

## Use the Action Center

When you use Windows 10, you get all kinds of notifications. They can be notifications from apps, such as a new email message was received, or notifications from Windows saying that it detected a removable disk that you just plugged into your computer. All these notifications are centralized in the Action Center, which you can access at any time (Windows key + A).

All your notifications are grouped according to the app that generated them:

- For more details about a notification, click it, and the app that generated it opens and shows you more details. After you open a notification, it disappears from the Action Center.
- To remove a notification without opening it, move the mouse cursor to its top-right corner and click the X button.
- To remove all notifications without opening them, click Clear All at the top-right side of the Action Center.

At the bottom of the Action Center, you will see such shortcuts as Tablet Mode, Quiet Hours, Connect, All Settings, and Location. The number of shortcuts displayed varies from device to device, depending on its capabilities. Click on these shortcuts to start the tools that they represent and see what they do.

*The Action Center is represented by an icon that is located on the Taskbar and rests to the immediate left of the time/date/calendar icon. The icon will show as white letters on a dark background when there are no notifications. It will show dark letters on a white background when there are new notifications.*