

## YOU DECIDE WHICH ACTION CENTER NOTIFICATIONS YOU WANT TO ADVISE YOU

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 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.

- a) To display the Action Center, click on its taskbar icon or use Windows + A.
- b) 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.
- c) In the *Notifications and Action* section (go to **Settings**, then **System**), you can choose which apps are allowed to provide notifications.

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.