

**Outlook Lesson** **3** **Challenge Yourself Project 11 Organize Your Inbox**



**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
Changed the color of one of the <i>book club</i> messages in your Inbox to red			
One at a time, changed the color of the remaining <i>book club</i> messages			
Created a folder named <i>Book Club</i>			
Moved all of the <i>book club</i> messages to this folder			