

THE ACTION CENTER

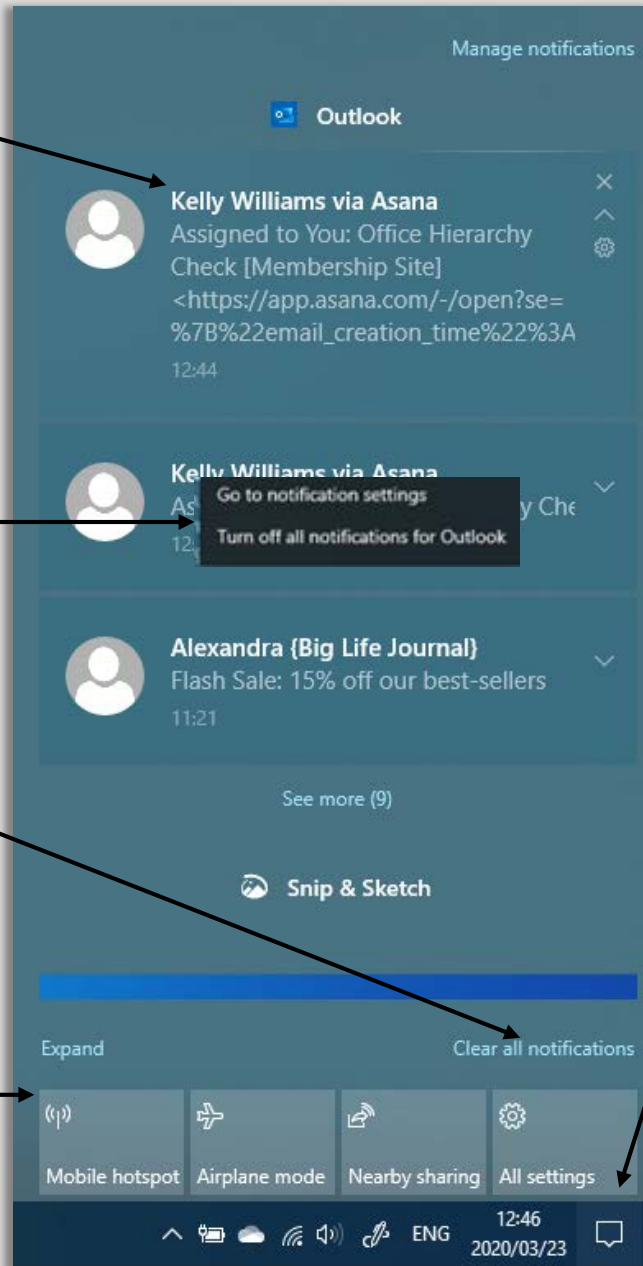
Clicking on a notification will take you to the app that generated it. You can interact with certain notifications within the Action Center panel e.g. a calendar notification allows you to snooze it for various lengths of time.

You can control whether an app sends notifications, or whether notifications are prioritised from within the panel. Right-click on the app heading when a notification arrives and choose the desired option from the action menu that appears.

Note: You can select who you want to get notifications from by going to Settings > System > Notifications and Actions

When you are done with the notifications on the menu, you can click the Clear All button to dismiss them.

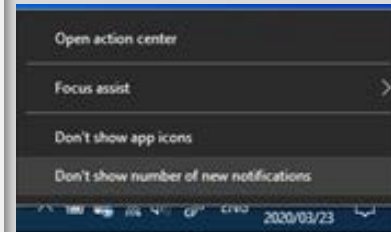
Quick actions panel - this allows you to quickly perform some key functions or actions such as connecting to Wi-Fi. You can expand or collapse this bar by clicking on Expand or Collapse. You can choose the Quick Actions which appear in Settings > System > Notifications and Actions.



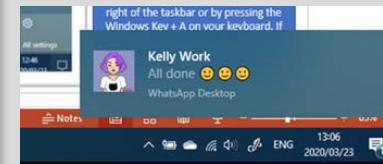
Notifications are grouped by app, with a heading showing which app they are from. Notifications will remain in the panel until you actively dismiss them or action them (click through the apps).

- ← Clear the notification
- ← Expand / collapse the notification
- ← Settings

If you right-click on the Action Center button in the taskbar, you will see options in the action menu e.g. Quiet hours, show/hide app icons and show/hide the number of notifications on the button.



In addition to being displayed in the Action Center, notifications will create a pop-up window that appears at the bottom right of your screen. Clicking on these pop-up windows will take you to the app that generated the notification.



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. If you hover the mouse pointer over the Action Center button, it will tell you if you have any new notifications.

