



TENNESSEE STATE UNIVERSITY



COMPUTER TIPS AND TRICKS

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.
