

HOW TO USE THE ACTION CENTER

Previous versions of Windows had something called Action Center, a Control Panel for checking on **security** and **maintenance** issues. The new one takes over these tasks and shares the older feature's name, but it's really a whole new beast, adding functionality more akin to the notification and quick access features on mobile operating systems and Mac OS X.

Using the Action Center

To display the Action Center, click on the new icon or use Windows + A. (It is located on the extreme right side of the Taskbar.)

The icon shows black lines on a white background when you have a new notification waiting. In addition, the number of notifications waiting to be viewed is contained in a blue circle. The Panel is by default black, and active tiles on it take their color from your system color choices (Settings > Personalization > Colors).

In the Notifications and Action section of Settings > System, you can choose which apps are allowed to provide notifications.

If you want a break from being pestered by notifications, the Quiet Hours tile is available. You can also silence the Action Center by right-clicking on its taskbar icon and choosing "Turn on quiet hours."

Quick Actions

In addition to notifications, the Action Center gives access to frequently used settings called Quick Actions (the tiles at the bottom of the column). You can easily collapse the settings tiles down to one row of four tiles using the Collapse caret. To change which four Quick Actions appear when you do this, you can head to Settings/System/Notifications & actions.