

IT Architecture Ltd, Microsoft Outlook Assessment Form		
Topic	Include	Required Y/N
The Ribbon		
Message Flagging		
Navigation Pane		
Instant Search		
Sending a BCC email		
Setting the message subject		
Setting message importance		
Setting message sensitivity		
The Inbox Folder		
The Inbox Screen		
Switching between open Message windows		
Forwarding a message		
Opening or saving an attached file		
Replying to the sender and Replying to All		
Previewing a message before printing		
Creating a contact		
Adding the sender of a message to contacts		
Addressing an email to a contact		
Deleting a contact		
Use distribution list	creating distribution list, add and delete emails to existing list	
Searching for a message		
Creating and using a mail folder		
Sorting the contents of the Inbox		
Deleting and restoring messages		
Flagging a message		
Display or hiding ribbon		
Use Inbox heading		
For additional need, please list here:		

Print name _____

Date _____