

## Working with the Windows Settings App

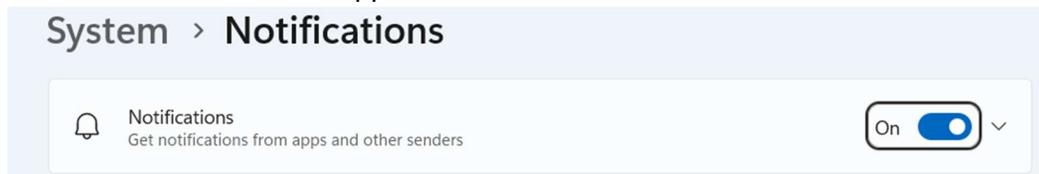
The Windows *Settings* app is a powerful tool. In addition to using it to provide System Information, check and install Windows Updates, customize Display options, and set Privacy/Security options, it can also be used to manage popup notifications and (when you have more than one program that can open a specific document type) specify which program to use as a default for opening that document type.

### I. Manage Popup Notifications

Your email program, or inline mail page in a web browser may include internal notification options to let you choose whether a banner will appear when new mail comes in or a sound will be played, but Windows allows more specific integration with the Desktop. You can choose whether an application will pop up banner notifications in the lower right corner of the Desktop with sound or no sound, or you can tell Windows to display the notification message only in the “Taskbar Corner” in the Windows Notification Area accessible by clicking the icon to the right of Time and Date.

To set these options:

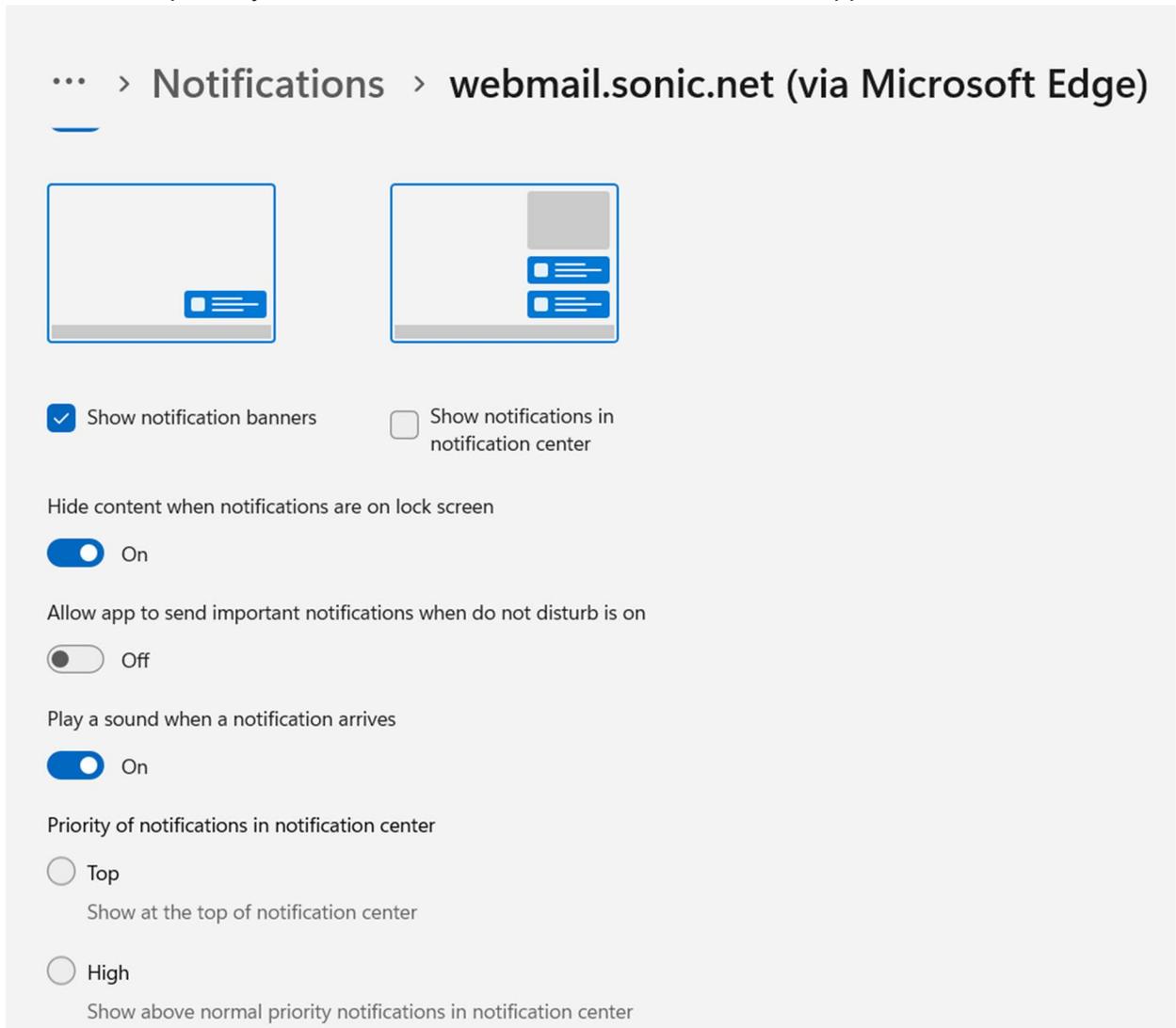
1. Right click the Start Button and choose the Settings option.
2. Click the three horizontal bars in the upper left corner, if present, and under *Find a Setting*, type Notifications and choose *Turn app notifications on or off*.
3. In the center of the main screen that follows, confirm whether you wish the feature to receive notifications from apps and other senders to be on or off.



4. Scroll down to *Notifications from apps and other senders*. Choose the app for which you wish to manage Notifications.



5. Choose the options you wish to be active for notifications from this app.

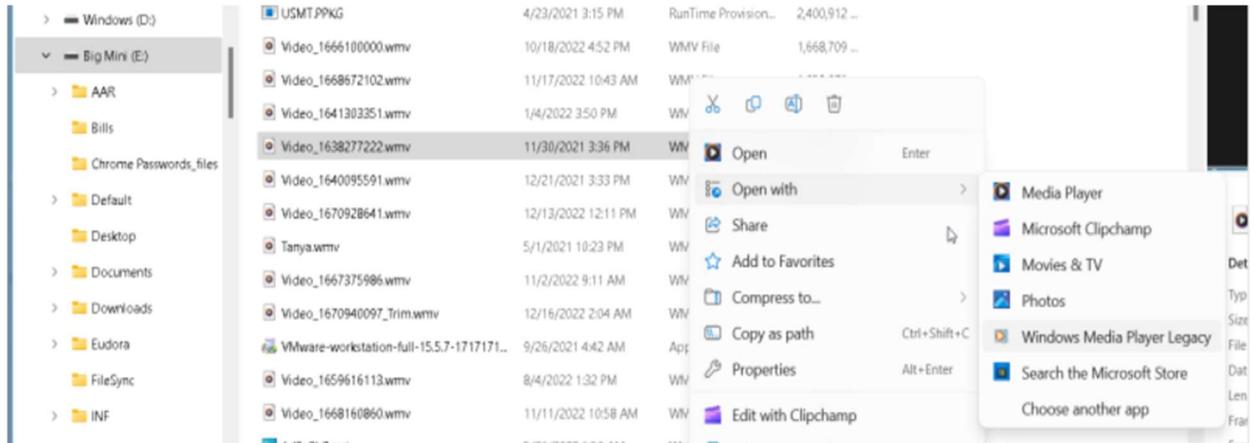


**II. Use “Open With” to choose an application to open your file or use the Windows Settings *File Association* feature to make that app the Default program to open that filetype.**

If you have more than one application installed in Windows that can work with a particular filetype, you can use the right-click “Open With” option on the context menu to choose which program should open the file. This can be particularly useful when you have more than one multimedia player installed to watch videos or movies, or if you have multiple PDF viewers or editor applications.

For example:

1. In File Explorer, navigate to the folder and file you wish to open. (Using File Explorer in **Details view** may be best for this.)
2. Right-click the file and choose *Open With* from the popup Context Menu. Choose the application you wish to open the file and click on its name.

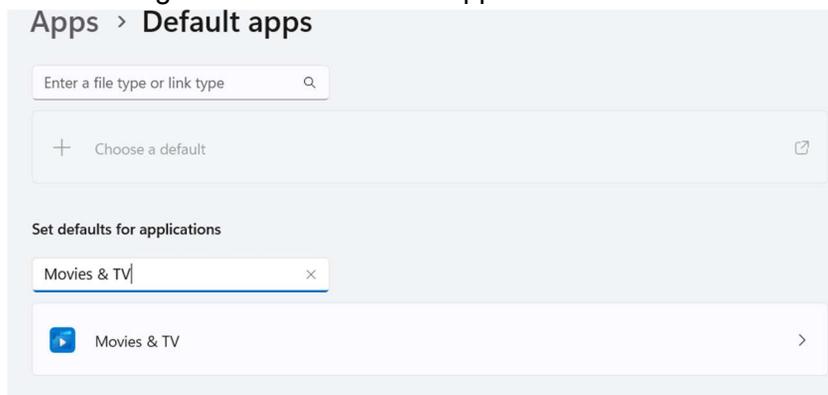


### III. If you wish to make that application (or a similar one) the Default program to open files with a particular file extension, you can use the *Settings* app to do that.

For example:

The Windows 11 *Media Player* app is configured, out-of-the box, to be the program that opens and displays .MPEG video files, but if you wish these files to always open in the *Movies & TV* app, you can open the Windows *Settings* app to change the default program for opening MPEG files:

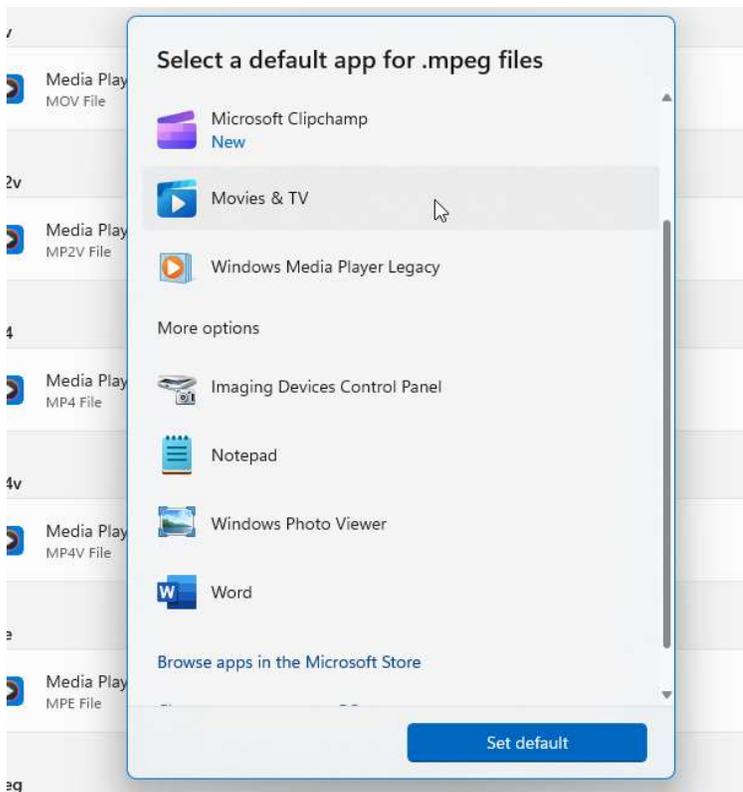
1. Right-click the Start Button and choose the Settings option.
2. Click the three horizontal bars in the upper left corner if present, and under *Find a Setting*, type **Default** and click on **Default app**.
3. Scroll through the listed Windows apps or Search for *Movies & TV*.



4. In the list of apps, scroll down until you find the app which is currently the Default program to open MPEG files and left-click.



5. Scroll through the list of suggested apps, select Movies & TV, and left-click **Set default**.



- 6.

- Lenny Bailes