

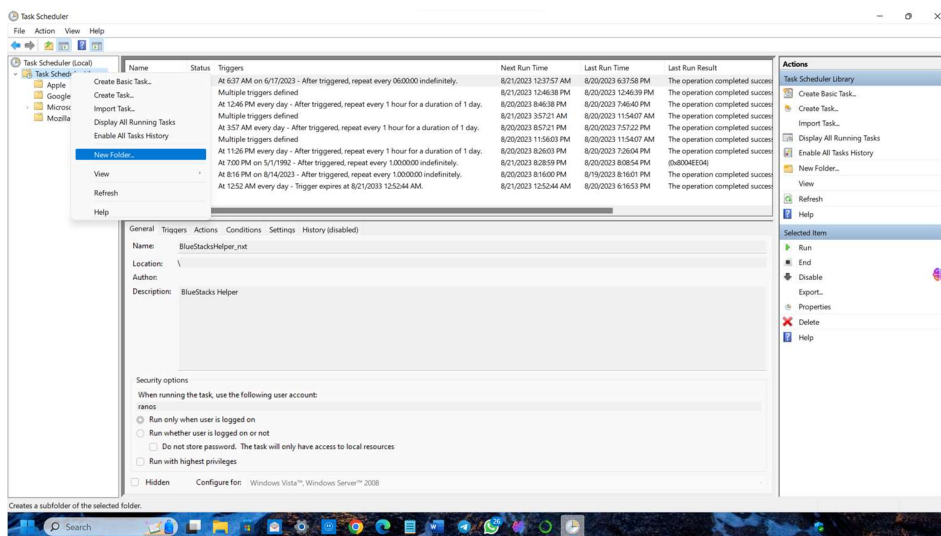
How to create an automated task using Task Scheduler on Windows

Step 01

⚡ Open Task Scheduler from your Apps

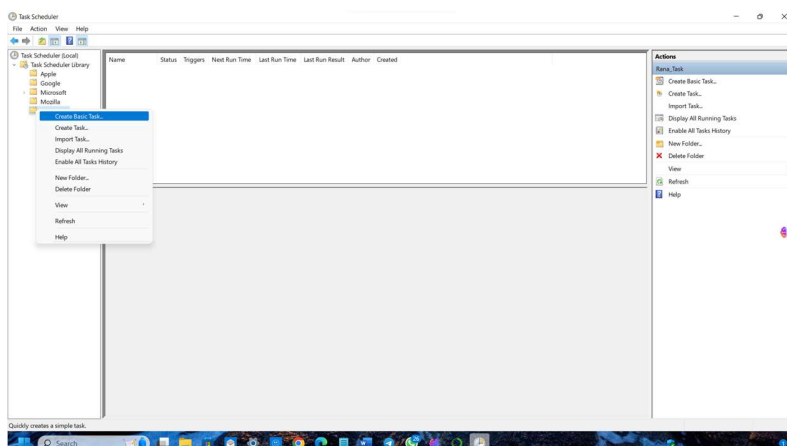
Step 02

⚡ Right click on Task Scheduler Library and Select New Folder and Rename it as you want



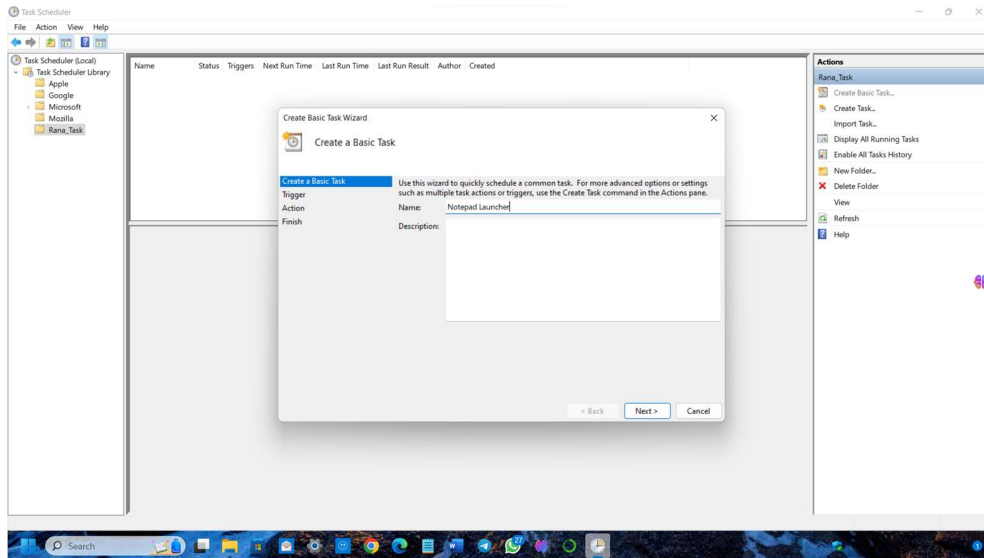
Step 03

⚡ Expand the "Task Scheduler Library" branch and select the folder you created and Click the Action menu and choose the "Create Basic Task" option.



Step 04

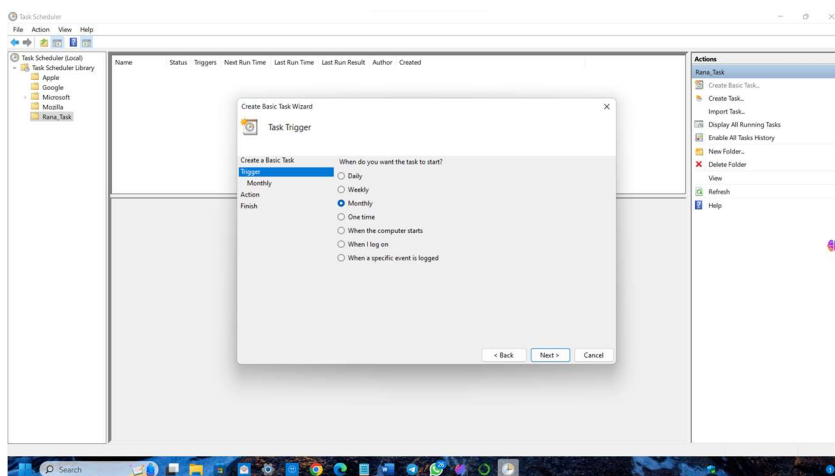
⚡ Type a short descriptive name for the task, for example, Notepad Launcher, in the "Name" field and if want you can add description at "Description" field



Step 05

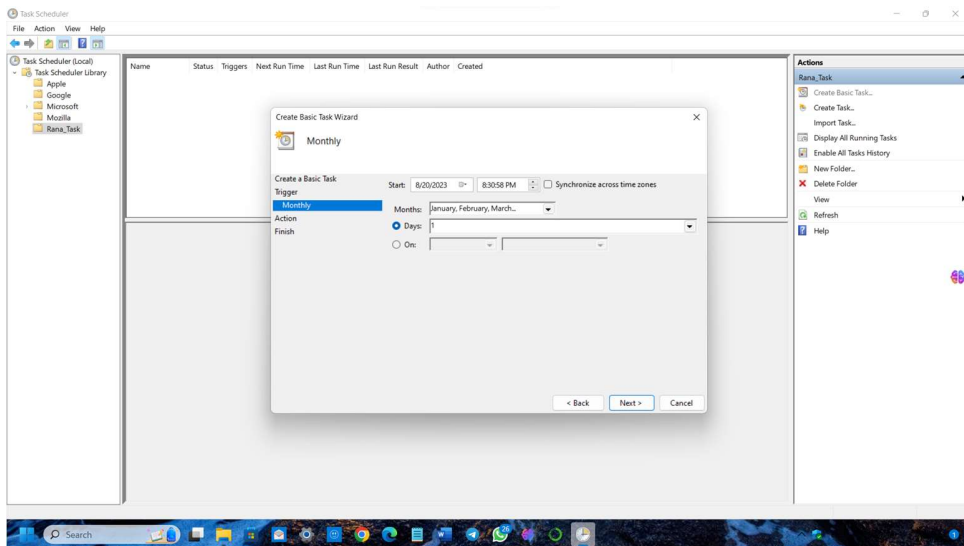
⚡ Select the Monthly option.

Quick note: Task Scheduler includes a number of triggers, including on a specific date, during startup, or when you or a particular user signs in. Depending on the trigger, you'll need to configure additional parameters. In this case, we'll select the option to run a task every month.



Step 06

⚡ Specify when the task should start running and the time using the "Start" setting and the months of the year to run the task using the "Monthly" drop-down menu and Specify the days the task will run using the "Days" or "On" drop-down menus.

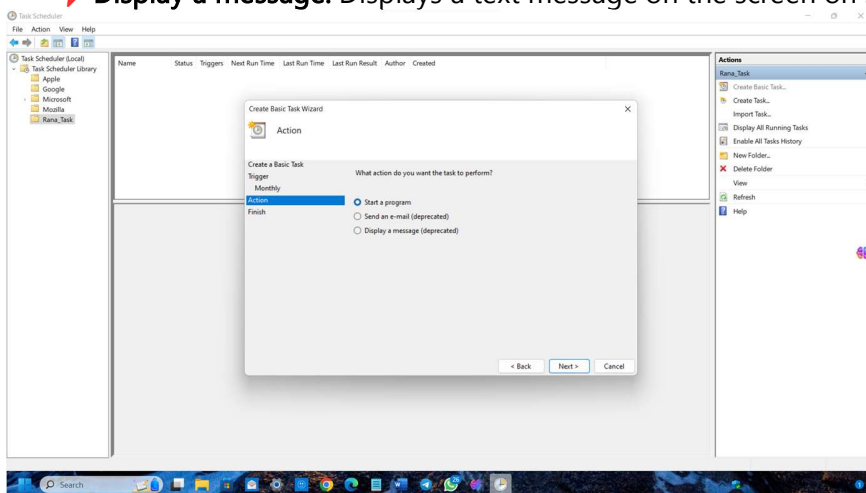


Step 07

⚡ Select the **"Start a program"** option to launch an app, run a command, or execute a script file. The **"Send an e-mail"** or **"Display a message"** options are deprecated features. You can still use them, but they may not work.

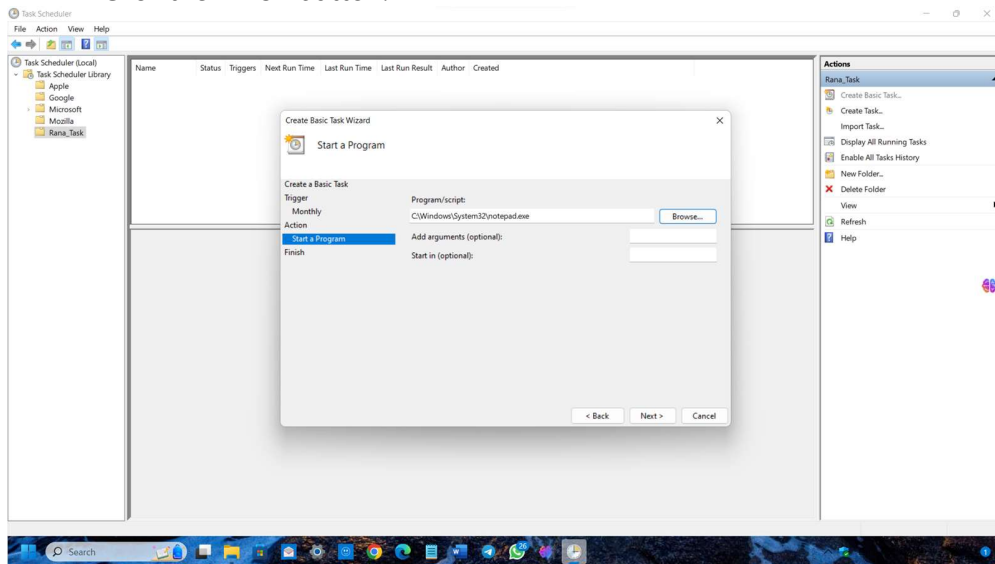
⚡ **Send an e-mail:** Triggers an email notification with a custom message on schedule, but it requires to specify an email server to work.

⚡ **Display a message:** Displays a text message on the screen on schedule.



Step 08

- ⚡ Specify the path for the app in the "Program/script" field.
 - ⚡ (Optional) Specify the arguments to run the task with special instructions in the "Add arguments" field.
 - ⚡ (Optional) Specify the folder in which the program will start in the "Start in" field.
- Click the Finish button.



Step 09

🚀 Once you finish creating the task the app will launch automatically according to your schedule

