Productivity Tip

If the first thing you do when you turn on your computer every morning is launch Outlook, why not launch it automatically instead?

**How to Launch Microsoft Outlook Automatically**

**First**, create a shortcut to Outlook on your desktop, if you don't already have one.

To do so, choose **All Programs > Microsoft Office** from the **Windows Start** menu. Then, right-click on **Microsoft Outlook** and choose **Create Shortcut**. Drag the newly created shortcut to your desktop.

**Next**, move the shortcut to your **StartUp** folder.

Using **Windows Explorer**, navigate to the following folder:

```
\Documents and Settings\All Users\Start Menu\Programs\Startup
```

Drag the **Outlook** shortcut from your desktop to this folder.

**Result**

The next time you start up your computer, Outlook automatically launches.