



5 STEPS TO AUTOMATICALLY OPEN MICROSOFT 365 APPS OR FILES WHEN YOU TURN ON YOUR COMPUTER.

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If you consistently use the same app or working on a specific file, automatic launch will save you clicks and time. In this guide you'll learn how to do it in 5 simple steps. This method works with the majority of Microsoft software.

RUN A MICROSOFT 365 APP AT START-UP

Checking the email is usually the first thing we do when we go to office. Although starting Outlook manually is not difficult, you can save time by doing it automatically. In this article we'll use Outlook app as an example to demonstrate the process that applies to all Microsoft 365 apps:

1. Find the **Start button** to the left of the task bar and **click** it.
2. When the resulting list of apps opens, locate Outlook, **Right-click** on it and then select **More**.
3. Select **Open File Location** in the resulting submenu and copy the selected Outlook shortcut to the Clipboard by pressing **Ctrl + C**.
4. Press the **Windows key + R**, then enter **shell:startup** on the *Run* dialogue box, then click **OK**.
5. When the Startup folder opens, **Press Ctrl + V** to paste the Outlook shortcut into it.

RUN MICROSOFT 365 FILE AT START-UP

If you add a shortcut link to a file in the Windows Startup folder, Windows will be able to open that file on start-up. Create the shortcut by performing the following actions:

1. Locate the file you want to open automatically when your computer starts-up through Windows File Explorer.
2. Once you locate the desired file, **Right-click** on it and choose **Create Shortcut**.
3. Press the **Windows key + R** to open the resulting dialog box.
4. When the *Run* dialogue box opens, enter **shell:startup** and click **OK**.
5. Press **Ctrl + V** to paste the shortcut to the Startup folder.



In the Startup folder you can add multiple script links, apps, and files, but that may result in slowing down your system on start-up, we recommend that you add only the essentials. If you wish to remove apps or files from the Startup folder, the process is also easy:

1. Press the **Windows key + R** and when the *Run* dialogue box opens, enter **shell:startup** and click **OK**.
2. When the Startup folder opens, locate the app or file you want to remove, select it, then **Right click** and select **Delete**. An alternative method is to select the app or file by 'Left click' on it and then press the 'Delete' button on your keyboard.