**How to use Task Scheduler**

I can’t do the windows task scheduler test because I’m using the work laptop, but here are the steps of doing one on windows and how I use it in my work.

Steps of using task scheduler:

* Open start.
* Search for Task Scheduler.
* Right click on the Task Scheduler Library branch and select New Folder.
* Type name for the folder.
* Click the OK button.
* Expand the Task Scheduler Library branch and select the folder you just created.
* Click the Action menu and choose Create Basic Task option.
* Type a short descriptive name for the task.
* Click the Next button.
* Select the Daily option.
* Click the Next button.
* Set the time of the task.
* Click the Next button.
* Select Start a Program option to launch an application, run a command or execute a script file, or send an e-mail, or display a message.
* Click the Next button.
* Specify the path for the application in the Program/Script filed.
* Click the Finish button.

How I use task Scheduler in my work:

* I have the moodle application have an automated scheduled task to run in specified time, sometimes we have an error that this task does not run automatically so I run it manually by calling the cron file with its password from the server beside the website link.
* I use power automate to send reminder on tasks on a specific dates entered in sharepoint lists.