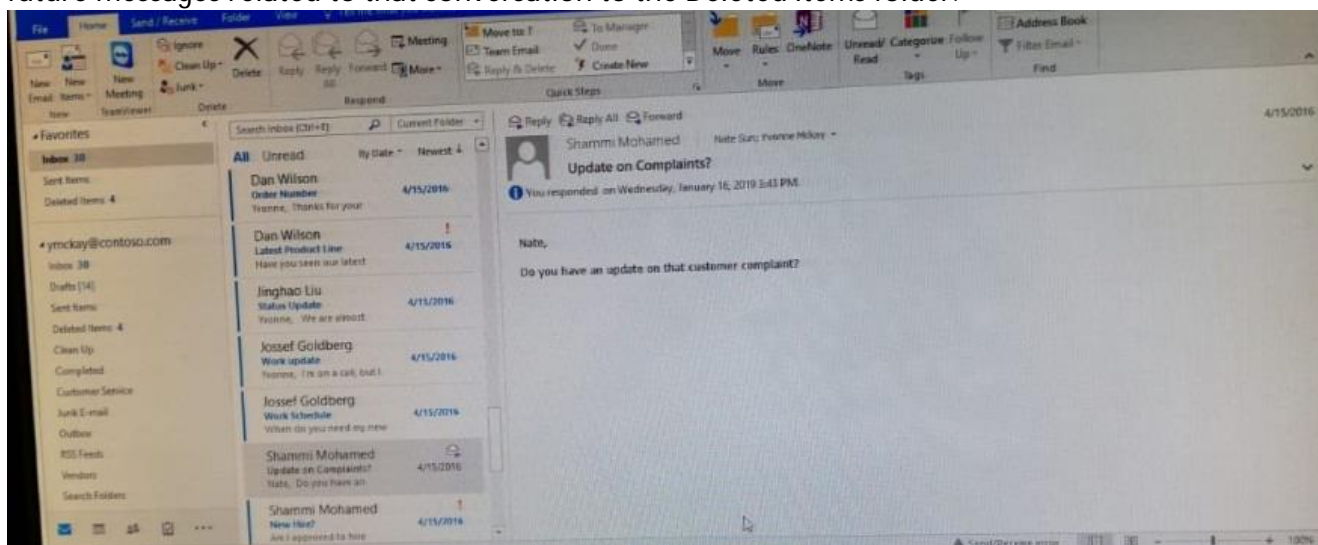
Exam : **77-731**

Title : Outlook 2016: Core
Communication, Collaboration
and Email Skills

Vendor : Microsoft

Version : DEMO

NO.1 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.

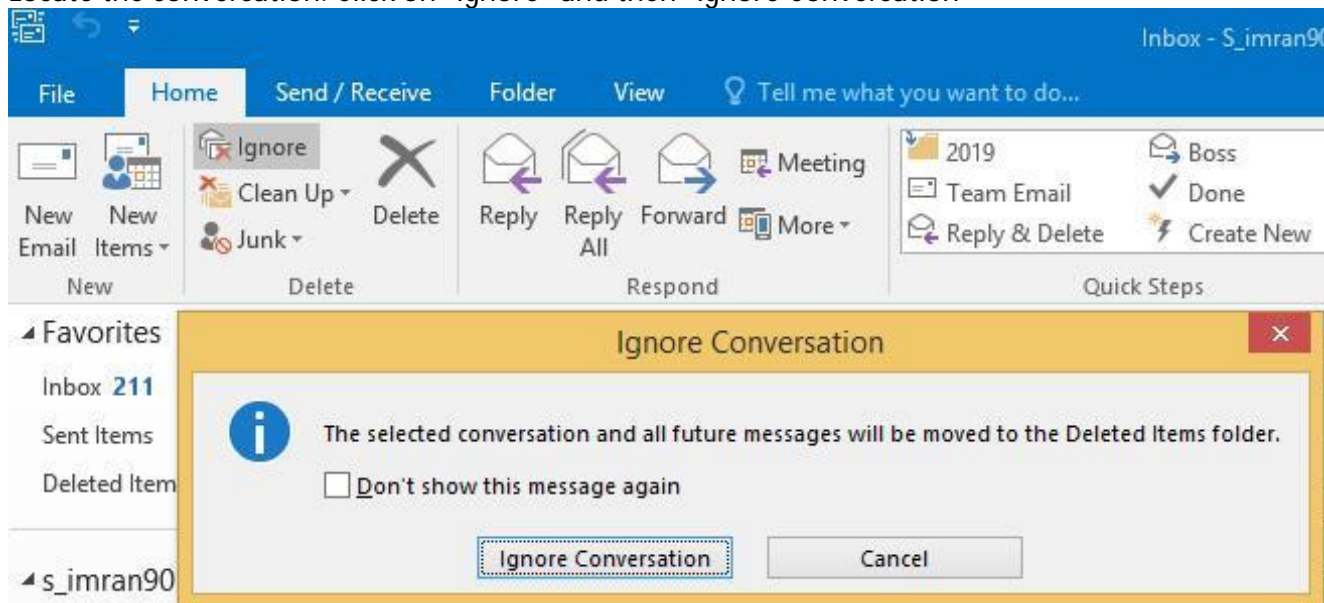


Answer:

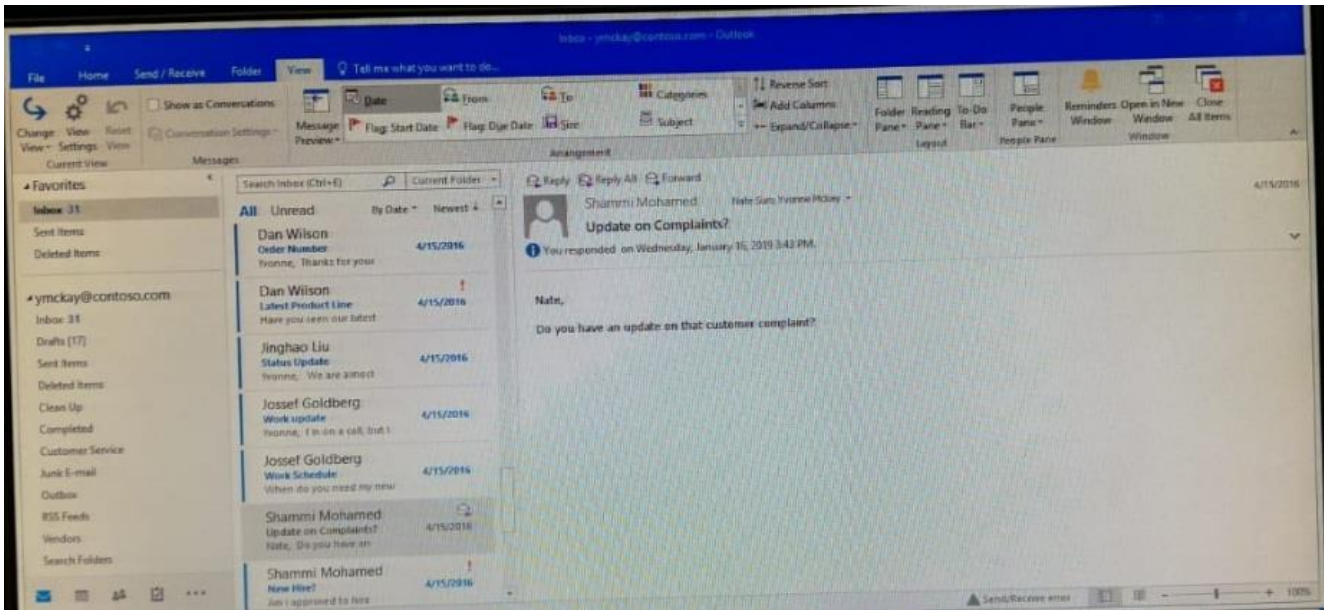
See below for solution.

Explanation

Locate the conversation. Click on "Ignore" and then "Ignore Conversation"



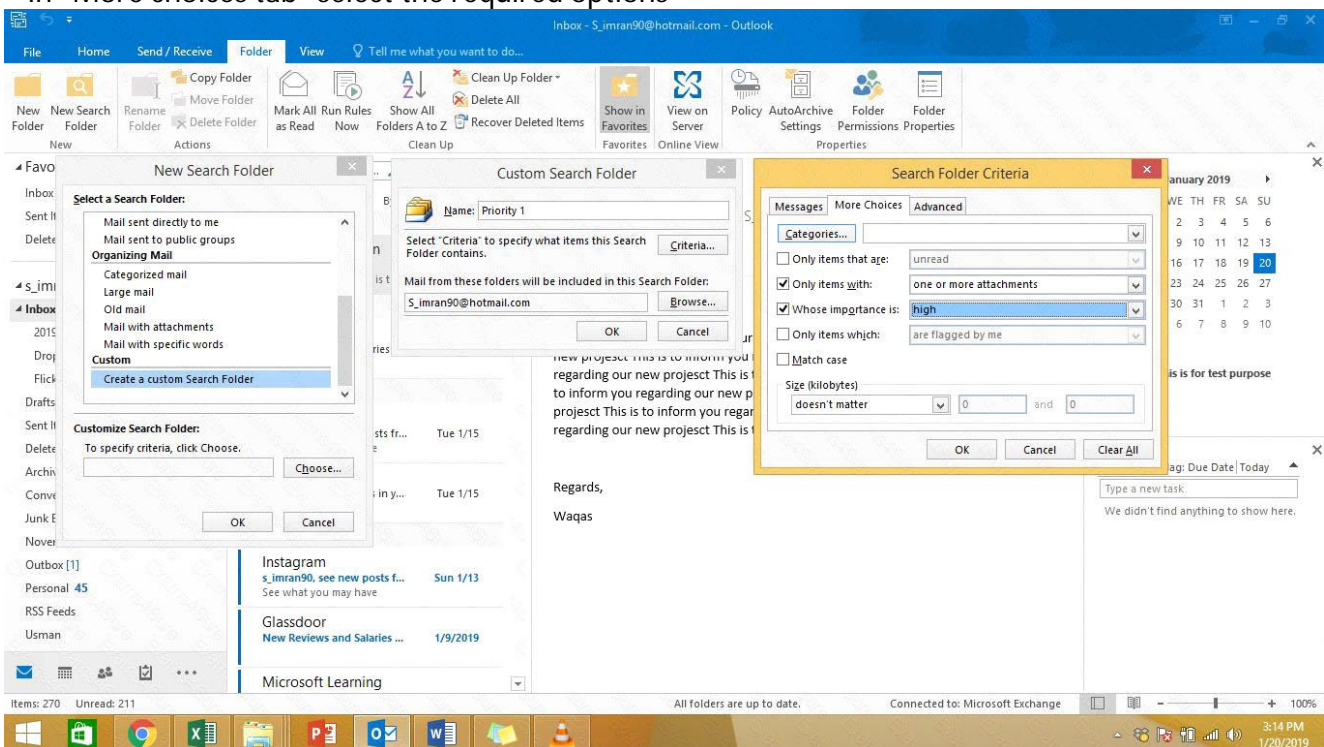
NO.2 Create a Search Folder named "Priority 1" that displays messages that are marked as high importance and have at least one attachment.



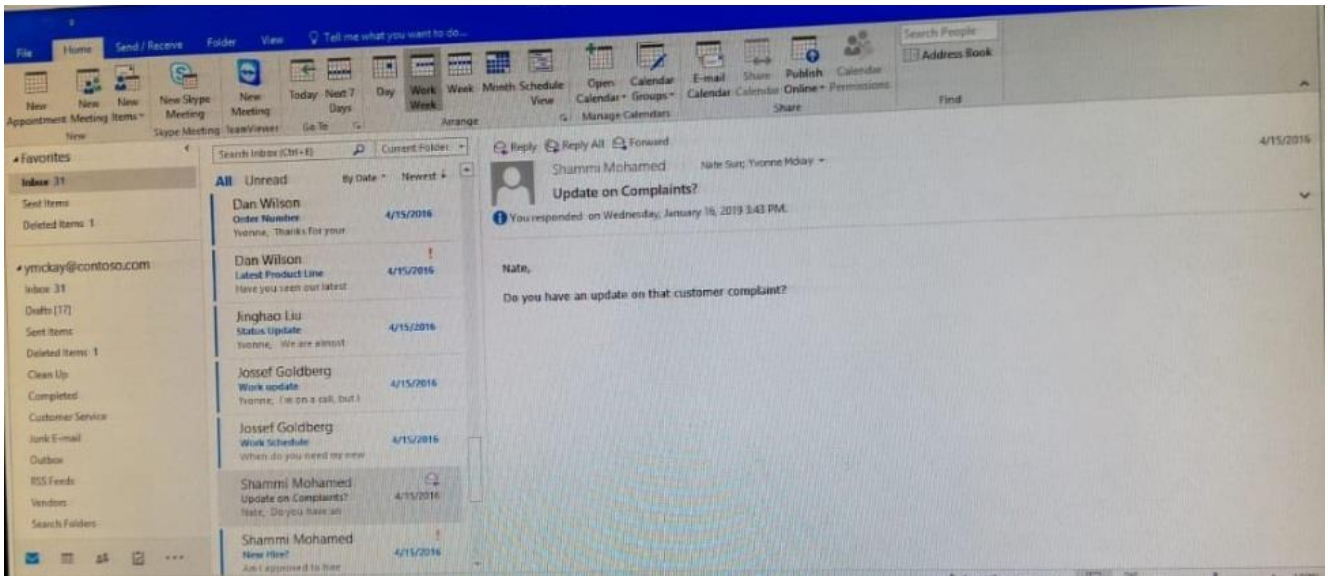
Answer:

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



NO.3 Add the contact "Dan Wilson" to the "Management Team" contact group. Save and close the contact group.



Answer:

See below for solution.

- * On the Navigation bar, click People to view
- * Search the "management team" contact group
- * Double click the contact group
- * Click Add Members and then select the desired list and search and add members

