

REMOVING DISTRACTIONS WITH FOCUS ASSIST

Focus Assist allows you to create distraction free work times by blocking alerts, notifications and other sounds. Turn on Focus Assist whenever you want to get things done without distractions from social media or other, similar notifications. Alternatively set it to turn on automatically at certain times during the day when you need to focus.

You can easily activate Focus Assist using the Quick Actions panel in the Action Center. The default setting is Off. Click the Quick Action button once to allow priority notifications only, click it a second time to allow alarms only. Click the button a third time to turn Focus Assist off again. Remember to set your specific setting up as shown on the right.

If setting Focus Assist to priority, you can set a priority list by clicking 'Customize your list'. Here you can add or remove specific apps, people or Windows 10 features that notify you. When you turn off Focus Assist (manually or automatically), a summary of missed notifications can be shown.

To set an automatic rule by time, click the slider to On. You will now see menus to set start time, end time and whether to repeat the rule daily, just on weekdays or just on weekends. The focus level lets you choose if this applies to priority notifications or alarms.

You can turn Focus Assist on or off in the main settings (Settings > System > Focus Assist). In settings you can:
Set up automatic rules and customize your priority list
Set automatic rules based on times, when you are duplicating your display or when playing a game.

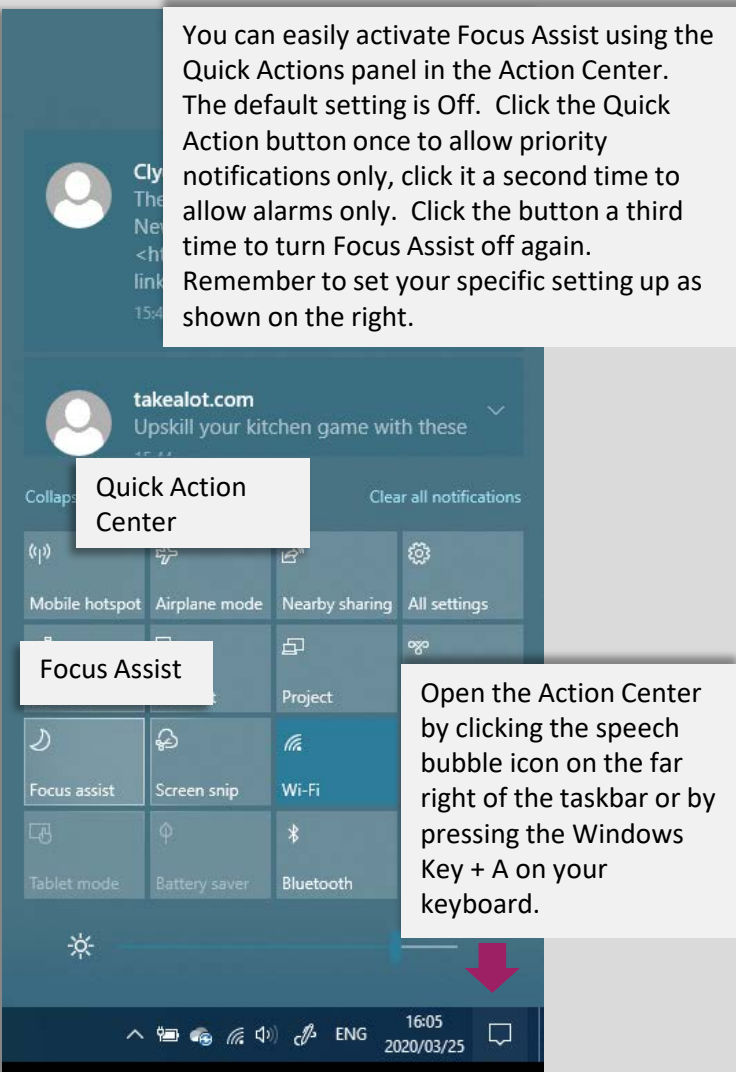
Focus assist

- Off
Get all notifications from your apps and contacts.
- Priority only
See only selected notifications from the priority list. The rest will go straight to action center.
[Customize your priority list](#)
- Alarms only
Hide all notifications, except for alarms.

Automatic rules

Choose the times and activities when you don't want to be disturbed, and focus assist will turn on automatically.

- During these times
23:00 - 07:00; Priority only Off
- When I'm duplicating my display
Alarms only On
- When I'm playing a game
Priority only On
- When I'm using an app in full screen mode
Alarms only On
- Show me a summary of what I missed while focus assist was on



Quick Action Center

Focus Assist

Open the Action Center by clicking the speech bubble icon on the far right of the taskbar or by pressing the Windows Key + A on your keyboard.