

## ADJUSTING THE ITEMS THAT APPEAR IN THE NOTIFICATION AREA

The Notification Area (formerly known as the Systray or System tray) sits on the far right side of your taskbar. This is where you look to verify your Internet connection, to check your anti-virus program, to check the time and date, to control your speaker volume, and check out the Action Center (the white or black box) for any current issues, to name just a few.

You can control what appears in the Notification Area, by following these steps:

1. Right-click on an open area of the Taskbar.
2. Click **Taskbar settings**.
3. Scroll down the middle column to get to **Notification area**.
4. First, click on *select which icons appear on the taskbar*. From the list that appears, toggle your options on or off.
5. Now, click on *Turn the system icons on or off*. From the list that appears, toggle your options on or off.