

**Outlook Lesson** **3** **Challenge Yourself Project 10 Filter Club Messages**



**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           |
| Sent the <i>First Book Club Meeting</i> message to your classmate                 |                   |               |                    |
| Sent the <i>Proposals for Book Club</i> message to your classmate                 |                   |               |                    |
| Sent the <i>Nominations for Book Club President</i> message to your classmate     |                   |               |                    |
| Used a filter to show all e-mail messages that contain the words <i>book club</i> |                   |               |                    |
| Displayed all messages again  |                   |               |                    |