

**Outlook
Lesson**

2

**Before You Begin
Reflect**

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Directions: After you have finished the projects, 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 Word document.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a Word document			
Discussed why it is important to update your contacts			
Discussed why Outlook's Contact feature would be less efficient if it is not kept up-to-date			