

Outlook Lesson

1

Challenge Yourself Project 10 Keep in Touch



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
Composed an e-mail to three contacts			
Requested notes on one session they attended at conference			
Requested that notes be sent as an e-mail attachment			
Digitally signed the message			
Asked recipients to encrypt the attachment			
Saved your e-mail as o1rev-[your first initial and last name]10			