

Outlook Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Name:		Company Name:	
Position:		Email:	

How many years have you used this program?	What version are you using?
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On a Scale of 1 to 10, how comfortable are you with this program?

1 = Not comfortable, no experience

10 = Very comfortable, I could teach it!

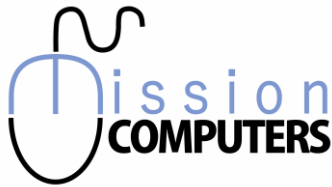
1 2 3 4 5 6 7 8 9 10

What do you struggle with the most (with this program)?

Introductory-Intermediate Level

Topic	No, Never	Sometimes	Yes, Always
Do you retrieve your messages from Outlook or the Web?			
Do you know how to Reply to a message?			
Do you know how to Forward a message?			
How many names do you have stored in your Contacts?			
How many messages in your Inbox?			
How many messages in your Deleted Items?			
Do you Flag your messages?			
If someone sends you a message do you know how to save their email address to your Contacts?			
Do you change the Options on an Email message before sending out the message?			
Do you send messages with attachments?			
Do you know how to resend a message?			
Have you customized the columns in any of your Outlook windows?			
Have you created an automatic signature line for your messages?			
Is your Deleted Items cleared out automatically?			

Your Name: _____



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Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Topic	No, Never	Sometimes	Yes, Always
How many sub-folders do you have?			
Have you created any Rules on your Email so that it gets filed in the correct folder automatically?			
Do you use the Search feature in Outlook? If so, in what ways?			
Do you know how to 'organize' your Junk Mail?			
Do you use Categories? If so, what are they? And where do you use them?			
Do you use Contacts?			
Do you use Tasks?			
Have you sent Task Requests to others?			
Do you use the Calendar?			
Have you sent Meeting Requests to others?			

Other Notes, areas that you want to specifically learn more about: