

Set up the program to run automatically by Task Scheduler in Windows

Set up the program to run automatically by Task Scheduler in Windows. There are many situations when using a computer that makes you want to set up the program to run automatically without you having to start it. If you are using Windows then don't

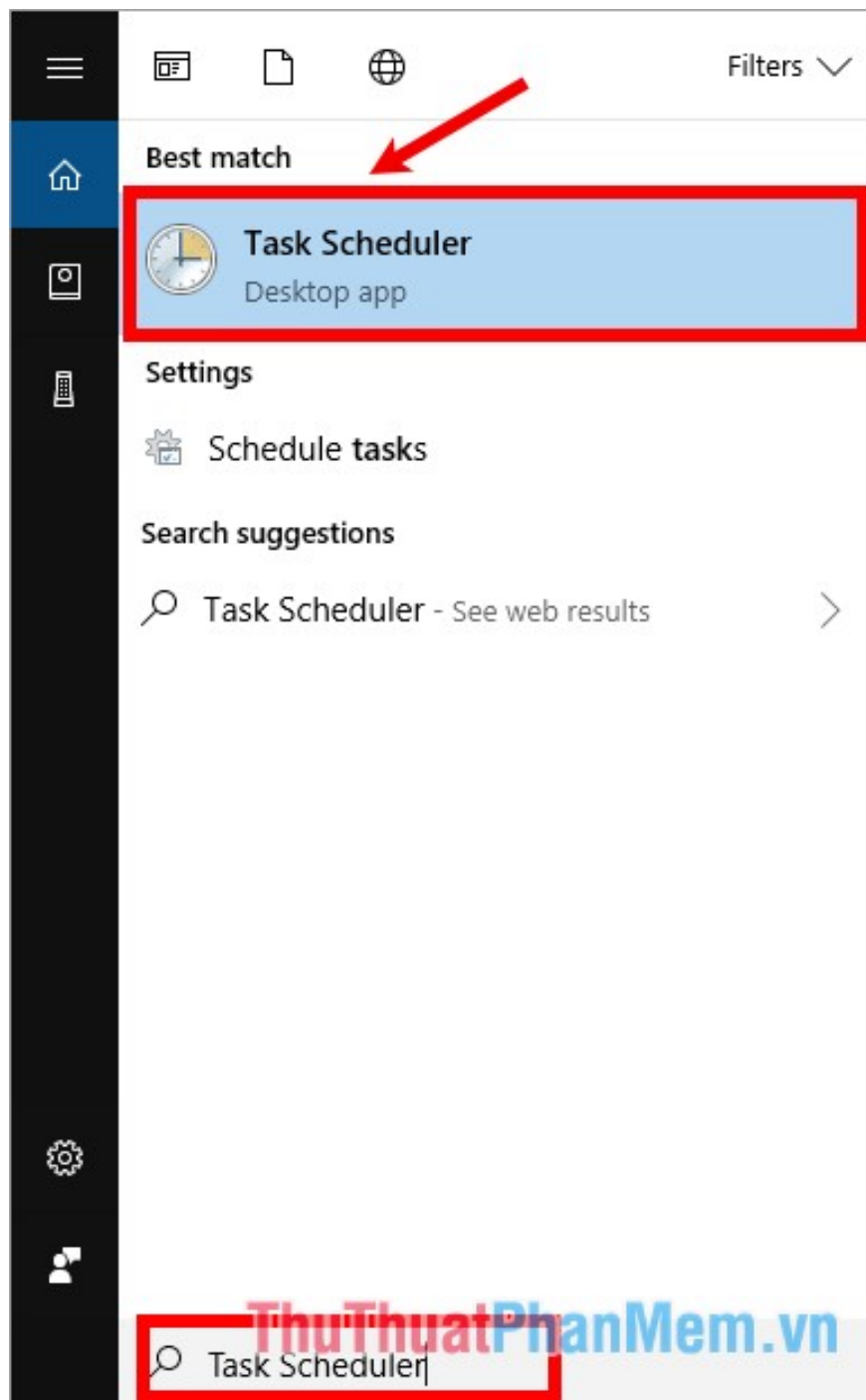
There are many situations when using a computer that makes you want to set up the program to run automatically without you having to start it. If you are using Windows, you cannot ignore the Task Scheduler feature. Task Scheduler is a built-in feature of Windows operating system, you can easily set up the program to run automatically with this feature.



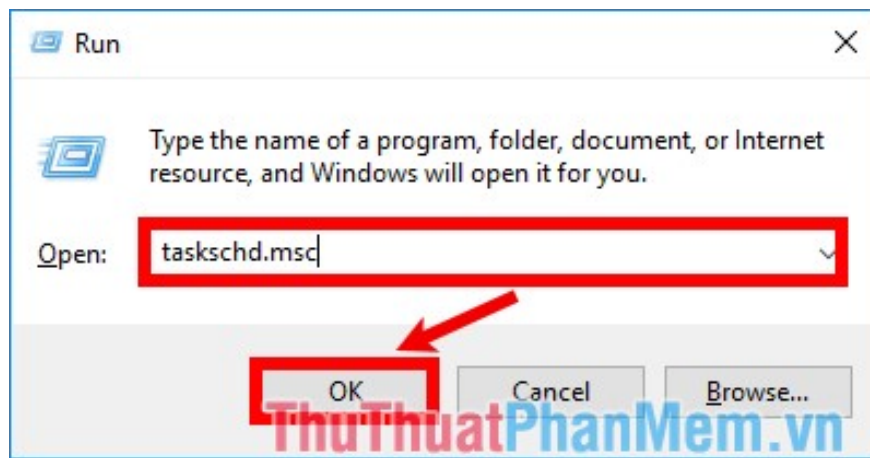
The following article will guide you through the steps to set up the program to run automatically by Task Scheduler in Windows.

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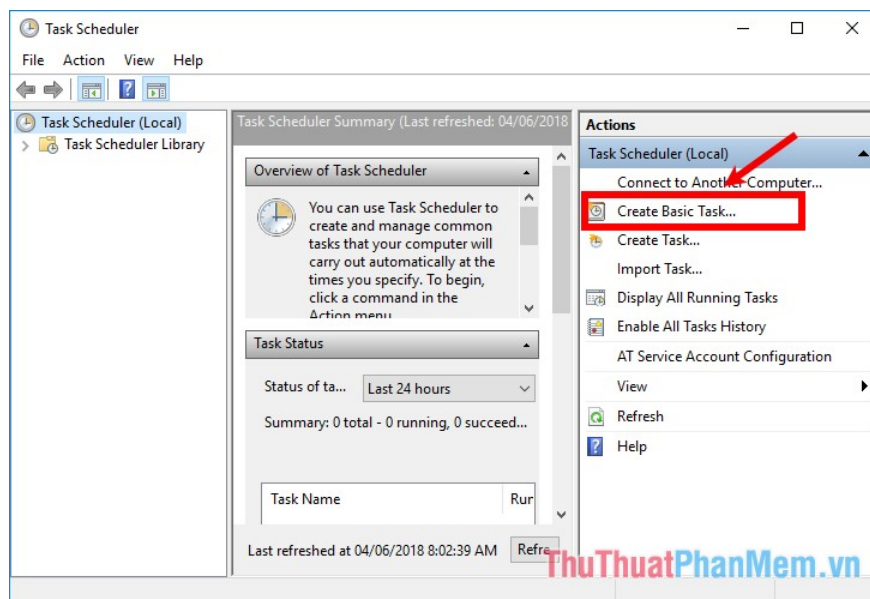
Step 1: Click the Windows search box (or press **Windows + S** to open the search box) and enter the keyword **Task Scheduler** . Select **Task Scheduler** in the search results to open the **Task Scheduler** tool .



Or you can press **Windows + R** key combination to open the Run dialog box and enter keywords **taskschd.msc**
-> **OK** to open the **Task Scheduler** tool

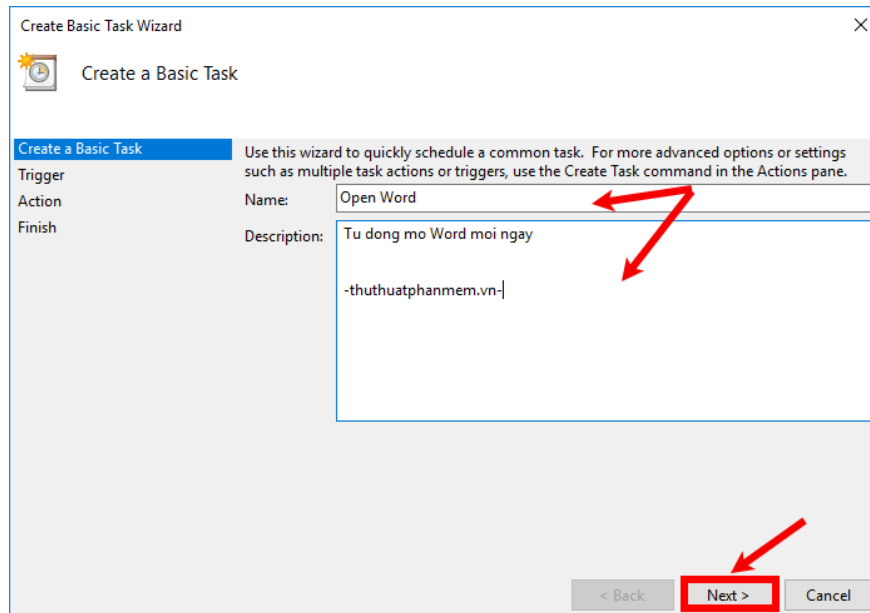


Step 2 : On the interface of **Task Scheduler** , in the **Actions** section on the right, select **Create Basic Task** to create a new automatic task.



Step 3: The **Create Basic Task Wizard** window appears , in the first part **Create a Basic Task** you enter the name of the program that runs automatically in the **Name** box , describe the task in the **Description** box . Click **Next** to move to the next step.

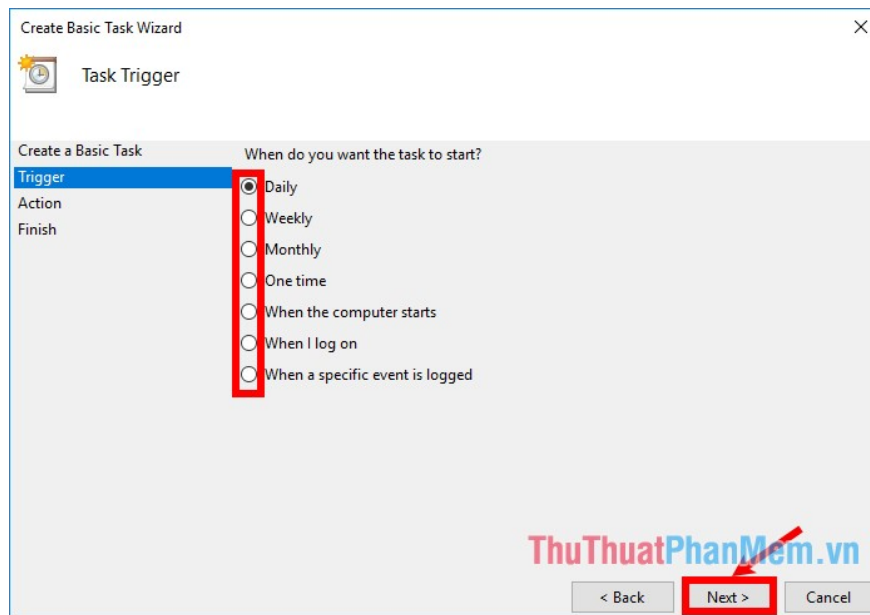
***For example:** If you want to set Word program to run automatically, you can enter the name and description as shown below, the description may be blank.*



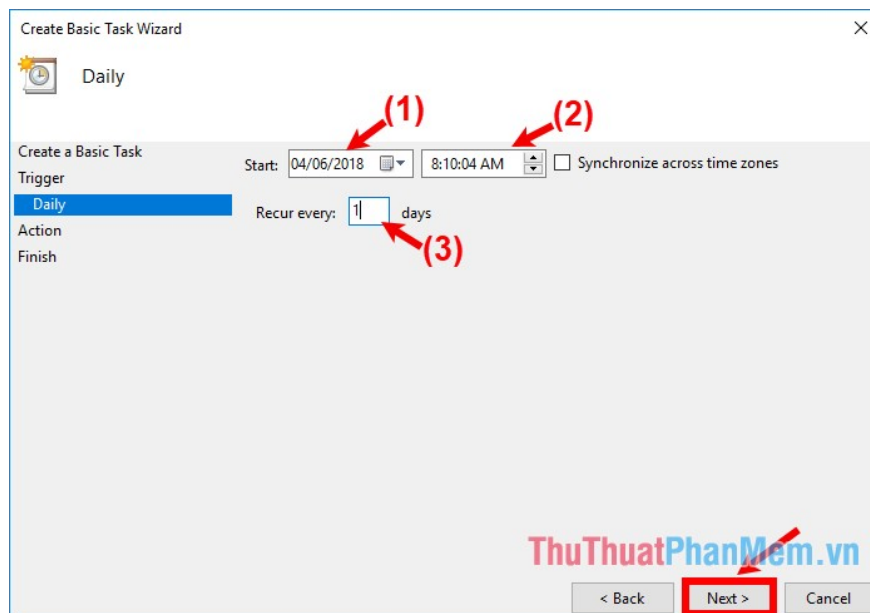
Step 4 : Next in the **Task Trigger** , you set the amount of time for the task to start running (which is the setting of the time the program will automatically run), there are many options for you:

1. **Daily**: daily.
2. **Weekly**: weekly.
3. **Monthly**: monthly.
4. **One time**: run 1 time according to a certain time.
5. **When the computer starts**: run when the computer starts up.
6. **When I log on**: when you log into Windows.
7. **When a specific event is logged**: when a specific event is logged .

After choosing the time period, click **Next** to continue.



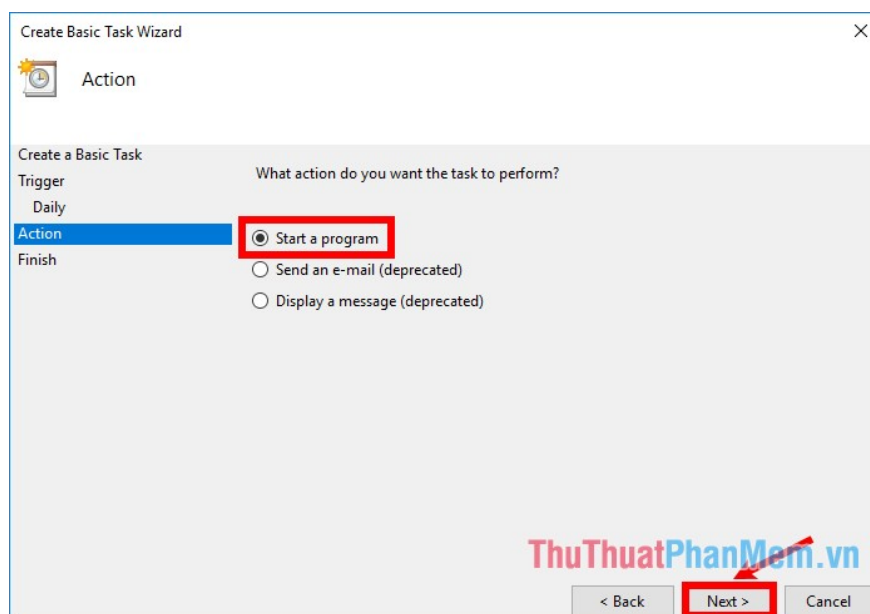
Depending on your choice, there are more detailed settings for task runtime, here the article chooses **Daily** so there will be settings: start date (1), running time (2) , recur each? Day 3). Click **Next** to move to the next step.



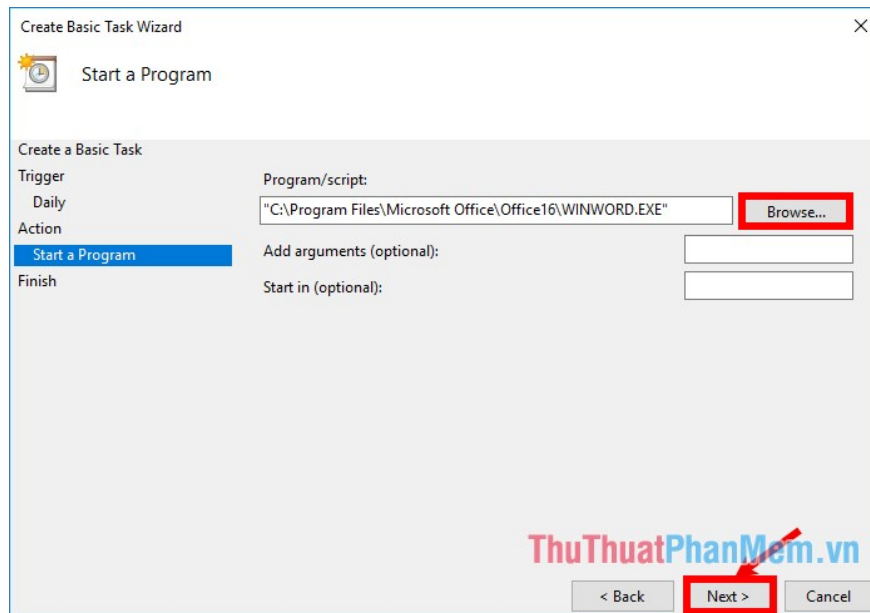
Step 5 : In the **Action** section , you select the action you want the task to perform, the tool provides 3 actions:

1. **Start a program:** start the program.
2. **Send an e-mail:** send an email.
3. **Display a message:** display a message.

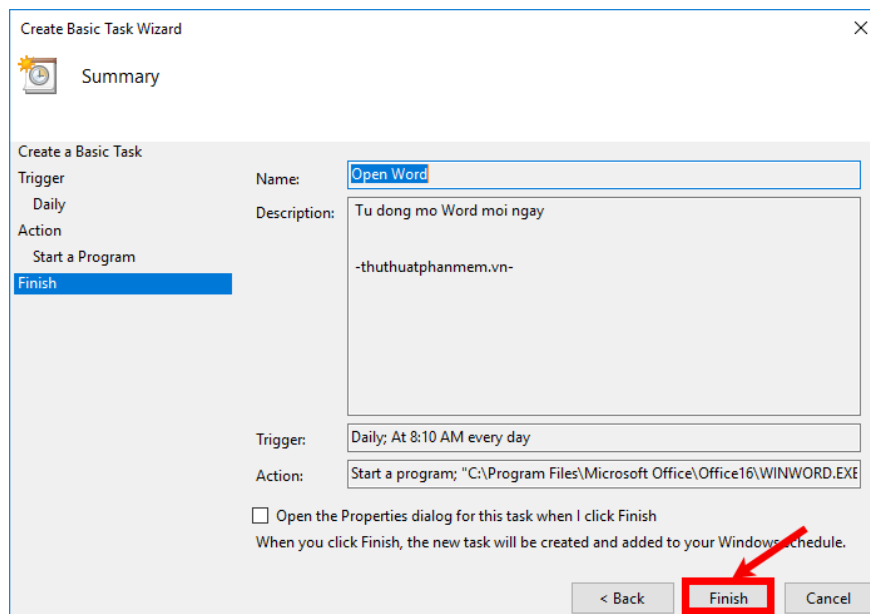
You choose **Start a program** because you are trying to set up a task to help the program run automatically. Click **Next** to continue.



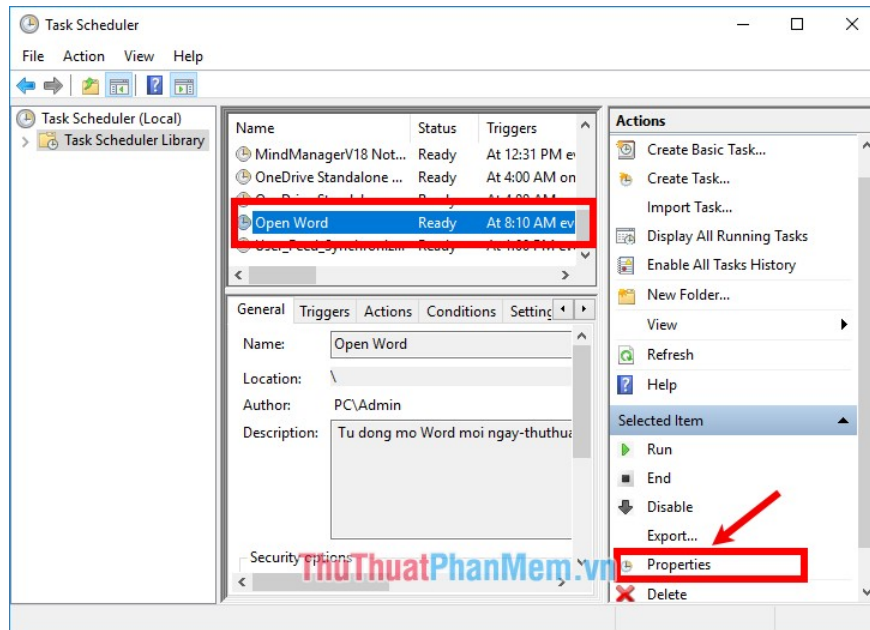
Next in the **Start a Program** section, select **Browse** and navigate to the directory containing the run file of the program you want to run automatically. Click **Next** to continue.



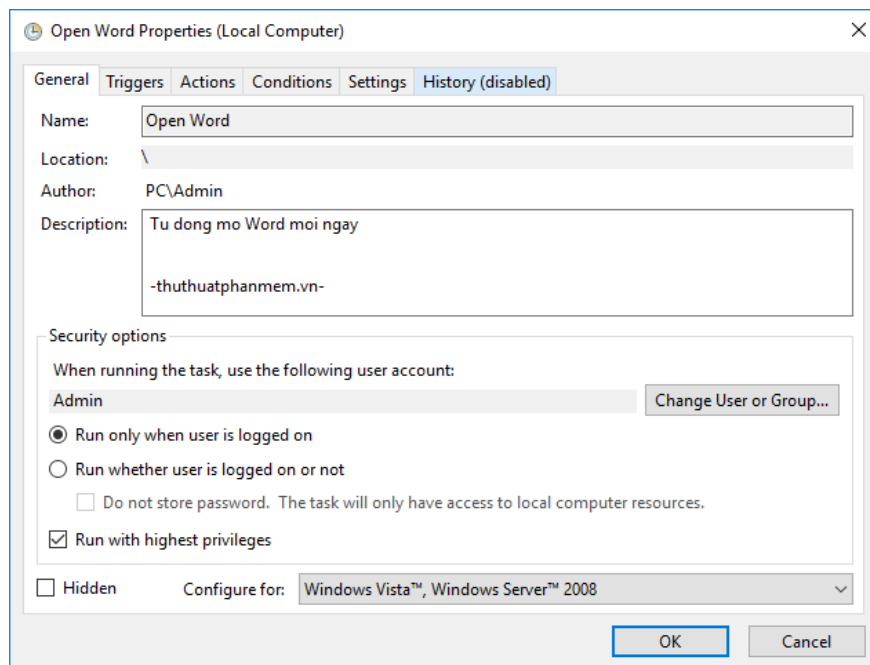
Step 6: The final section **Summary** , displays all the settings of this new task that you have just set. If you need to change, press the **Back** button to come back and reset. If you do not need to change the settings, select **Finish** to save and execute this task.



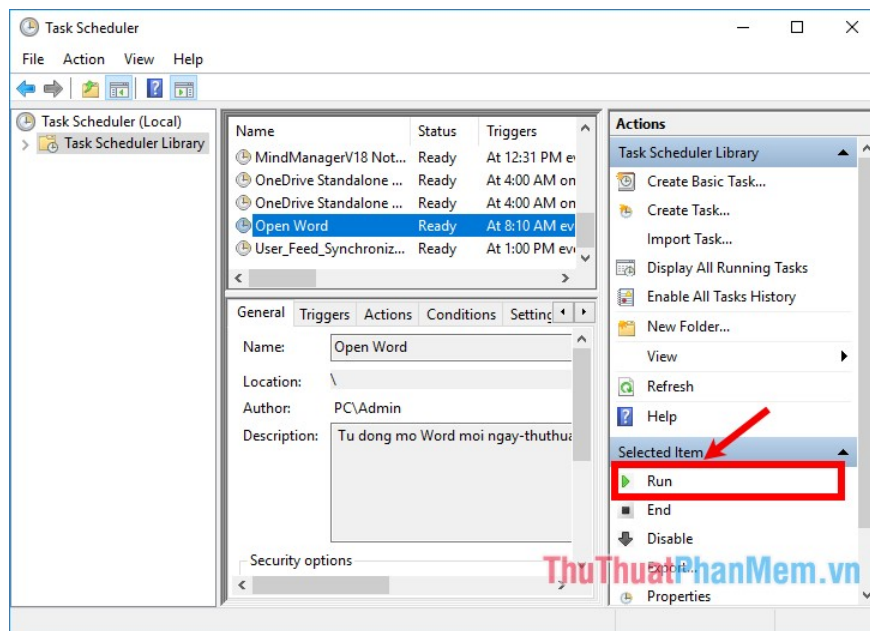
Thus, the automatic task will be in the **Task Scheduler Library** folder , if you want to edit, double-click on the task name or select **Properties** in the **Selected Item** section .



Properties appears, you can easily edit the task:

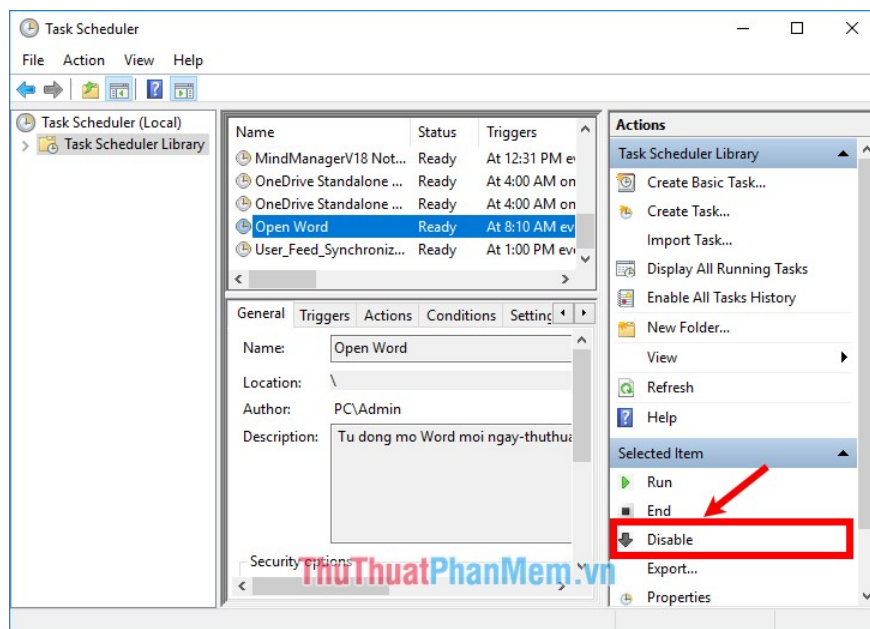


To test it, select **Run** in the **Selected Item**.

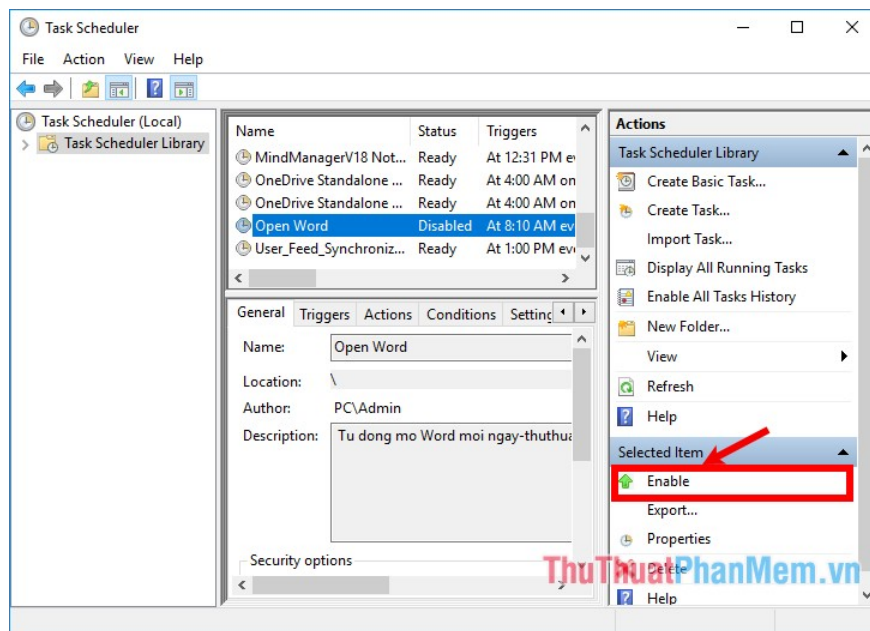


How to disable (disable) tasks in Task Scheduler

You select the task you want to disable and select **Disable** in **Selected Item**.

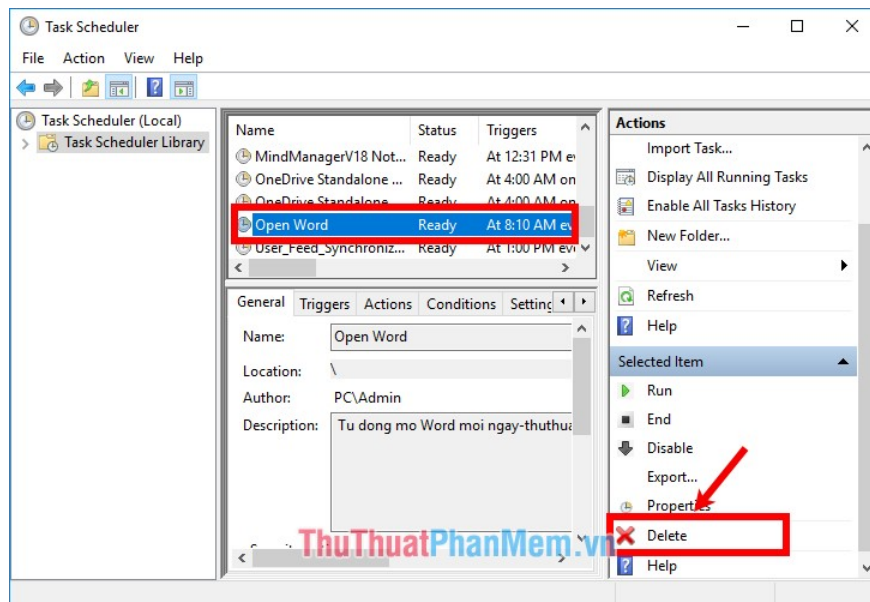


To reuse you select the task and select **Enable** in **Selected Item**.



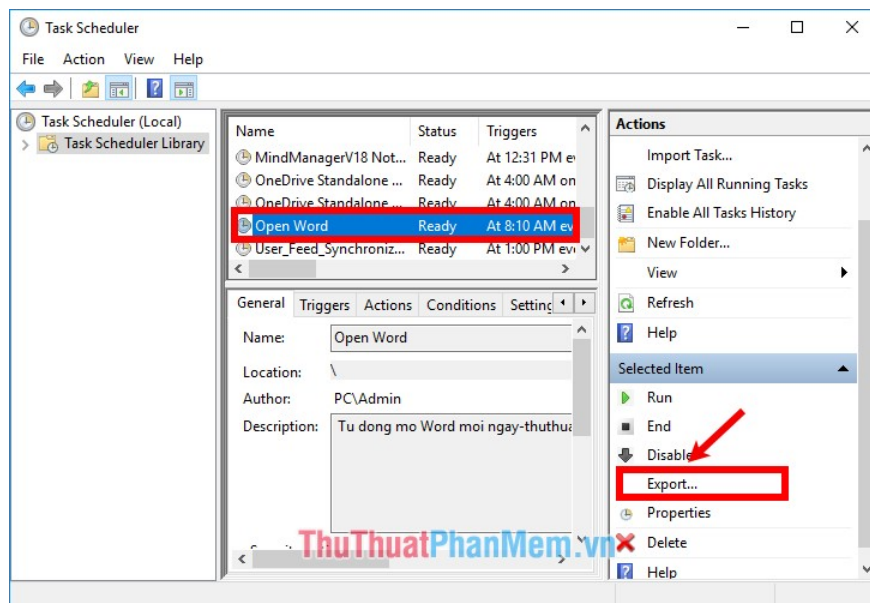
How to delete a task in Task Scheduler

Select the task you want to delete, then select **Delete** in the **Selected Item**.

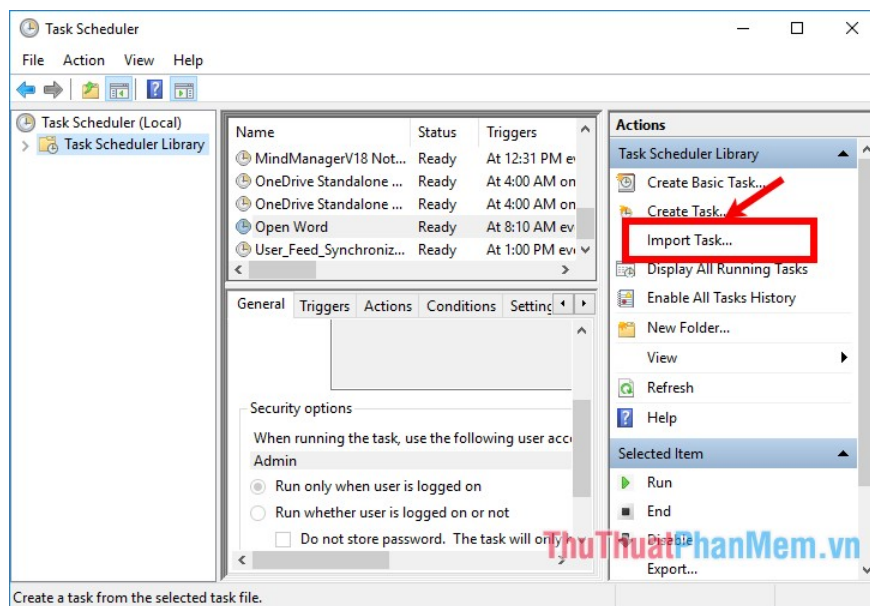


Export and import tasks in Task Scheduler

To be able to save or share to another computer the task you set, you can export the task by selecting the task you want to export and then selecting **Export** in the **Selected Item** section .



To import other tasks, select **Import Task** in the **Task Scheduler Library** and select the task file to import.



So you can manually set the program to run automatically by **Task Scheduler** in Windows as well as disable, delete tasks. You can also import and export tasks to easily back up and restore tasks in **Task Scheduler** . Good luck!

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