

NOTIFICATION AREA IS YOUR COMPUTER'S ALERTING REFLEX

The Notification Area (Windows key + A) displays brief notices that notify you about things that are happening on your computer. For example, you see notifications if your printer runs out of paper or if an update to Windows is available over the Internet. Many of these notices arrive in the form of a message in an area called the Action Center. A small icon immediately to the right of the Taskbar's time and calendar will show the number of new notifications.

You can customize how Windows displays the taskbar's notification area icons to ensure a particular icon is always visible or to turn off an icon's notifications. The notification area shows only a few icons by default: Network, Volume, and Notifications that are specific to certain apps. (Laptop computers also show the Power icon for battery consumption.)

You might want to customize the default arrangement. For example, many notification icons offer quick access to their programs' features when you right-click them. If there is an icon that you right-click frequently, you might want to configure the notification area to show the icon on the taskbar.

To access the Notification area, go to *Settings* (Windows + I), *Systems*, then *Notifications and actions*.