

# **How to use Task Scheduler in Windows**

## **Accessing Task Scheduler:**

**Search:** Press the Windows key, type "Task Scheduler," and click on the matching result.

**Run Dialog:** Press Win + R, type "taskschd.msc," and hit Enter.

**Control Panel:** Open Control Panel, switch to "Large icons" or "Small icons" view, and click on "Administrative Tools," then double-click on Task Scheduler

## **Creating a Basic Task:**

**Create Basic Task Wizard:** In the Task Scheduler window, click on "Create Basic Task..." in the right-hand pane.

**Name and Description:** Provide a name and description for the task, then click "Next."

**Task Trigger: Choose when you want the task to start (One time, Daily, Weekly, Monthly, etc.), then click "Next."**

**Start a Program: Choose "Start a program" if you want to run a program or script, then click Next**

**Configuring the Action (Program/Script):**

**Program/script: Browse and select the program or script you want to run.**

**Add arguments (optional): If your program/script requires additional arguments, enter them here.**

**Start in (optional): If your program/script needs a specific working directory, specify it here.**

**Finishing Setup:**

**Summary: Review your settings, and if everything looks correct, click "Next."**

**Completing the Wizard: Review your settings again, and when you're ready, click Finish**