


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).

Windows 10

1. Right-click the Start button
2. Select Run
3. Type shell:startup

Copy the shortcut to Outlook to the new folder:

1. Right click on the Outlook shortcut from your start menu
2. Select Open file location
3. Copy the shortcut for Outlook to the Startup folder