



NOTIFICATIONS IN THE ACTION CENTER ADVISE YOU OF IMPORTANT ISSUES AT A GLANCE

When an important notification appears on your desktop (generally, in the lower right corner of the screen) or when you view it in the Action Center (Windows key + A), you can expand it to take action without having to open the related app. If you don't want to take any action, just clear the notification by pressing the X button that appears to the right of the notification.

The Action Center  icon itself is located immediately to the right of time and date on the Taskbar and is a brand new feature of Windows 10. The Action Center is where you will receive notifications concerning various programs. Click the icon to open (or press Windows + A). The icon lights up white when you have a new notification waiting. The icon is by default black, and active tiles on it take their color from your system color choices.

The Action Center puts important notifications—from your applications and from Windows—right on the taskbar, along with new quick actions, which get you to your most-used settings and applications instantly.

Select the action center icon  to see your notifications. Quick actions are also located in the Action Center but they are not directly related to the notifications.

YOU DECIDE WHICH APPS ARE ALLOWED TO PROVIDE NOTIFICATIONS

To display the Action Center, click on its taskbar icon or use Windows + A:

The taskbar icon shows a white background when you have a new notification waiting. The icon is by default black when there are no new notifications waiting.

In the *Notifications and Action* section (go to Settings, then System), you can choose which apps are allowed to provide notifications. (see the partial screen snip below)

Home







Find a setting

System

- Display
- Apps & features
- Default apps
- Notifications & actions**
- Power & sleep
- Storage
- Offline maps
- Tablet mode
- Multitasking
- Projecting to this PC

Get notifications from these senders

Select a sender to see more settings. Some senders might also have their own notification settings. If so, open the sender to change them.

- | | | | |
|---|---|-------------------------------------|-----|
|  | AutoPlay
Off | <input type="checkbox"/> | Off |
|  | Bitdefender 2017
On: Banners, Sounds | <input checked="" type="checkbox"/> | On |
|  | Calendar
On: Banners, Sounds | <input checked="" type="checkbox"/> | On |
|  | Cortana
Off | <input type="checkbox"/> | Off |
|  | Foxit Updater
Off | <input type="checkbox"/> | Off |
|  | Mail
On: Banners, Sounds | <input checked="" type="checkbox"/> | On |

If you want a break from being pestered by notifications, the Quiet Hours tile in the Quick Actions area is available. You can also silence the Action Center by right-clicking on its taskbar icon and choosing "Turn on quiet hours." Note that this is an option that can be toggled on or off.