
MICROSOFT OUTLOOK

SKILLS CHECKLIST

As you acquire and master a skill, check off the box next to it

Skills	
Organizing and Managing Email	
<input type="checkbox"/>	Create a New Folder
<input type="checkbox"/>	Using Flags
<input type="checkbox"/>	Apply a Flag
<input type="checkbox"/>	Add a Reminder to a Flagged item
Using Categories	
<input type="checkbox"/>	Customize Categories
<input type="checkbox"/>	Apply a Category
<input type="checkbox"/>	Filter Messages by Categories
Rules	
<input type="checkbox"/>	Create a New Rule
Tasks	
<input type="checkbox"/>	Create a Task
<input type="checkbox"/>	Assign a Task
Polls	
<input type="checkbox"/>	Create Polls in Email Messages
<input type="checkbox"/>	Reviewing the Voting Responses
Tags	
<input type="checkbox"/>	Tagging your Notes
<input type="checkbox"/>	Finding your Tags and Creating a Summary Page

This checklist is intended as a personalized reference guide for your professional development. It is not intended to be a part of the performance review process.

Created: March 2015, CSUDH Division of Information Technology

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