



# Linked



## **Top LinkedIn Outlook Assessment Test Questions & Answers**





**Outlook  
Assessment Test**

## Question:

**You created a meeting for next Friday at 1 P.M., and several invitees have accepted. How do you change only the version of the meeting to 12 P.M. to allow time to set up?**

### CHOOSE ONE:

- A** *Open the calendar in Day, Week, or Work Week view and drag the start time to 12 P.M.*
- B** *Click the meeting to open its form, and then change the start time and close it.*
- C** *You must create a separate appointment for yourself from 12 P.M. to 1 P.M.*
- D** *None of these answers*



## Outlook Assessment Test

# Correct Answer



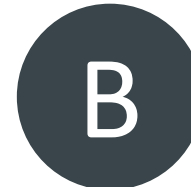
You can change an appointment, meeting, or event that you created to update your Outlook calendar and to let other people know about schedule changes.



When changing a meeting you've created, you must send an update in order to save the changes



If you're adding additional attendees to the meeting and making no other changes, you can choose whether to send the update to all attendees or just the added attendees.



*Click the meeting to open its form, and then change the start time and close it.*



**Outlook  
Assessment Test**

# Question:

**What can you set a reminder for in Outlook?**

## CHOOSE ONE:

- A *Contacts*
- B *Email Messages*
- C *Appointments And Meetings*
- D *All Of These Answers*



## Outlook Assessment Test

# Correct Answer



When you create a task, you can add a reminder to it so that Outlook will remind you that you need to complete that task by a certain date.



Set your reminder to occur before the task's actual due date to give yourself some time to work on it.



For example, set a budget's reminder for two weeks prior to the date.



*All Of These Answers*



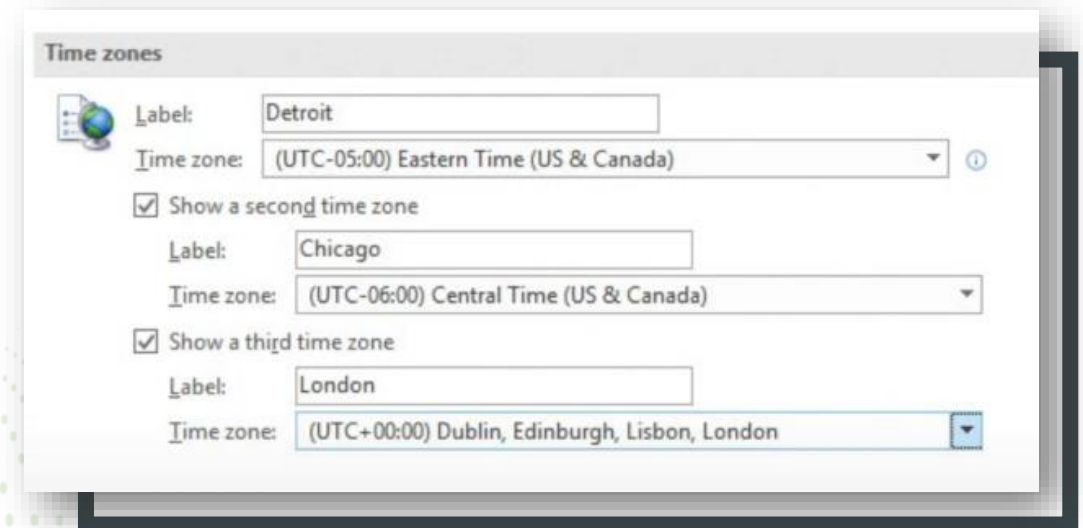
**Outlook  
Assessment Test**

# Question:

**Review the image below. From right to left, in which order will these three time zones be displayed in the calendar?**

## CHOOSE ONE:

- A** *As Listed In The Settings: Detroit, Chicago, London*
- B** *Alphabetically: Chicago, Detroit, London*
- C** *Depends on other settings*
- D** *Chronologically: London, Detroit, Chicago*





## Outlook Assessment Test

# Correct Answer



Outlook uses internal algorithm in handling time zones



Outlook uses UTC time for appointments and adjusts the time using the time zone offset configured on the computer.



Note that this is not "an Outlook problem", as this is how computers, email clients and mail servers handle time zones.



*As Listed In The Settings:  
Detroit, Chicago, London*



## Outlook Assessment Test

# Question:

**You need to send an email to all the department heads in your company at 6:30 A.M. tomorrow. What is the best way to do this today?**

## CHOOSE ONE:

- A** *Create the message and then forward it to a personal account so you can send it from home.*
- B** *Create the message, set the "Do not deliver before" option (or the Send Later option on Mac) for tomorrow at 6:30 A.M., and then shut down Outlook.*
- C** *Create the message, set the "Do not deliver before" option (or the Send Later option on Mac) for tomorrow at 6:30 A.M., and make sure Outlook is running.*
- D** *Create the message, set the "Expires After" option to tomorrow at 6:30 A.M., and make sure Outlook is running.*





## Outlook Assessment Test

# Correct Answer



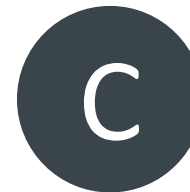
In today's competitive world good timing can win you a dream contract or a long-awaited promotion.



You can save hours on most of the mailing tasks using Outlook.



Scheduling emails or delaying them is one of those clever features to make you a real correspondence pro.



*Create the message, set the "Do not deliver before" option on PC (or the Send Later option on Mac) for tomorrow at 6:30 A.M., and make sure Outlook is running.*



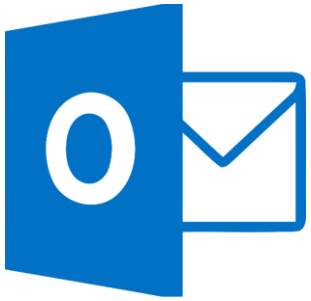
**Outlook  
Assessment Test**

# Question:

**What do you call a group of people who have permissions to access shared Office 365 resources?**

## CHOOSE ONE:

- A *Group*
- B *Distribution List*
- C *Contact list*
- D *None of these*



## Outlook Assessment Test

# Correct Answer



Microsoft 365 Groups is the foundational membership service that drives all teamwork across Microsoft 365



With Microsoft 365 Groups, you can give a group of people access to a collection of collaboration resources for those people to share.



With a Microsoft 365 group, you don't have to manually assign permissions, because adding people to the group automatically gives them the permissions they need to the tools that the group provides.



*Group*