77-884

Microsoft Outlook 2010

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QUESTION 1

You use Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You compose an e-mail. The e-mail comprises some confidential information. You want to ensure that the recipients of the e-mail see the "Please treat this as Confidential" message in the Information Bar of the e-mail. Which of the following actions will you take to accomplish the task?
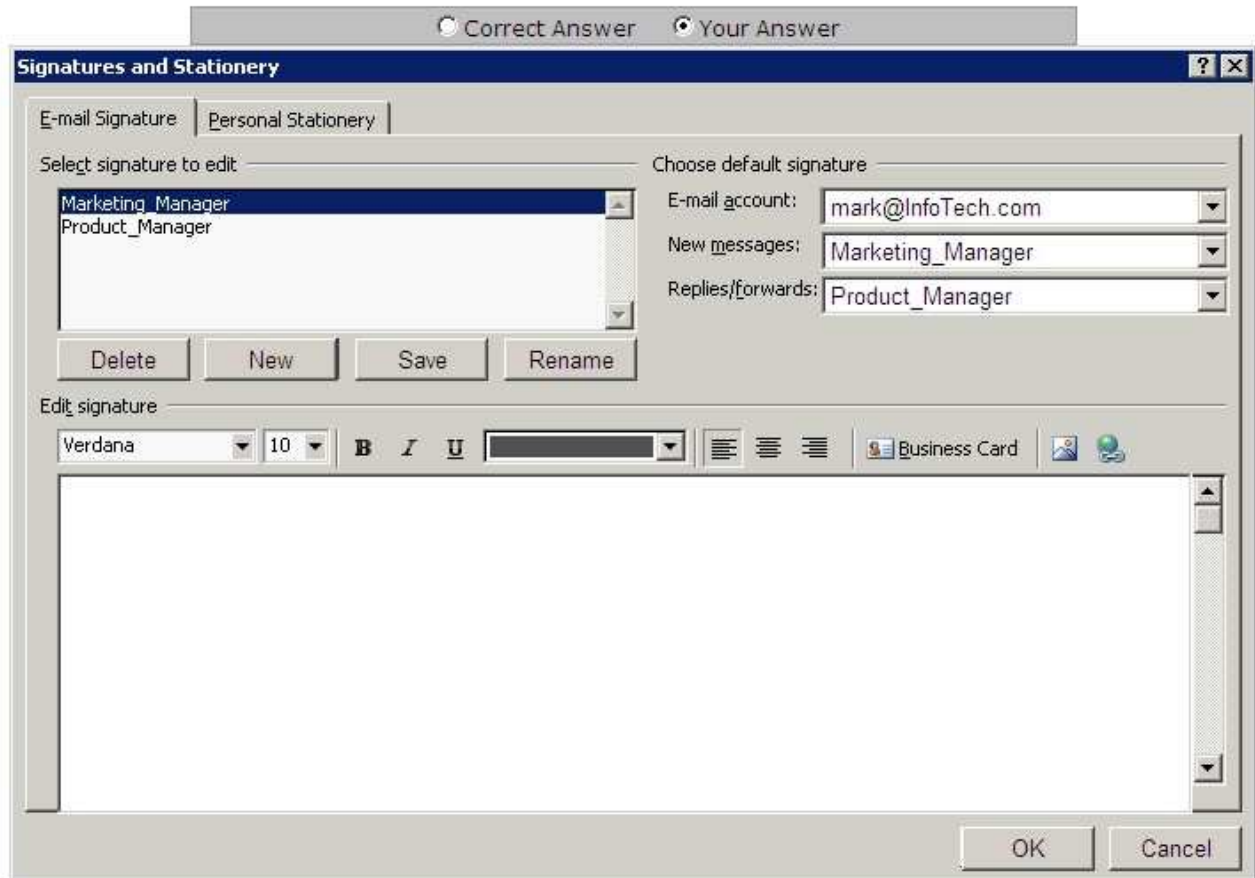
A. Change the importance level.

B. Assign a Flag.

C. Use RSS Feeds.

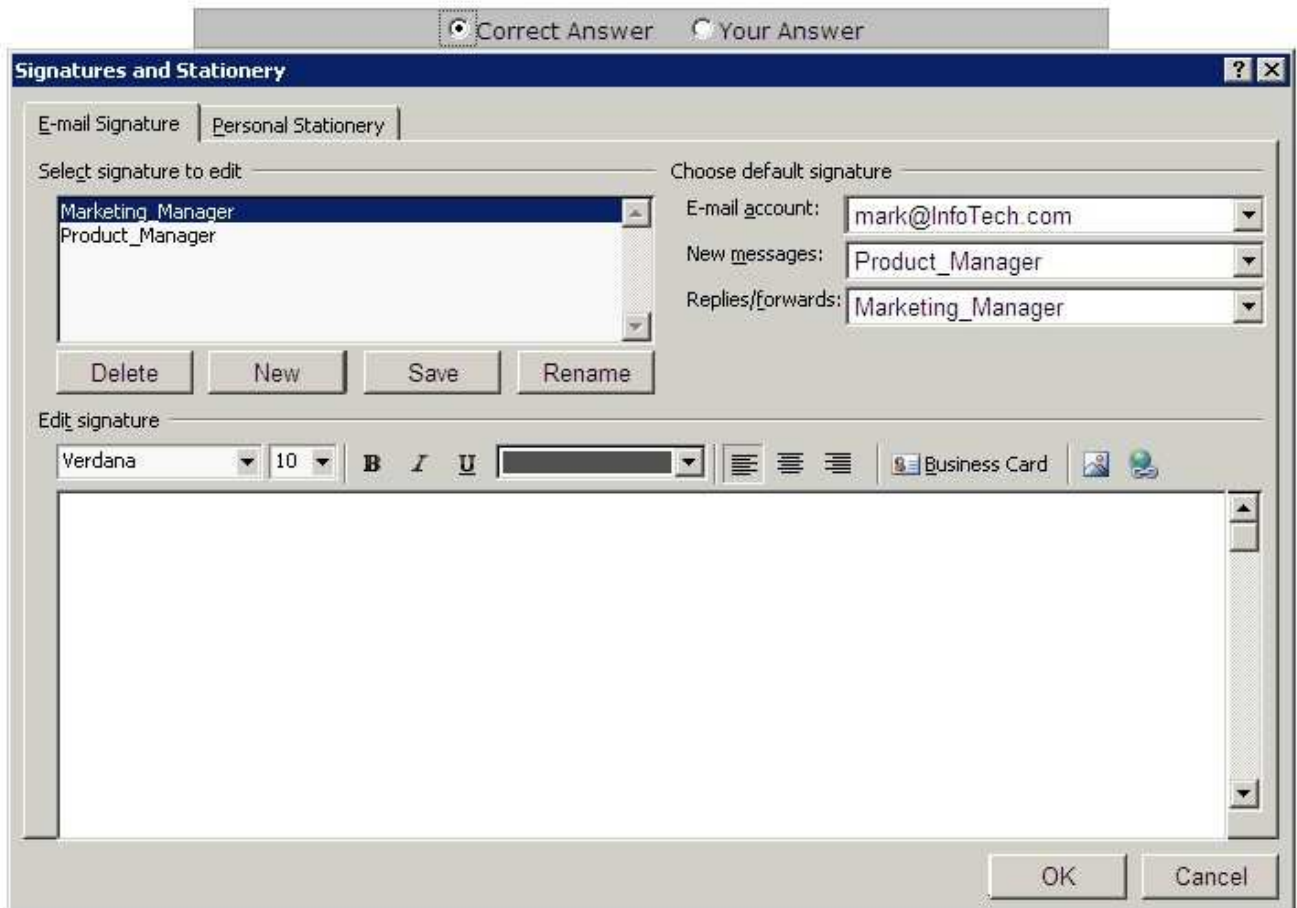D. Change the sensitivity level.

Answer: D

QUESTION 2

Mark works as a Marketing Manager for InfoTech Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use the mark@radi ant.com account. In Microsoft Outlook 2010, a signature will automatically be added to the e-mails. However, Mark wants Outlook to perform the following actions automatically:

1. Use the mark@InfoTech.com account.

2. Add a signature named Marketing_Manager to any message that Mark replies to or forwards.

3. Add a signature named Product_Manager to any new email message. Perform the appropriate actions in the following Signatures and Stationery dialog box to accomplish the task.

1

Signatures and Stationery   [?] [X]

E-mail Signature | Personal Stationery

Select signature to edit

Marketing_Manager
Product_Manager

Choose default signature

E-mail account: mark@InfoTech.com ▼

New messages: Marketing_Manager ▼

Replies/forwards: Product_Manager ▼

[Delete]   [New]   [Save]   [Rename]

Edit signature

Verdana ▼ | 10 ▼ | **B** *I* U | [_____] ▼ | ≡ ≡ ≡ | 💳 Business Card | 🖼 🌐

[OK]   [Cancel]

Answer:

Signatures and Stationery   ? ✕

E-mail Signature | Personal Stationery

Select signature to edit ————————————

Marketing_Manager
Product_Manager

Choose default signature ————————————

E-mail account: mark@InfoTech.com ▼

New messages: Product_Manager ▼

Replies/forwards: Marketing_Manager ▼

[Delete] [New] [Save] [Rename]

Edit signature ——————————————

Verdana ▼ 10 ▼ **B** *I* U ▼ ≡ ≡ ≡ | Business Card 🖼 🌐

[OK] [Cancel]

QUESTION 3

Configure the following calendar settings in the Outlook Options dialog box.

1. The work week of the calendar will be Monday to Friday, and the working hours of the calendar will be 10 A.M. to 5 P.M.

2. First day of the week will be Wednesday.

3. On the server, it will share the calendar information of 5 months.

4. The server will update the availability information in every 20 minutes.

5. First week of the year must be the first full week.

6. The default reminder will be of 30 minutes.

7. The users are allowed to suggest new meeting time.

8. The response type while proposing a meeting must be Accept.

9. The Arabic calendar is used as an alternative calendar in the Gregorian language.

10. It will include holidays of the United Kingdom.