

**Outlook
Lesson****2****Challenge Yourself Project 9
Share Contact Information**

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
Created three new contact records			
Formatted Electronic Business Cards			
Composed a single e-mail to the three contacts			
Sent the three electronic business cards to your contacts			
Saved your e-mail as o2rev-[your first initial and last name]9			