# Outlook Escape

Total points  4/12  ?

Here you will put your Outlook skills to the test. In order to escape the Google form you have to answer all the questions. Do your best!

Email *

vdiaz-rivera11@r2hstudent.org

**0 of 0 points**

First Name *

Veronica

Last Name *

Diaz-Rivera

**What tech track are you in?** *

🔘 Coding

⭕ Cybersecurity

⭕ Business Analytics

Rules                                                    2 of 3 points

In order to make it to the next section you must successfully complete the rules section.

✓ **You have Udemy emails like this one coming to your inbox. What would be the BEST way to create a rule?** *1/1

There's still time to reach your 2021 goals

U  Udemy <udemy@email.udemy.com>
To  Karen

Tue 2:24 PM

Retention Policy  RV - 1 year retention (1 year)        Expires  9/28/2022

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

**External: Scrutinize Sender**
ûdemy business

# Build crucial skills before 2022

2022 is only a few months away, but you've still got time to reach your 2021 learning goals. Explore these popular courses now — and build the skills you'll need for the coming year.

**Browse all courses**

○ Filter by Udemy as keyword

○ Filter by courses as keyword

◉ Filter by the sender email        ✓

○ Filter by recipient email

✓ You notice that your inbox is cluttered and are doing a clean up. You receive Udemy emails like the one above weekly. You don't want to unsubscribe but want to make a rule to help lower your unread count. Which of the following would be the BEST rule to create? *1/1

○ Mark all Udemy emails to be deleted

○ Mark all Udemy emails as unread in a new folder

○ Mark all Udemy emails as spam

◉ Mark all Udemy emails to be read ✓

✕ You want to track emails related to classwork by adding them to your To-Do list in Outlook. What is the rule you should create? *0/1

○ Flag the emails as follow ups

○ Mark the emails as important

○ Categorize the emails under a Follow Up name

◉ Move the emails to your To-Do folder ✕

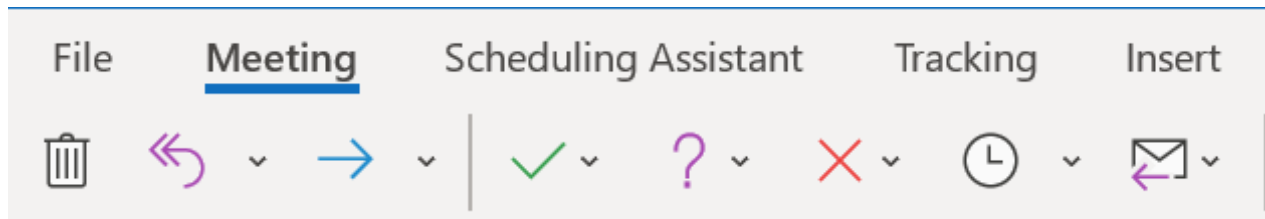Correct answer

◉ Flag the emails as follow ups

Meetings                                                                2 of 2 points

✓ You're looking at your calendar for the week and notice you have a conflict with your study session. You still want to attend the study session but on a different time. What action should you take in responding to the meeting invite? *1/1

| File | **Meeting** | Scheduling Assistant | Tracking | Insert |

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○ Send a separate email to the organizer

○ Decline the invitation

○ Do not send a response

◉ Decline and propose a new time ✓

✓ You have to reschedule your study session with your peers. Instead of emailing them to ask their availability, what could you use to find out when they are free? (Spell it correctly) *1/1

Scheduling Assistant ✓

Signatures 0 of 7 points

Last section! You're almost out.

✕ **Looking at the signature below, which of the following elements is missing? (Check all the apply)** *0/2

Warmly,

Karen
P: 704-000-000
**Road**to**Hire**

☐ Phone Number

☐ Company Logo or Image

☑ Company and Title/Role ✓

☑ Last Name ✓

☑ Closing ✕

Correct answer

☑ Company and Title/Role

☑ Last Name

✕ Imagine you're starting your new job in coding. Make a professional email signature and upload a screenshot of it. It MUST include: Your full name, title, pronouns, closing, and company logo. Look back to The Curve Outlook course and instructors' signatures.

*⋯/5

🖼 Screen Shot 202…

This form was created inside of RedVentures.

Google Forms