

# NOTIFICATIONS (ALERTS) IN WINDOWS 11

Notifications in Windows 11 are alerts from apps, the system, and other senders that keep you informed about various events and updates that are taking place in reference to your computer. (examples: incoming email, system updates,

Here's how they work:

Windows 11 places notifications in the Notification Center (WINKEY + N), which is conveniently located on the right side of the taskbar. You can also access it by selecting the date and time in the taskbar. From there, you can view notifications at a glance.

**Taking Action:** When you receive a notification, select it to read more details or take necessary actions. If you don't need to take any action, you can clear specific notifications by clicking the X next to them. To clear all notifications, simply click the Clear all button.

Remember, notifications help you stay up-to-date on important events happening on your system. They're grouped together in the Notification Center for easy access and management (go to Settings > System > Notifications) From there, individual notifications can be set to ON / OFF.

**How to turn off sounds in notifications:** When you go to the Notification Center, you will notice that there is a list of **Notifications from Apps and Other Senders**. You will also notice that most have a **sound** component. Although sound can be turned off, it must be done on an individual basis. Click on the caret that appears on the far right side of the target item and you will be taken to an ON/OFF switch to Play a sound when a notification arrives.

To turn off sounds for all notifications, go to Systems, then Notifications. At Notifications, click on the down arrow that appears in the far right side of the row. From there, you can uncheck the box for *allow notifications to play sounds*.