

**Outlook
Lesson****4****Challenge Yourself Project 10
Search for Club Messages**

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
Sent a message about the first book club meeting to a classmate assigned by your teacher			
Sent a proposal for the book club to a classmate			
Sent nominations for book club president to a classmate			
Used an instant search to locate e-mails containing the words "book club"			
Located four e-mails			
Chose View>Current View>Messages to display all messages again			