

WINDOWS 10 SYSTEM TRAY:

How to Use It Effectively

On the right side of your Windows 10 taskbar, there is a panel that contains several icons representing the startup apps or the current background running apps. This part of the taskbar is called the **Notification Area** or, more commonly, **the System Tray**.

The System Tray provides quick access to many Windows 10 system settings and helps you to monitor the running apps.

To access the system tray using the keyboard, press **Windows icon + B**. Use the arrow keys to navigate through the apps.

This document will discuss some quick methods to show or hide the app icon on the system tray or the notification area.

Adjust System Tray Icons using the Mouse

1. On the right side of the taskbar, open the hidden icons section by clicking on the up arrow. (If there is no up arrow, the hidden icons section is empty and you can ignore the two steps that follow.)
2. Drag and drop the icons that you want to display from the hidden icons section to the System Tray.
3. Similarly, drag and drop icons from the system tray to the hidden icons section that you want to hide.

Hide or Show Icons in the Notification Area

1. Go to **Settings (Windows + I)-> Personalization**.
2. Select **Taskbar** from the left-panel.
3. In the middle panel, scroll down until you find the Notification area.
4. Under the Notification area, click on **Select which icons appear on the taskbar**.
5. In the next window, you can toggle the switch to display all icons on the notification area or select the icons individually that you want to hide or show.

6. After adjusting the settings of your preference, close the Settings window.

Turn On or Off “Always show all icons in the notification area” using the Registry Editor

1. Open Run Command (Windows + R) and type **regedit** to open the Registry editor.
2. Click “yes” at the UAC (User Account Control) window.
3. Type or copy & paste the following path:
HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer
4. Look for **EnableAutoTray** in the right column and double click on it to modify.
5. Set Value data as **0**, to show all icons on the system tray or set it as **1**, to display only those icons that you want on the system tray or the notification area.
6. Close the editor