

DETERMINE WHICH APPS YOU WANT TO KEEP YOU INFORMED

By default, you will receive notifications in the Action Center for all the modern apps installed on your computer. If you are inundated with many notifications, it is possible that you might miss an important one.

To stop some of these notifications from appearing, especially for ones that are only infrequently used, follow these steps:

Go to Settings (Windows + I)

1. Click on *System*.
2. Click on *Notification & Action*.
3. Under Notifications, confirm that *Get notifications from apps and other senders is turned on*.
4. In the list that follows, turn off the apps from which you don't want to get notifications.

Once you have established which apps will notify you of significant issues as they occur, these notifications will be described in the Action Center (Windows key + A). Most importantly, a reminder that you have notifications waiting for you will be posted in the boxed icon that appears on the extreme right side of the Taskbar.