

Windows laptops & PCs | Easy | 2 min read

Focus assist and Do not disturb: stop notifications getting in the way

Pop-up banners and sounds can interrupt a video call, a presentation or just some quiet work. Windows can hold them back until you are ready to see them.

Names to know

In Windows 10 and the earlier Windows 11 versions, this feature is called **Focus assist**. In newer Windows 11 updates, it has been replaced by **Do not disturb** in the notification settings. If one of the names below is missing, try the other.

Turn it on quickly

- Windows 11: click the **bell** or the date and time at the bottom right, to open the notification area, and use the **Do not disturb** bell or button. You can also press **Windows key + N**.
- Windows 10: click the **Notification** icon at the far right of the taskbar, and click the **Focus assist** tile. Each click changes the mode.

Settings

- Windows 11, newer versions: **Settings, System, Notifications, Do not disturb**.
- Windows 11, earlier versions and Windows 10: **Settings, System, Focus assist**.

In **Focus assist**, you have three choices:

- **Off**: you get all notifications.
- **Priority only**: you only see people and apps on a list you choose.
- **Alarms only**: you see only alarms.

Automatic rules

You can have Windows turn it on for you, for example:

- When you duplicate your screen, which is useful in presentations.
- When you are playing a full-screen game or app.
- During set hours, such as in the evening.

Use **Customise your priority list** to pick which people or apps are still allowed through, such as your alarm clock.

After a quiet period

Windows can show a summary of what you missed when you finish. You can find the details in the notification area.

Alarms and calls from apps you added to the priority list may still come through, so check them before relying on silence in a meeting. Notifications from your security software are best left allowed.

When to get more help

Get in touch if notifications still pop up in presentations, if you stop getting messages you need, or if the setting seems to turn itself on and off. We can look at your rules with you.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.