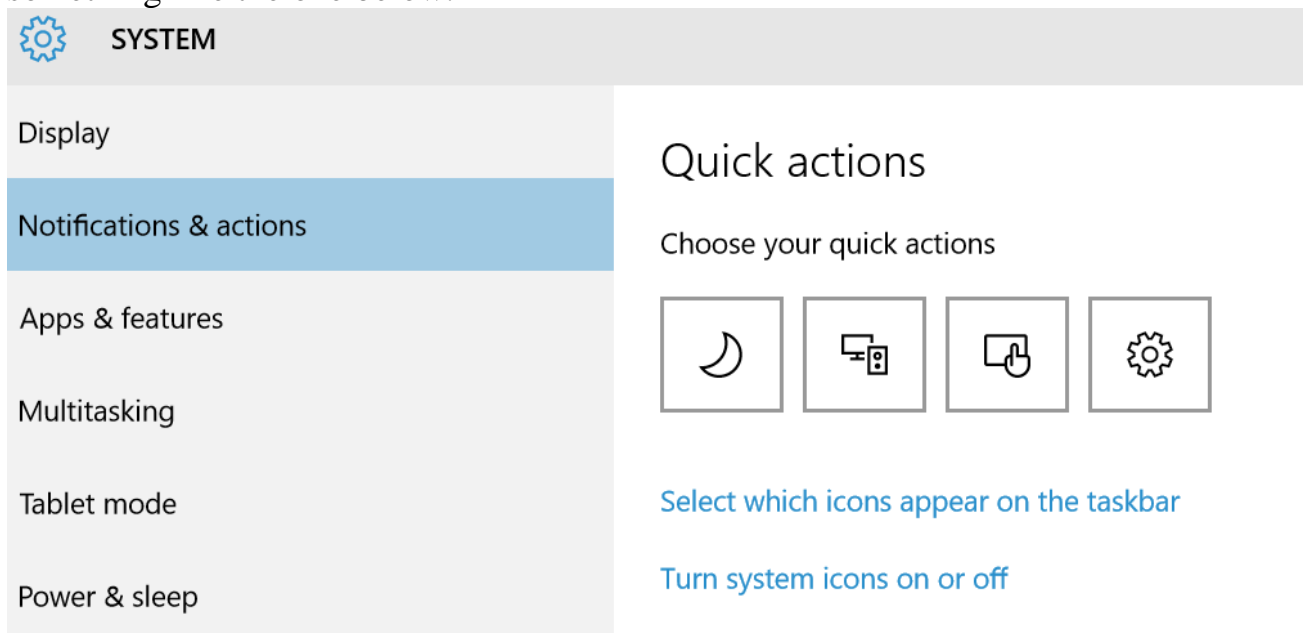


ADJUSTING THE ITEMS THAT APPEAR IN THE NOTIFICATION AREA

The Notification Area (formerly known as the Systray or System tray) sits on the far right side of your taskbar. This is where you look to verify your Internet connection, to check your anti-virus program, to check the time and date, to control your speaker volume, and check out the Action Center (the white or black box) for any current issues, to name just a few.

You can control what appears in the Notification Area, by following these steps:

1. Click the right mouse button on the Windows task-bar
2. Click **Properties**
3. In the **Notification area**, click **Customize**.
4. This action will bring up a **Notification and Action** area box that looks something like the one below.



5. *Select which icons appear on the taskbar* and *Turn system icons on and off* buttons will make it easy to control what's in the notification area.