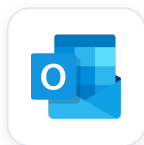


Results report

Outlook 365-Beginner (FR)



Mr B Candidate

Group: Groupe principal
Score: 75/100
Test date: August 26, 2026

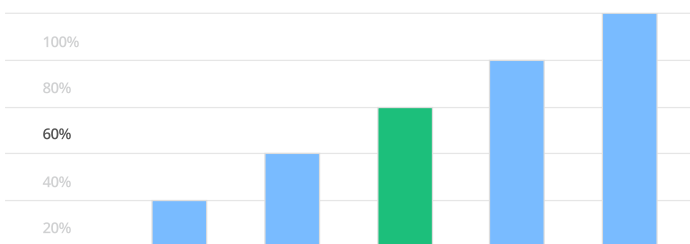


Score: 75/100

Outlook 365 Skills Assessment Summary The candidate demonstrates solid proficiency in Outlook 365 fundamentals, scoring 75/100. They competently manage emails, including CC functionality, message tracking, and read receipts. They successfully create and organize calendar events and meetings. The candidate shows strong contact management skills, creating contacts and groups effectively. However, they struggle with advanced features like signature identification and blocked sender configuration. Environment and Settings management remains an area requiring development, particularly regarding email filtering and security settings.

1 Domains

Environment and Settings



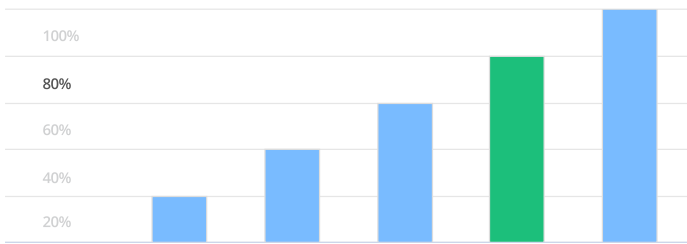
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their knowledge of the Outlook interface (ribbon, navigation pane, folders, inbox items); the customization of each item; and the use of the Out of Office Assistant and print options manager. Questions also cover data management, archiving and backup, and account creation and customization.

AI ANALYSIS OF ANSWERS

The Environment and Settings domain covers Outlook interface customization, folder management, data archiving, and account configuration. The candidate achieved a 60% success rate, demonstrating mixed proficiency. The candidate successfully completed practical exercises in creating folders and establishing message rules, showing competence in basic folder organization. However, the candidate struggled with advanced features, failing to identify the Signature button and unable to add addresses to blocked senders list. While the candidate understands fundamental interface navigation and message tracking, they need to develop stronger skills in accessing advanced settings and security features like sender blocking and signature management.

Emails



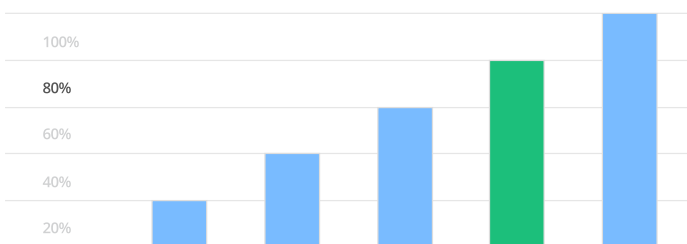
DOMAIN DESCRIPTION:

In this domain, candidates are tested on composing and sending email messages, email formatting, adding different types of attachments, and using Outlook features (cc: and bcc:, adding a signature, creating delivery and read receipts). This domain also includes using rules and alerts, message management, and searching for information in Outlook.

AI ANALYSIS OF ANSWERS

The Emails domain focuses on composing, formatting, and sending messages with attachments, utilizing features like cc/bcc, signatures, and read receipts. The candidate achieved a 75% success rate, demonstrating strong overall competency. In email fundamentals, the candidate successfully understands delivery receipts, bcc field functionality, and message rules, completing these practical exercises effectively. For advanced email features, the candidate can send emails with cc and attach calendar appointments. However, the candidate struggles with signature identification and blocking senders, indicating gaps in advanced security and formatting options. Overall, the candidate is proficient in core email operations but requires improvement in advanced email management features.

Calendar and Tasks



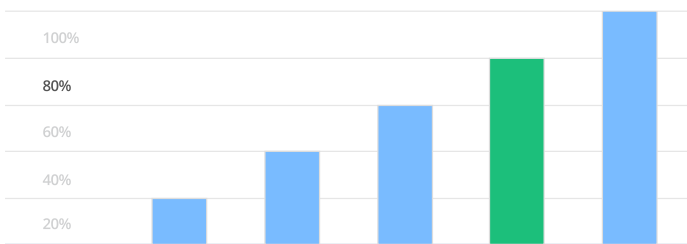
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their ability to manage an Outlook calendar and tasks (creating appointments and meetings with different options such as priority, recurrence, and reminders; receiving and responding to invitations; creating tasks; customizing the display; and printing a calendar), as well as their ability to manage delegation and sharing. At advanced levels, this domain also includes questions on task management (task creation, display, customization).

AI ANALYSIS OF ANSWERS

The Calendar and Tasks domain encompasses appointment creation, meeting management with recurrence and reminders, calendar sharing, and task organization. The candidate achieved a 75% success rate, demonstrating solid calendar management skills. In basic calendar operations, the candidate successfully created appointments and meetings, and displayed multiple calendars, showing strong practical competency in these fundamental tasks. However, the candidate was unable to manage advanced appointment characteristics, indicating difficulty with complex scheduling features like recurrence patterns and priority settings. The candidate is able to perform standard calendar functions and coordinate basic meetings, but needs development in handling sophisticated appointment configurations and advanced scheduling options.

Contacts and Notes



DOMAIN DESCRIPTION:

In this domain, candidates are tested on Outlook contacts maintenance: adding new contacts; creating distribution lists that can be shared and distributed in different formats; displaying contacts in various ways and grouping them by criteria.

AI ANALYSIS OF ANSWERS

The Contacts and Notes domain covers contact maintenance, creating and managing distribution lists, and organizing contacts by various criteria. The candidate achieved a 75% success rate, demonstrating strong contact management abilities. In contact creation, the candidate successfully created contacts from received messages and established contact groups, showing practical competency in these practical exercises. However, the candidate was unable to create a new contact directly, suggesting difficulty with the basic contact creation interface. The candidate understands how to extract contact information from emails and organize contacts into groups, but needs to strengthen foundational skills in direct contact creation. Overall, the candidate demonstrates intermediate proficiency in contact management with some gaps in basic operations.

2 List of questions

NUMÉRO	IDENTIFIANT	TITRE	TEMPS PASSÉ	SCORE
1	OT365FR00002	Connaître l'utilité du champ CCI	18s	1/1
2	OT365FR00038	Créer une réunion Manip	2mn40s	1/1
3	OT365FR00047	Identifier le bouton Signature	13s	0/1
4	OT365FR00032	Créer un groupe de contacts Manip	1mn19s	1/1
5	OT365FR00062	Ajouter une adresse dans les expéditeurs bloqués Manip	1mn22s	0/1
6	OT365FR00031	Créer un contact à partir d'un message reçu Manip	1mn43s	1/1
7	OT365FR00030	Créer un contact Manip	1mn54s	0/1
8	OT365FR00036	Afficher un autre calendrier Manip	42s	1/1
9	OT365FR00046	Assurer un suivi de message	24s	1/1
10	OT365FR00022	Envoyer en CC Manip	25s	1/1
11	OT365FR00044	Établir une règle de messages	9s	1/1
12	OT365FR00016	Joindre un rendez-vous du calendrier Manip	42s	1/1
13	OT365FR00001	Demander un accusé de lecture	35s	1/1
14	OT365FR00025	Créer un dossier et l'afficher en favoris Manip	28s	1/1
15	OT365FR00049	Gérer les caractéristiques des rendez-vous	45s	0/1
16	OT365FR00034	Créer un RDV Manip	56s	1/1

3 Other informations**Administrator comments**

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now