

**Outlook
Lesson****4****Challenge Yourself Project 11
Organize Your Inbox****R**

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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Changed the color of one book club message to red			
Changed the color of each of the other book club messages			
Placed all the book club messages into a folder named Book Club			
Created a new Word document			
Described how you would use color in you Inbox at work			