

**Outlook Unit 3 Making Connections Organize an Event**



**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
Opened Outlook			
Created a distribution list called <b>Game</b>			
Added first contact to distribution list			
Added second contact to distribution list			
Added third contact to distribution list			
Created new default signature			
Created a new e-mail message			
Addressed e-mail message to distribution list			
Keyed a subject line about the invitation			
Included a friendly salutation			
Keyed the body of the invitation			
Included the reason for the invitation			
Included the date, time, and location of the party			
Included the time the party will be over			
Checked spelling and grammar			
Sent the message to the distribution list			
Created an e-mail to the manager			

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