



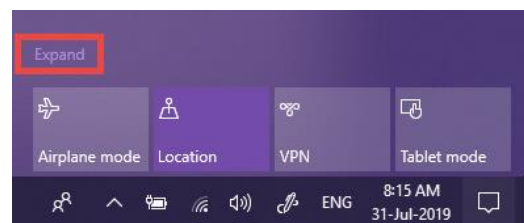
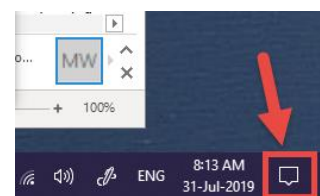
Windows: Suppress Unwanted Notifications with Focus

Scenario: You're giving a PowerPoint presentation to a group and an email notification – which displays the Subject of the email – pops up in the bottom right-hand corner of the screen for all to see. (Note: I once had a smug colleague (knowing that I was giving a presentation) teach me a lesson by sending me an email with the subject "Your probation officer called".

Or maybe you're trying to get some serious work done and the constant barrage of notifications is interruptive.

You can solve this issue with the Windows 10 Focus Assist feature. It enables you to control how and when Windows notifies you of newly received email, messages, phone calls and alarms.

1. Click the ACTION CENTRE icon (shown here) located at the bottom-right corner of your Windows screen.
2. If you don't see all your actions – click the EXPAND link (shown here) so that you can see them all.
3. See how the FOCUS ASSIST square is not highlighted? That means the feature is currently turned off.
4. FOCUS ASSIST is a toggle. Each time you click the FOCUS ASSIST square you toggle between one of three states:
 - ON: PRIORITY ONLY (which you can customize (see below)
 - ON: ALARMS ONLY
 - OFF
5. To customize the PRIORITY ONLY option:
 - In the Cortana search box (beside your Windows START button) – type *focus assist* – and when the FOCUS ASSIST SETTINGS option appears at the top of the list...give it a click.
 - Click the CUSTOMIZE YOUR PRIORITY LIST link (shown here) that is displayed under PRIORITY ONLY.
 - At the PRIORITY LIST window, you can specify which features, people and apps can – or can't – have access to you when ON: PRIORITY ONLY is turned on.
 - Click the ← at the top-left corner of the screen when done making your selections.
6. If you want to designate when Focus Assist should automatically be turned on – at the Focus Assist window (under AUTOMATIC RULES) turn ON the DURING THESE TIMES option...then click the grayed item currently displayed (shown here) to display the DURING THESE HOURS window. Here you can change the start and end times (as well as the frequency and focus levels).
7. When finished, either click the X at the top-right corner of the window (if you're done adjusting the Focus Assist feature) or click the ← at the top-left corner of the screen to get back to the Focus Assist window.



Focus assist

Choose which notification you'd like to see and hear so you can stay focused. The rest will go straight to action center where you can see them any time.

- Off
Get all notifications from your apps and contacts.
- Priority only
See only selected notifications from the priority list. The rest will go straight to action center.
[Customize your priority list](#)
- Alarms only
Hide all notifications, except for alarms.



Now, get to work! 😊