

WHAT YOU WILL WANT TO KNOW ABOUT NOTIFICATIONS AND ACTIONS

The notification area (also called the system tray) appears at the far right side of the taskbar. It contains icons for programs and services that are running in the background, which means they typically don't need to have taskbar buttons associated with them. Icons in the notification area represent features such as your antivirus software, anti-malware programs, volume control, network connection, etc. Pointing to an item displays its name or other information.

To conserve space on the taskbar, you can hide program icons that are running at startup, such as your anti-virus program or your anti-malware app. When you have hidden items, you will see a small up-facing arrow at the left side of the clock. Click the arrow button (labeled Show Hidden Icons) to see the hidden items.

To customize the notification area icons, open **Settings** (Windows + I), then **Personalization**, and finally **Taskbar**. Scroll down to the Notification area located near the bottom of the middle column and click on *Select which icons appear on the taskbar*. Your screen will look something like this:

Select which icons appear on the taskbar

Always show all icons in the notification area

Off

	Bitdefender Agent PROTECTED. No issues are affecting the secur...	<input checked="" type="checkbox"/> On
	Windows Defender notification icon PC status: Windows Defender Periodic Scanni...	<input checked="" type="checkbox"/> On
	Malwarebytes Anti-Malware Malwarebytes Anti-Malware Home (Premium...	<input checked="" type="checkbox"/> On
	Volume Speakers / Headphones: 51%	<input checked="" type="checkbox"/> On
	Network miami Internet access	<input checked="" type="checkbox"/> On
	tinySpell spell checker tinySpell: taskbar.	<input type="checkbox"/> Off
	Windows Explorer Safely Remove Hardware and Eject Media	<input type="checkbox"/> Off

Now return to the same Notification area and click on *Turn system icons on or off*. This will take you to a screen that looks similar to this:

Turn system icons on or off

	Clock	<input checked="" type="checkbox"/>	On
	Volume	<input checked="" type="checkbox"/>	On
	Network	<input checked="" type="checkbox"/>	On
	Power	<input type="checkbox"/>	On
	Input Indicator	<input type="checkbox"/>	Off
	Location	<input type="checkbox"/>	Off
	Action Center	<input checked="" type="checkbox"/>	On

Use the buttons to show or hide the Clock, Volume, Network, Power, Action Center, etc. Any items that are disabled (dimmed) aren't relevant to your system, so don't worry about those.

Getting Rid of Notification Area Icons

You cannot delete a notification area icon by right-clicking and choosing Delete. Unlike toolbar icons, icons in the notification area are not shortcuts for opening programs. Icons in the notification area represent programs that are already running — even though they may be running in the background with nothing showing on the screen.

NOTIFICATIONS WILL ADVISE YOU OF IMPORTANT ISSUES AT A GLANCE

When a notification appears on your desktop or when you view it in the Action Center, 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.

ACTION CENTER (WINDOWS + A)

The Action Center , located immediately to the right of time and date on the Taskbar, 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 and quick actions.

QUICK ACTIONS

Quick actions are a new and very helpful addition that Microsoft added to the operating system in Windows 10. This feature lets you quickly adjust various options such as airplane mode, location settings, screen brightness, and battery saver.

Quick-actions tiles sit inside the Action Center at the very bottom of the panel, and at first glance their arrangement may not seem that customizable. But it is, and Microsoft made that customization even easier with the Anniversary Update.

Quick actions' display modes

There are two ways to display quick actions in the Action Center. You can either view all of them in a block or click Collapse just above the grid so that only the top four are showing.

Whichever way you prefer to display them, you probably want a little more control over what sits where. Desktops and non-touch laptop users have little need for Tablet mode, for example, but may want to have quick access to Quiet hours.

To adjust quick actions, go to **Settings** (Windows + I) > **System** > **Notifications & actions**. On the main panel of that screen you'll see a grid of your quick-actions tiles. All those tiles are clickable, and you can move them around via drag-and-drop. In addition, you can *Add or remove quick actions* by clicking on that option that appears immediately below the tile display.

Home

Find a setting

System

Display

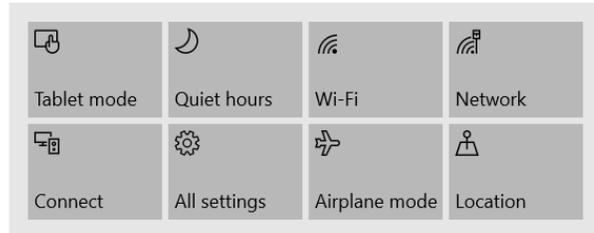
Apps & features

Default apps

Notifications & actions

Quick actions

Press and hold (or select) quick actions, then drag to rearrange them. These quick actions appear in action center.



Add or remove quick actions

Once you have quick actions organized the way you like, it will be immediately reflected in the Action Center (Windows + A).

MORE DETAILS ON USING THE ACTION CENTER

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

The icon shows a white background when you have a new notification waiting. The Panel is by default black, and active tiles on it take their color from your system color choices (Settings > Personalization > Colors).

In the Notifications and Action section of Settings > System, you can choose which apps are allowed to pop in notifications. (see screen snip below)

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
On: Banners, Sounds On

Calendar
On: Banners, Sounds On

Glary Utilities 5
On: Banners, Sounds On

Microsoft Office Click-to-Run
On: Banners, Sounds On

Microsoft Office Click-to-Run
On: Banners, Sounds On

If you want a break from being pestered by notifications, the Quiet Hours tile is available. You can also silence the Action Center by right-clicking on its taskbar icon and choosing "Turn on quiet hours."

Quick Actions

As you can see from the first screen capture above, in addition to notifications, the Action Center gives access to frequently used settings called Quick Actions (the tiles at the bottom of the column). You can easily collapse the settings tiles down to one row of four tiles using the Collapse caret. To change which four Quick Actions appear when you do this, you can head to Settings>System>Notifications & actions.

