Lab – Manage the Startup Folder (Instructor Version)

Instructor Note: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Introduction

In this lab, you will customize the Startup Folder and the Run Key in the Registry to manage what applications are started automatically when Windows starts. You will also use the Startup tab to manage the programs already added to the Startup Folder.

# Recommended Equipment

* A computer running Windows

**Instructor Note**: Make sure there is a Run key in the following registry location. Click **Search,** type **regedit,** and press **Enter**. Expand the following key: **HKEY\_CURRENT\_USER > Software > Microsoft > Windows > CurrentVersion**. To create a **Run Key**, right-click the **CurrentVersion** key, click **New** > **Key**, type **Run**, and press **Enter**.

## Customize the Startup Folder

In this part, you will configure the built-in Microsoft Edge to start automatically after a reboot.

* + - 1. To add a program to the Startup Folder, you must first locate it and create a shortcut. Open File Explorer and navigate to **C:\Program Files (x86)\Microsoft\Edge\Application**
      2. Locate the Microsoft Edge executable file, msedge.exe. Right-click the msedge.exe file, click **Send to** > **Desktop (create shortcut)**. This will create a shortcut to Microsoft Edge on the Desktop.

In Windows 11, Right-click the msedge.exe file and select **Show more options**. Click **Send to** > **Desktop (create shortcut)**.

**Note**: Depending on your computer settings, the file extension may not be shown.

* + - 1. Close the File Explorer window.
      2. To access the Startup Folder in Windows, click **Start** and search for **Run**.
      3. In the Run window, enter **shell:startup** and click **OK** to continue.
      4. Move the Microsoft Edge shortcut from the Desktop to the Startup Folder.

#### Question:

Now that the Microsoft Edge shortcut has been added to the Startup folder, what should happen after the computer is rebooted?

Type your answers here.

The internet browser should automatically run after you log on to the computer.

* + - 1. Restart the computer.

#### Question:

Did Microsoft Edgeautomatically open after the boot process was complete?

Type your answers here.

Yes, the browser should have automatically run after you log on to the computer.

* + - 1. Close Microsoft Edge.

## Review computer settings in Task Manager

* + - 1. Click **Start** and search for **Task Manager**.

**Note**: Only Desktop applications can be added to the Startup Tab. Windows Modern UI apps (Windows Apps) are not allowed to start automatically with Windows.

* + - 1. To access more features, click **More details** at the bottom of the Task Manager window. You should see the Processes tab of Task Manager.
      2. Click the **Startup** tab. A list of applications is displayed that will be started automatically when Windows starts. Notice that Microsoft Edge is listed.
      3. Close all windows.

## Manage Startup Applications Using the Windows Registry

The Windows Registry is a tree-like structure that can be used to configure many different aspects of Windows.

* + - 1. To edit the registry,open **regedit**. Click **Start** and search for **regedit**. Click **Yes** in the UAC window to continue.
      2. In the Registry Editor window, expand **HKEY\_CURRENT\_USER > Software > Microsoft > Windows > CurrentVersion > Run**.

**Note**: Incorrect changes to the registry can cause computer errors and/or instability.

* + - 1. Right-click anywhere in the white space in the right pane of the Registry Editor window.
      2. Select **New** and click **String Value** to create a new string value.
      3. Right-click **New Value #1** and select **Rename**. Enter **Notepad** as the new name.
      4. Right-click **Notepad** and select **Modify….**
      5. Type **C:\Windows\System32\notepad.exe** in the Value data: field and click **OK**.
      6. Close the Registry Editor window.
      7. Restart the computer.

#### Question:

What happens when you log in?

Type your answers here.

Microsoft Edge and Notepad start automatically.

* + - 1. Close all open Windows.

## Remove Applications from Startup

You can use the Startup tab to manage what applications continue to run automatically in future reboots.

* + - 1. Start the **Task Manager** app.
      2. Click **More details** and select the **Startup** tab. The **Startup** tab now shows Microsoft Edge and Notepad.
      3. Stop Microsoft Edge from automatically starting after reboots by right-clicking **Microsoft Edge** and selecting **Disable.** While Microsoft Edge is still listed under the Startup tab,it will no longer be automatically started after a reboot.
      4. Do the same for Notepad by right-clicking **Notepad** and selecting **Disable**.

#### Question:

What does the Startup impact column indicate?

Type your answers here.

It indicates the level of impact the program will have on the startup process.

# Reflection Question

Why would a user want to stop programs from starting automatically?

Type your answers here.

Some programs add themselves to the Startup Folder upon installation. Having too many programs starting automatically can slow down the computer, delaying the boot process. As seen in the Startup tab, Windows displays the impact level of the programs added to the Startup Folder to help users decide what programs should be automatically started after boot.

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