

# ADD APPS AND PROGRAMS TO THE STARTUP FOLDER

The main reason for making an app, program or file to start at the same time you start your computer is to make the app, program or file become immediately available for your use.

For example, if the first thing that you do on your computer each day is to check your email, you can make the Mail App startup at the same time your computer starts.

Similarly, if you are likely to work most of the time on a particular Microsoft Excel file, you can make this file open with your computer by adding it to Startup in Windows 10.

All that is required to make any app, program or file to start with the computer is to create a shortcut to the program or file and add the shortcut to the Startup Folder on your computer.

## Steps to Add Apps and Programs to Startup

1. Right-click on the Windows key and click on **Run**.
2. In the Run Command window that appears, type **shell:startup** and click on **OK** to open the Startup Folder on your computer.
3. Next, open the Run Command again. Now type **shell:appsfolder** and click on **OK** to open the Apps folder on your computer.
4. In the Apps Folder, locate the app that you want to startup with your computer and drag it to the Startup Folder.

From now on, whenever you turn ON the computer, the App or Program that you had added to the Startup Folder will be open and available for your immediate use.

## Add Any File to Startup

The procedure to Add any Excel, Word or any other File to Startup in Windows 10 is the same as adding Apps and Programs to startup in Windows 10.

1. Right-click on the target File and click on *Create Shortcut* in the drop down menu.
2. Next, open the **Run** command > type **shell:startup** and click on OK to open the Startup Folder.
3. Now, drag the **Shortcut** that you had created into the Startup Folder.

## **Remove App from Startup**

At any time, you can remove the App or Program from Startup Folder and this will prevent the Program from starting automatically with your computer.

- 1.** Open **Run** Command > type **shell:startup** and click on **OK** to open the Startup Folder on your computer.
- 2.** In the Startup Folder, right-click on the target **Program** and click on **Delete** to remove the program from Startup Folder.

**Note:** Adding too many Apps & Programs to Startup can slow down your computer.