



HOW TO TAKE CONTROL OF THE ACTION CENTER IN WINDOWS 10

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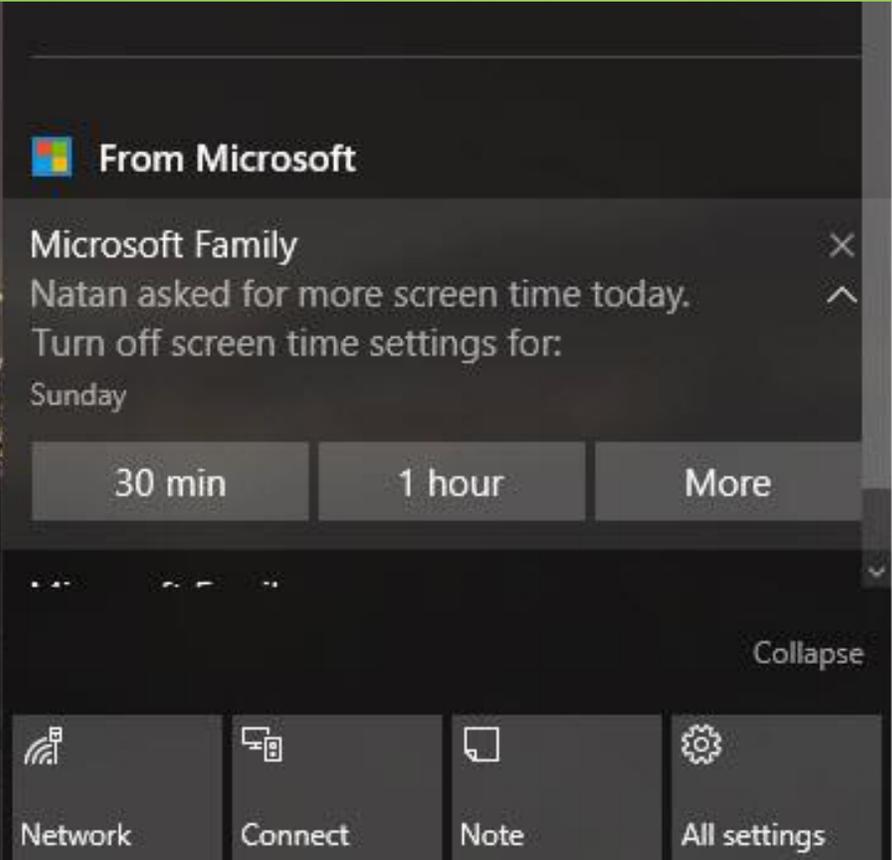
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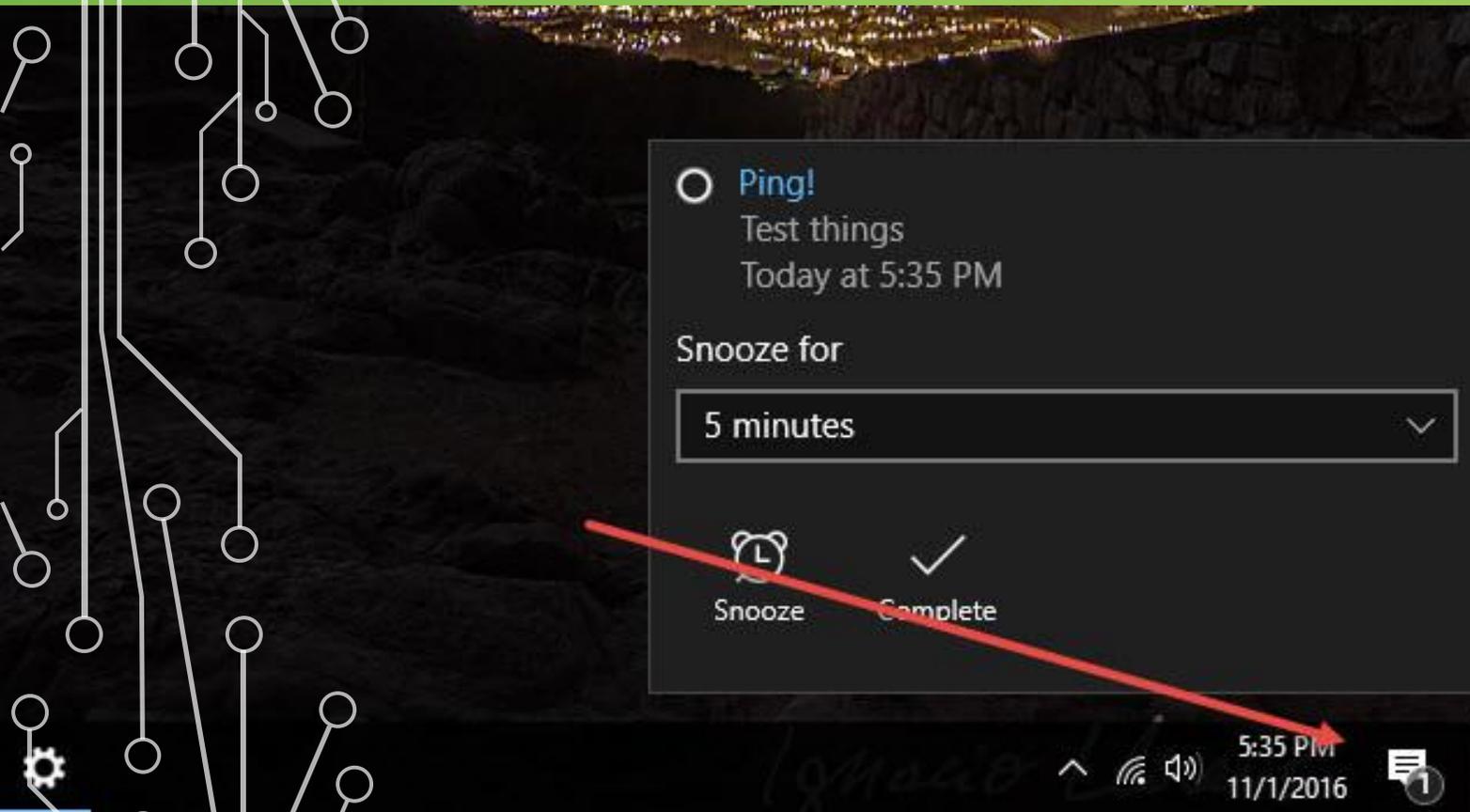
THE ACTION CENTER IS A SORT OF ACTIVITY HUB FOR WINDOWS 10, AUGMENTING THE START MENU IN ALLOWING USERS TO CONTROL THEIR PCs AND GET THINGS DONE — MICROSOFT'S PRODUCTIVITY MANTRA IN PLAY.

Action Center highlights

- The Action Center can be broken down into two basic sections. The top section is where notifications go after their banner disappears off the screen. Notifications are grouped by application, and if too many notifications pile up then the oldest are hidden in a drop-down list that can be expanded at will.
- Basically, notifications are generated by apps and by the system. As Windows 10 progresses, new notification options are added like, for example, the ability to add interactivity. When an app kicks off a notification, a sound can be generated, a banner can pop up on the lower right-hand side of the screen, and a notification can be placed in the Action Center — and all of that is customizable by the user.
- Any app, along with Windows 10 itself, can utilize the notification center, and notifications can be generated for a wide variety of purposes. Calendar events can generate reminders and alarms. Email apps can notify users of new messages. [Windows 10 Family](#) can notify when a child tries to access a PC and requests more time. Even the Edge browser can generate notifications using the web standard notification system. Really, only the imagination of the developer limits what notifications can do.



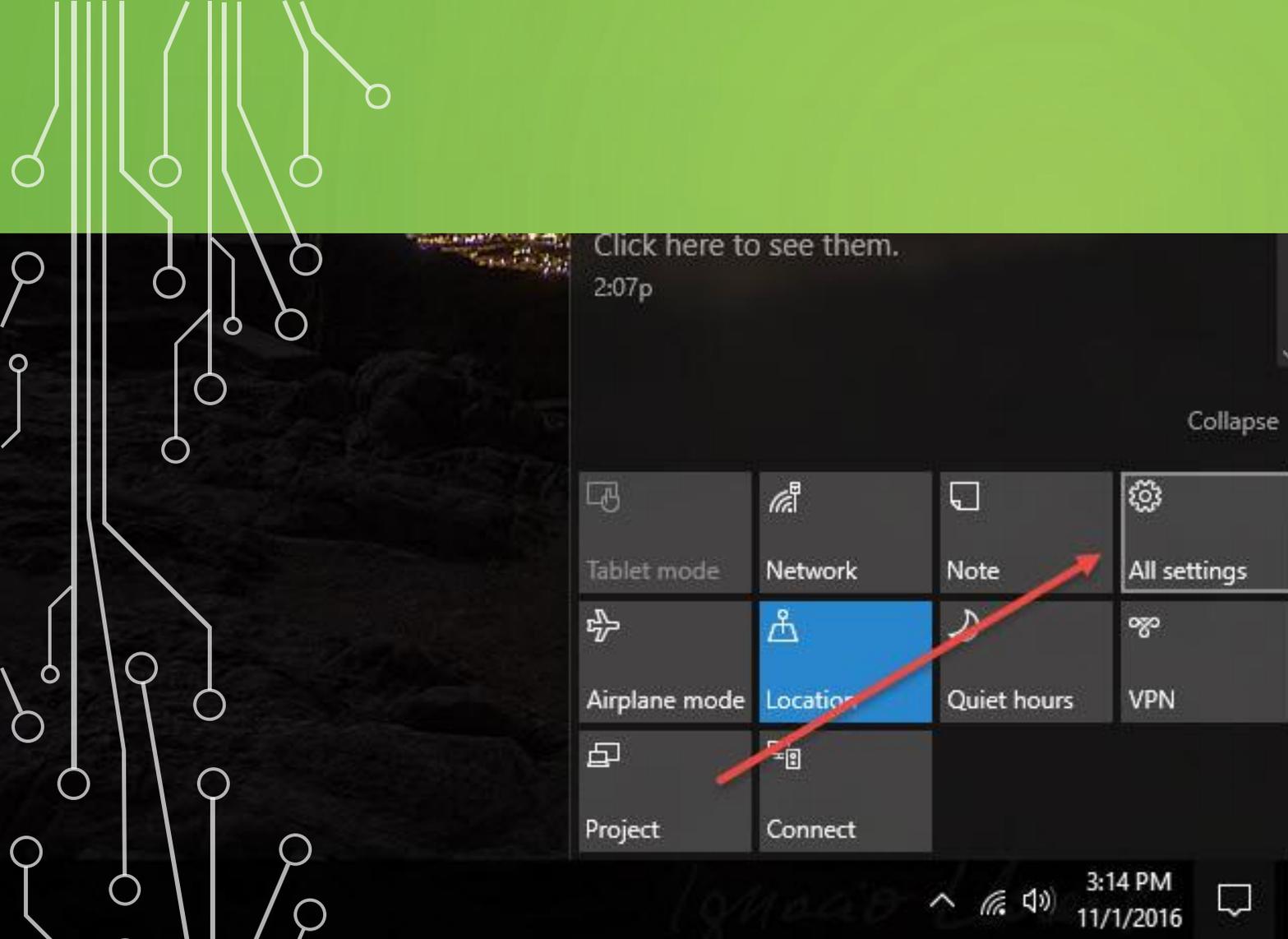
In the example below, clicking on the down arrow button on the Microsoft Family notification makes it easy to add time in response to a child's request or access other Family Safety settings. This saves a trip to the Family Safety web site and navigating through the options just to give your child an extra hour of computing time.



- The second half of the Action Center is devoted to Quick Actions. This block of buttons provides a quick way to control various system settings.
- Finally, if you look closely, you'll notice that the Action Center icon lets you know at a glance if you have any new notifications. The icon will fill in, and a badge number will appear showing how many new notifications are waiting.

How to enable or disable notifications and configure notification settings

- Notifications are the heart and soul of the Action Center in Windows 10, but receiving a barrage of notifications isn't always welcome. That said, you'll only receive notifications from apps if the developer has included such functionality within the software. You can turn notifications on and off in Windows 10 Settings.
- First, note that you'll only be able to toggle notifications for an app once you've received a notification from it. If you download the official Facebook app, for example, you won't be able to adjust the notification settings until you receive your first message, comment, etc. following installation. That said, here are the steps to control the number of notifications you receive.



- To add, disable, or enable notifications, begin by clicking the Action Center icon located on the right-hand side of the Windows taskbar. Then, click the *All Settings* button with the gear icon and select *System* in the top-left corner of the window.

Windows Settings

Find a setting



System

Display, notifications, apps,
power



Devices

Bluetooth, printers, mouse



Network & Internet

Wi-Fi, airplane mode, VPN

Be

Afterward, click *Notifications & Actions*. This will take you to a screen providing access to all of the settings related to notifications and the Action Center.

- Display
- Apps & features
- Default apps
- Notifications & actions**
- Power & sleep
- Storage
- Offline maps

Tablet mode	Network	Note	All
			VP
Airplane mode	Location	Quiet hours	VP
			
Project	Connect		

[Add or remove quick actions](#)

Notifications

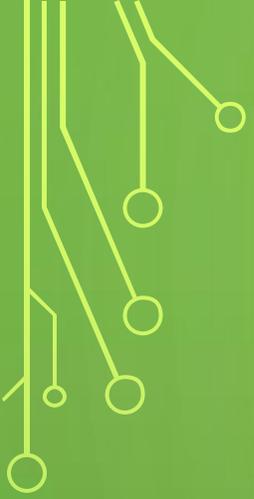
Get notifications from apps and other sender

On

Toggle switches on and off as you see fit — Windows tips, alarms, reminders, or app notifications — or scroll down to the bottom of the window to enable and disable notifications for particular apps such as Twitter and Outlook. You can even set up Windows 10 to hide notifications when you're duplicating your screen, which is key when presenting for a business meeting or giving a lecture.

Again, you'll need to install the particular app you want to view notifications for if it's not already built into your system, and receive a notification first before an app will show up in the list. The following is a list of the settings you can toggle on this screen:

- Get notifications from apps and other senders
- Show notifications on the lock screen
- Show alarms, reminders, and incoming VoIP calls on the lock screen
- Hide notifications when duplicating my screen
- Get tips, tricks, and suggestions as you use Windows



How to dismiss notifications

Notifications are a phenomenal tool for keeping up with the hustle and bustle of our digital lives. However, an excess of notifications — especially ones you've previously seen — can clutter the Action Center and prevent you from seeing important notifications as they arrive.



ACTION CENTER

Clear all

 Cortana



As you requested...

Check Backups

2:07p



Remember to...

Exercise

2:07p



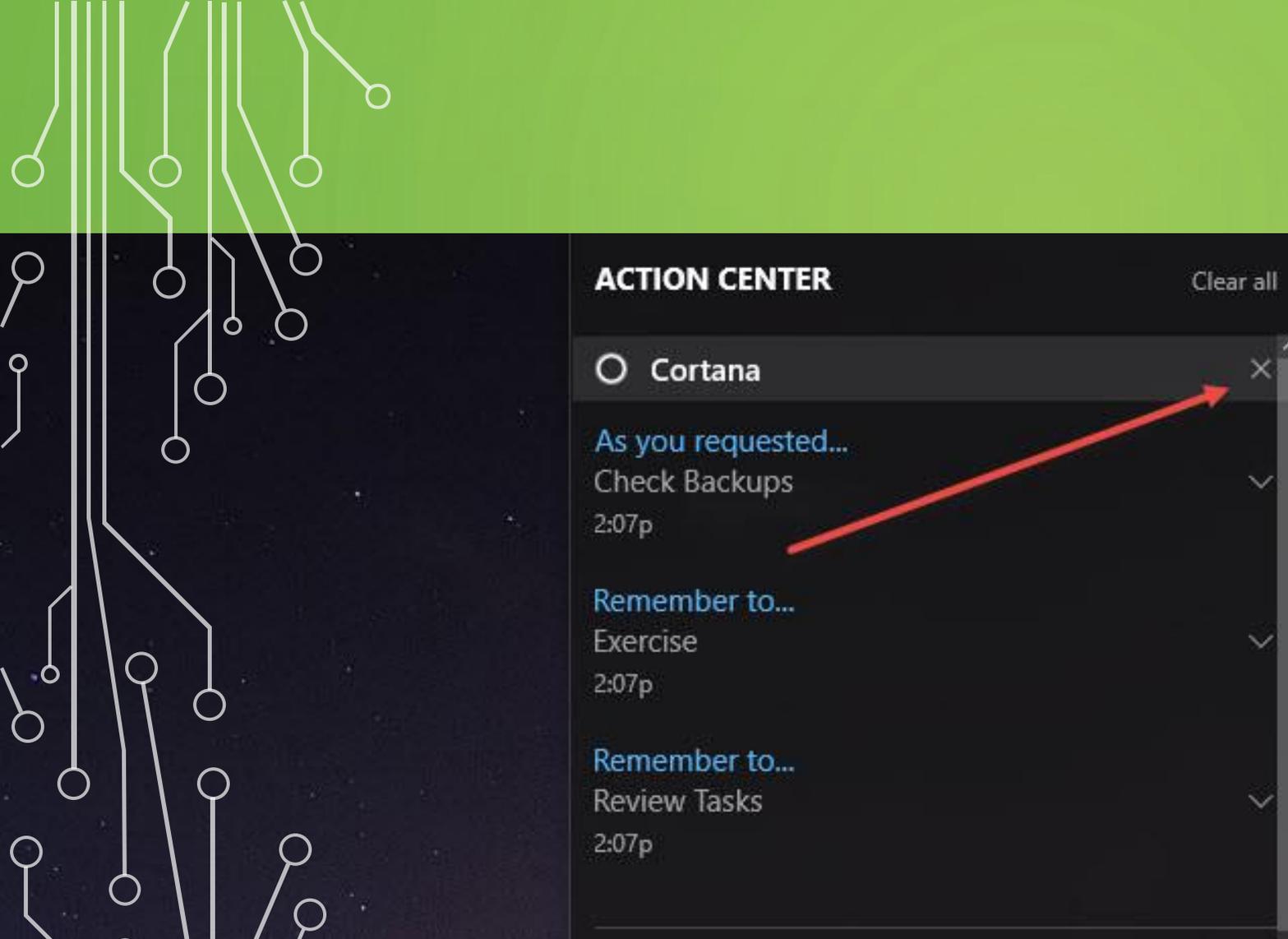
Remember to...

Review Tasks

2:07p



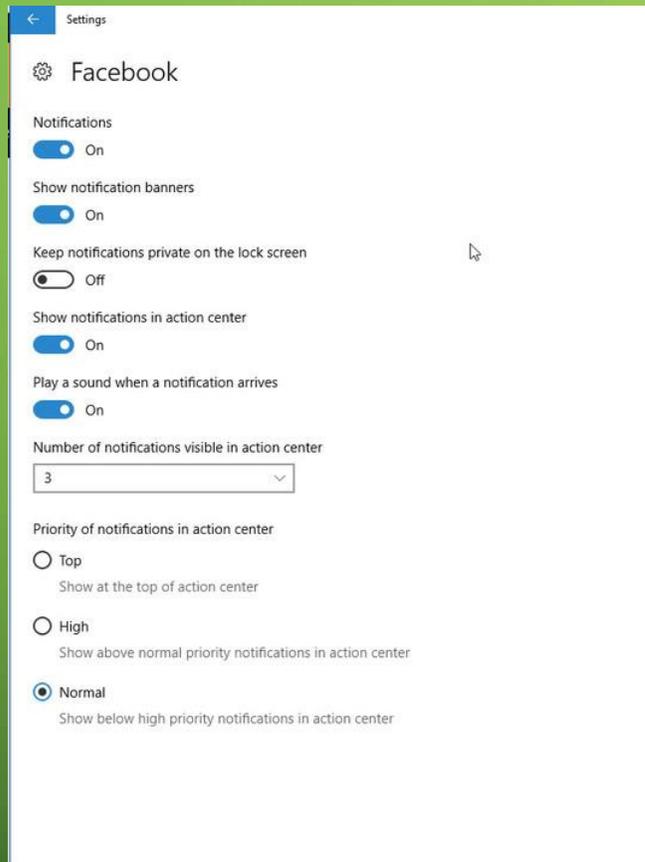
To dismiss individual notifications, click the Action Center icon located on the right-hand side of the Windows taskbar and mouse over the notification that you'd like to dismiss. Then, click the "X" button directly to the right of the notification. You can also swipe a notification to the right to dismiss it quickly with either touch or by clicking and dragging with the mouse.



You can dismiss all of the notifications for a given app by clicking on the “X” button to the right of the app group listing. You can also click “Clear all” to close every notification for all apps.

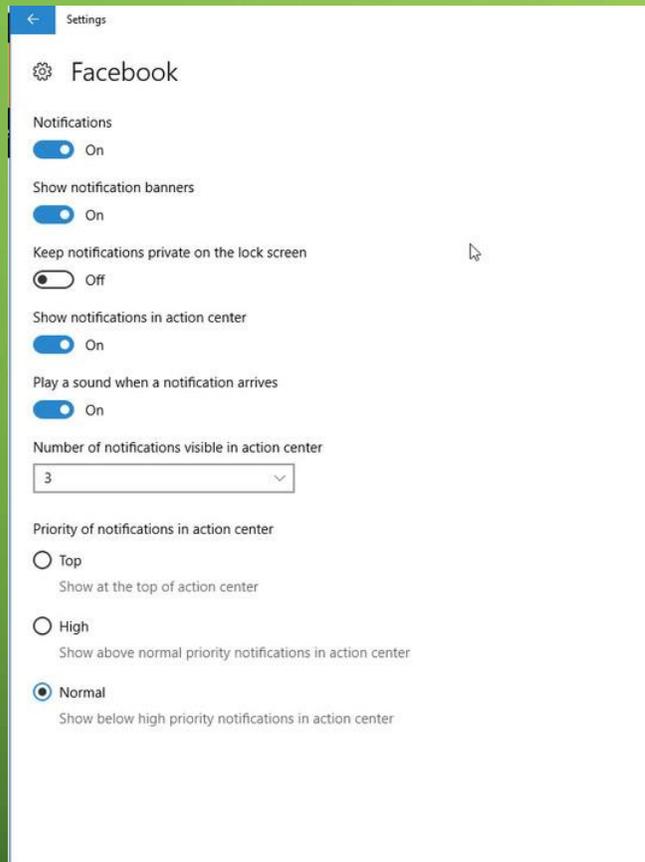
Note: Microsoft continues to integrate Windows 10 across all devices connected to the same Microsoft account. In the spirit of being better connected, Windows 10 notifications will dismiss on other Windows devices when you dismiss them in the Action Center on your desktop.

How to customize notifications for each app



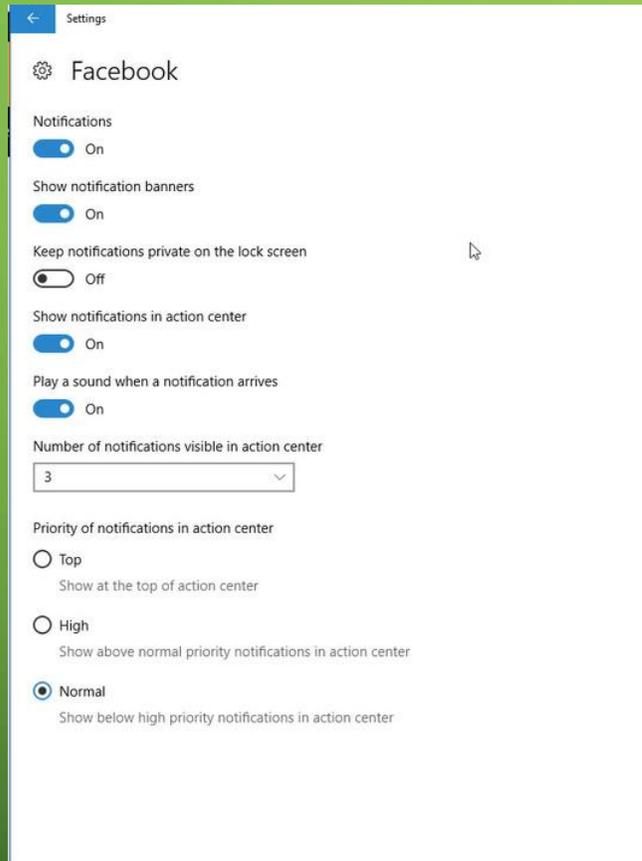
Windows 10 desktop notifications come in all shapes and sizes, much like those provided by Android and iOS. In Windows 10, you can choose to view or hear a combination banner notifications — which consist of a pop-up in the lower-right corner of your display — and sounds. You can also configure various apps to *only* show notifications within the Action Center, with no other indication on arrival. As you can see in the image below, a number of notification options are available for each app that supports notifications.

How to customize notifications for each app



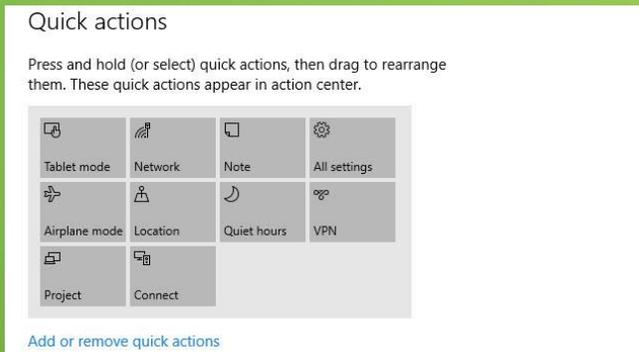
To access these settings, open the notifications section of *Settings*, as before. Scroll down and click the name of the particular app you want to adjust the notifications for, to access a more advanced notification menu. Then, simply toggle on and off whichever preferences you choose, whether you want to receive banner notifications, sounds, or neither.

How to customize notifications for each app



Here are the settings you can configure for each app's notifications:

- Turn notification on or off
- Turn notification banners, the boxes that show up for each notification and then disappear, on or off
- Determine whether to keep notifications private on the lock screen
- Turn notifications on or off in the Action Center
- Determine whether a sound plays for that app's notifications
- Indicate how many notifications are visible in the Action Center before the drop-down "show more" menu appears, either one, three, five, 10, or 20 notifications
- Determine the priority of notifications, allowing an app's notifications to show up on top of other less important app notifications

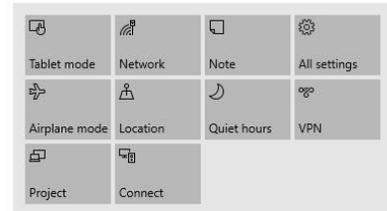


The Action Center isn't just a notifications hub — it's also a terrific method for quickly accessing some of the most common features built into Windows 10. As outlined earlier, the Action Center is divided into two distinct components, one housing all your notifications and the other encompassing four buttons that serve as “Quick Actions.”

These Quick Actions provide access to a number of system settings and functions, and different systems will see more or fewer buttons based on configuration. A desktop PC, for example, will tend to see fewer default buttons than a 2-in-1, because the former lacks functionality like screen brightness settings and Battery Saver mode.

Quick actions

Press and hold (or select) quick actions, then drag to rearrange them. These quick actions appear in action center.



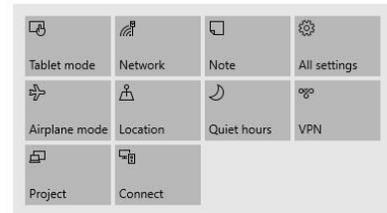
[Add or remove quick actions](#)

Examples of buttons you might find in the Action Center include:

- Toggle Tablet Mode on and off
- Quickly access Display brightness
- Turn Wi-Fi on and off Wi-Fi
- Toggle Location settings
- Turn on Quiet Hours
- Project your screen
- Turn Bluetooth on and off
- Set rotation lock
- Quickly create a new note

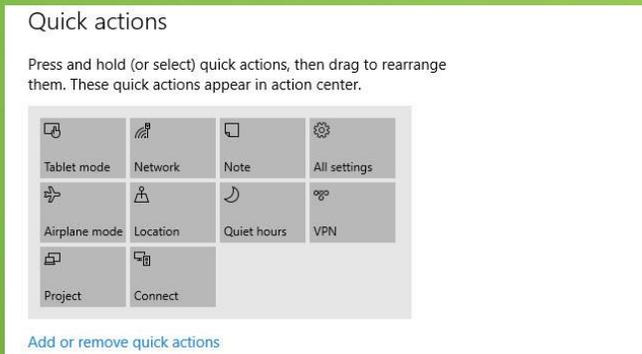
Quick actions

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[Add or remove quick actions](#)

The Action Center is also fully configurable. To select which Quick Actions appear in the Action Center, open the *Notifications & actions* screen as before by clicking the Action Center icon located on the right-hand side of the Windows taskbar, then clicking the *All Settings* button with the gear icon at the bottom. Then, select *System* in the top-left corner of the window and click *Notifications & actions*



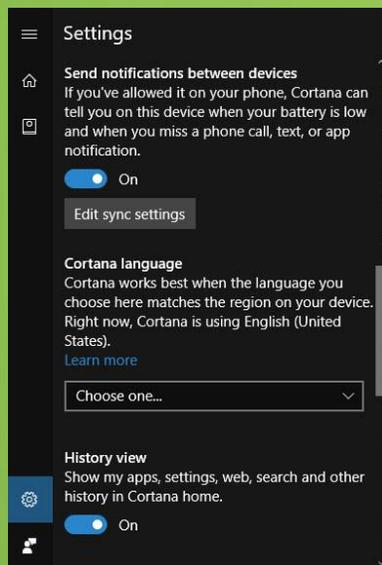
Not only can you turn Quick Action buttons on and off by clicking on “Add or remove quick actions,” but you can also drag and drop buttons to new locations. To re-position a button, just click-hold the button and drag it to the desired location, or on a touch screen just select and drag. The other buttons will move out of the way as you drag a button around, and then release you simply release it where you want the button to be located. Simply close the window when finished to apply the changes.

Note that although some buttons don’t apply to a certain type of machine, like tablet mode on a desktop, that button might still be set to display on your PC by default. In those cases, you’ll notice that they’re grayed out and can’t be accessed. As mentioned before, just click on “Add or remove quick actions” and toggle the relevant buttons off. That will clean up your Action Center and help avoid the frustration of clicking on a non-functioning Quick Action button.

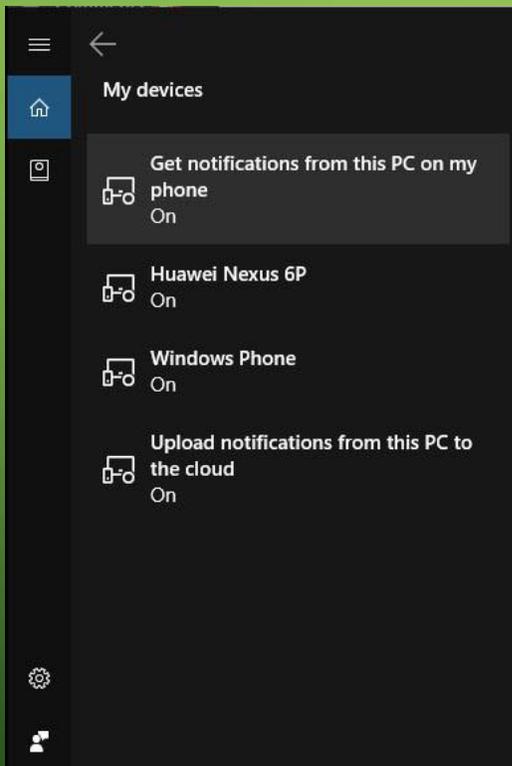
How to see notifications from your Windows 10 Mobile and Android Devices

Windows 10 can also show notifications for your smartphones running Windows 10 Mobile and Android. Cortana actually provides this functionality, and to turn mobile notifications on you'll need to adjust some Cortana settings on both your Windows PC and your smartphone. Below are the instructions for configuring an Android device, which can show low battery notifications and let you know when you've missed a phone call, text, or app notification.

Note: Your Windows 10 PC must be running the Anniversary Update and your smartphone must have Cortana installed and connected to your Microsoft account. Also, if you have multiple Windows 10 PCs and supported smartphones using the same account, then they can all be configured to share notifications

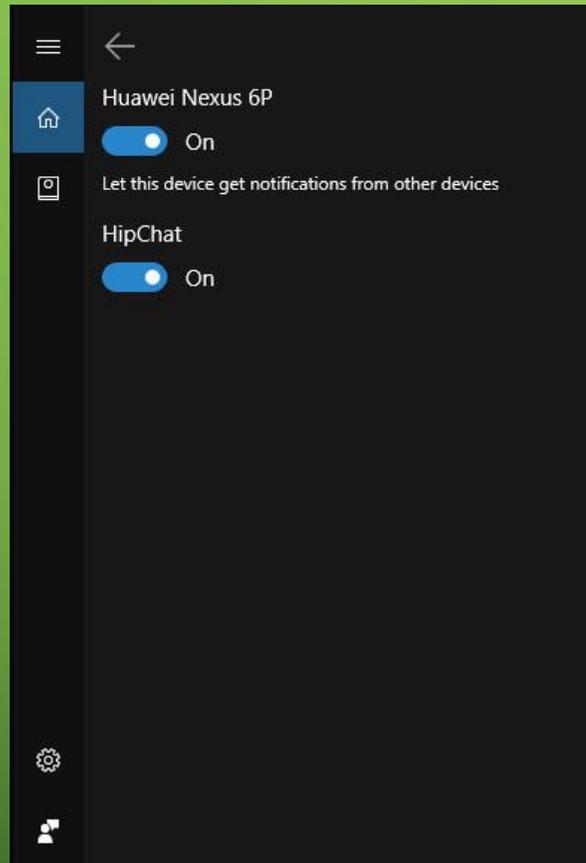


To configure mobile syncing, first click in the Cortana search bar on your PC to open the digital assistant. Click on the settings cog in the lower left-hand corner, then scroll to the “Send notifications between devices” settings.



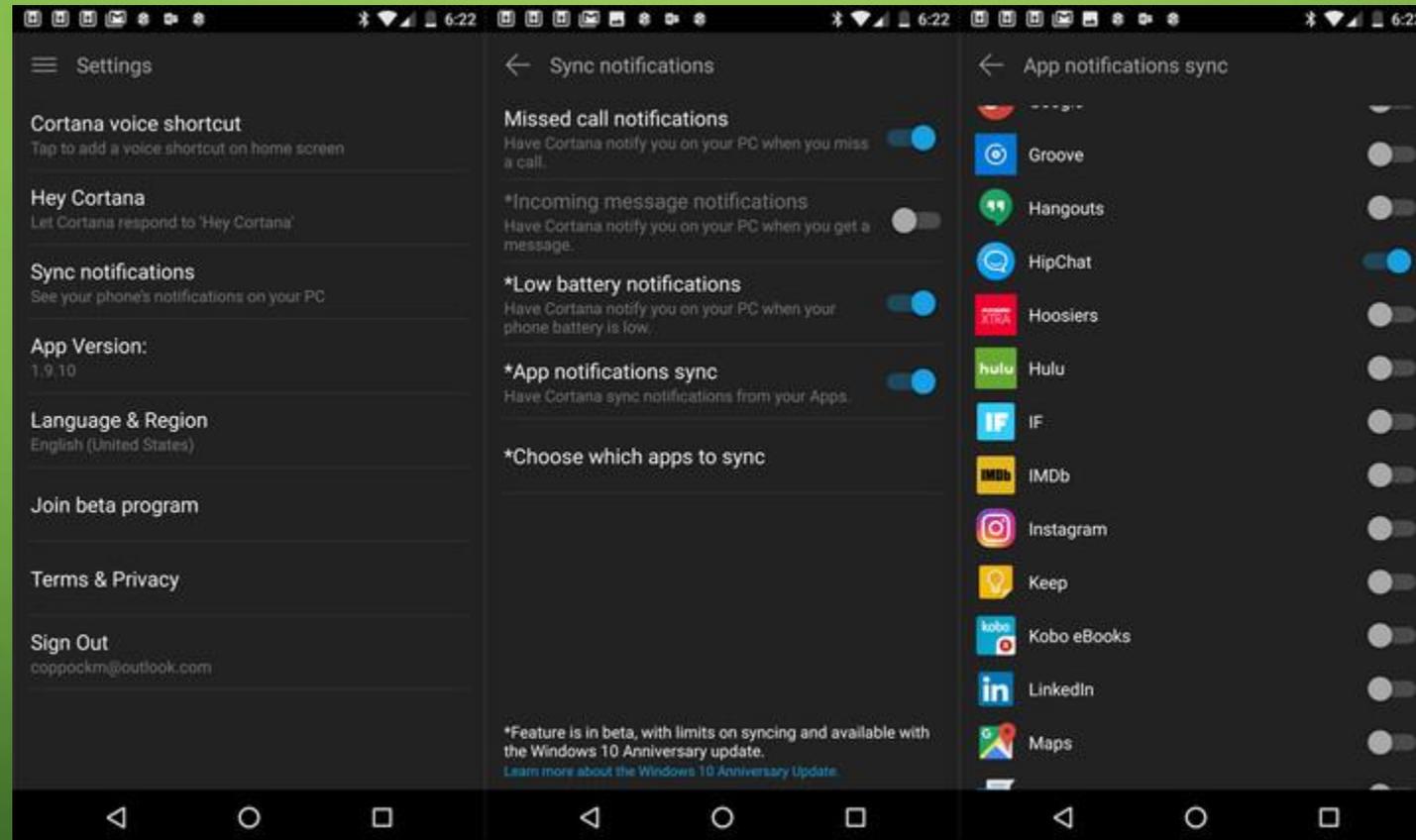
Click on “Edit sync settings,” and then you will be presented with a list of devices tied to your Microsoft account and provided with the ability to toggle notifications for each one. Note the setting to upload notifications to the cloud, which will allow notifications to stay in sync between devices — in other words, dismiss a notification on your Windows 10 PC, and the notification will also close on your smartphone, keeping everything nice and tidy.

How to customize notifications for each app



If you click on the device name option, you'll be given a list of apps that will sync based on what's configured on the Android device. In this case, only the group chat app HipChat is currently set up on the [Nexus 6P](#) to share notifications with Windows 10, and so that's the only app that shows up in this list.

Next, open the Cortana app on your Android device, tap the hamburger menu, then select settings. Tap the “Sync notifications” option, then you can set a few toggles to determine how your Android device will sync notifications. You can toggle missed call notifications, incoming message notifications, low battery notifications, and finally app notifications. Tap on “Choose which apps to sync” to select from a list of apps



Once both the smartphone and the Windows 10 PC have been configured, notifications that generate on the smartphone will also show up on the Windows 10 PC. As mentioned earlier, clearing a notification on one device also clears the notification on the other connected devices.