

## **ADJUSTING THE ITEMS THAT APPEAR IN THE NOTIFICATION AREA**

The Notification Area sits on the far right side of your taskbar. This is where you look to verify your Internet/Wifi 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. Click on **Settings (Windows + I)**
2. Click on **System**
3. In the left column, click on **Notification & Actions**
4. In the middle column, under Quick Actions, click **edit your quick actions**.
5. The box on the right will show 15 “quick actions” that can be accessed from the Taskbar. Each can be dragged and dropped to a location of your choice. They will appear in your preferred order when you click on the Navigation button.