MOS Outlook 2016 (Exam 77-731)

Objective Domain

1. **Manage the Outlook Environment for Productivity**

    1.1. Customize Settings.

    1.2. Print and Save Information.

    1.3. Perform Search Operations in Outlook.

2. **Manage Messages**

    2.1. Configure Mail Settings.

    2.2. Create Messages.

    2.3. Format a Message.

    2.4. Organize and Manage Messages.

3. **Manage Schedules**

    3.1. Create and Manage Calendars.

    3.2. Create Appointments, Meetings, and Events.

    3.3. Organize and Manage Appointments, Meetings, and Events.

    3.4. Create and Manage Notes and Tasks.

4. **Create and Manage Contact Groups**

    4.1. Create and Manage Contacts.

    4.2. Create and manage Contact Groups.