


# Windows 7

1. Click **Start**  > **All Programs** > **Microsoft Office**.
2. Right-click the icon of the program you want to start automatically, and then click **Copy** (or press Ctrl + C).
3. In the **All Programs** list, right-click the **Startup** folder, and then click **Explore**.
4. Click **Organize** > **Paste** (or press Ctrl+V) to paste the program shortcut into the Startup folder.

# Windows 8

1. Open File Explorer (Windows Key + E).
2. Copy or browse to the following path in the address bar in File Explorer using your own *username*, and then press **Enter**.

C:\Users\*username*\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup

1. Leave File Explorer open.
2. Open the Start Screen, right-click the Office program you want to automatically start, and click **Open file location**.

**TIP:** If your program isn't listed, right-click the Start screen, and click **All Apps**.

1. Copy (Ctrl + C) the program shortcut to the Startup folder you opened in Step 2.

Your program will automatically start the next time you start your computer. If you ever want to remove a program from autostart, delete the shortcut from the Startup folder (Steps 1 and 2).