

ExamLabs

Microsoft Outlook

Study Guide

Exam MO-400

Contents

1 Manage Outlook settings and processes

Objective 1.1: Customize Outlook settings

- Change the display of messages, calendar items, contact records, and tasks

- Modify module views

- Configure automatic replies

Objective 1.2: Configure mail settings

- Specify default fonts for new messages and responses

- Create, assign, and modify signatures

Objective 1.3: Perform search operations

- Create Search Folders

- Search for messages, calendar items, contacts, and tasks

- Search by using Advanced Find

Objective 1.4: Print and save information

- Print message, calendar, contact, and task information

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Preview, open, and save message attachments

2 Manage messages

Objective 2.1: Create messages

Add or remove message attachments

Reply to and forward messages

Configure message options

Objective 2.2: Insert message content

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Create appointments and events

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Create meetings

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Objective 4.2: Create and manage contact groups

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Create tasks Manage tasks