

## SETTING UP FOCUS ASSIST, aka QUIET HOURS

Focus assist (also called quiet hours in earlier versions of Windows 10) allows you to avoid distracting notifications when you need to stay focused and is set by default to activate automatically under certain conditions. Here's how to turn focus assist on or off:

1. Select the action center icon on the taskbar (Windows + A).
2. Right-click on the Action Center icon that appears in the lower right corner.
3. Left-click on **Focus assist** to cycle through the available settings: either Priority Only, Alarms Only, or Off.

Focus assist can also be edited by selecting Settings (Windows +I) > System > Focus assist.