

**Outlook Lesson 1** **Challenge Yourself Project 9 Create Contacts**



**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

| Criteria  | Student Checklist |               | Teacher Evaluation |
|---|-------------------|---------------|--------------------|
|   | Completed         | Not Completed | Comments           |
| Created a contact   |                   |               |                    |
| Included the person's name                                    |                   |               |                    |
| Included the name of the company                              |                   |               |                    |
| Included the person's position                                |                   |               |                    |
| Included the business address                                 |                   |               |                    |
| Included notes about the company                              |                   |               |                    |
| Created a contact by making a copy of the first contact       |                   |               |                    |
| Created another contact by making a copy of the first contact |                   |               |                    |
| Composed an e-mail message to one of the new contacts         |                   |               |                    |
| Saved the e-mail as o1rev-[your first initial and last name]9 |                   |               |                    |