

Outlook Lesson 2 **Challenge Yourself Project 10 Update Contacts**



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
Modified one contact so the person has a new business address and phone number			
Modified one contact so the person has a position at different company with a new address and phone number			
Modified one contact so the person has a second contact record for an additional position at same company and new e-mail address			
Saved your new contact information			