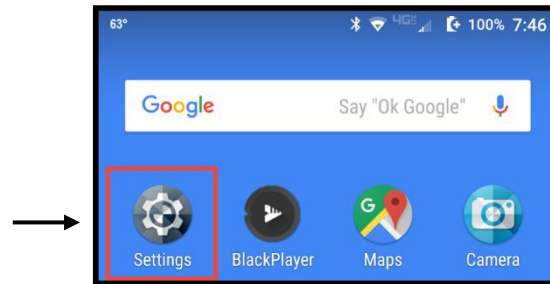


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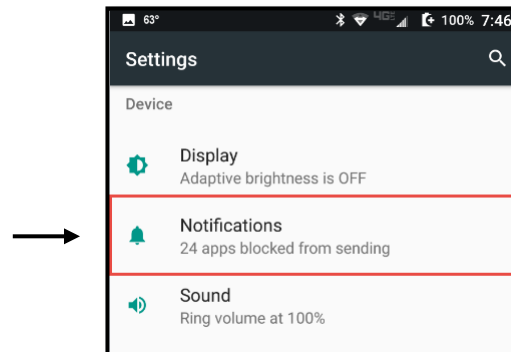
This document offers some tips and tricks for managing some of the features of your smartphone.

TURN OFF NOTIFICATIONS (ON AN ANDROID DEVICE)

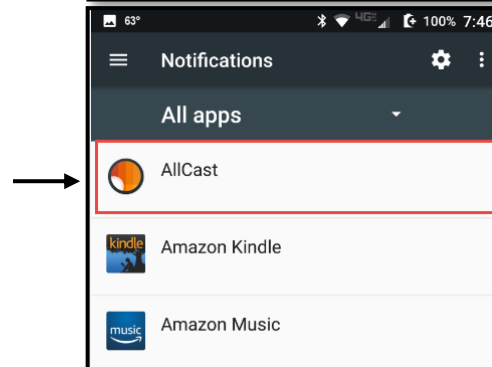
1. Tap on **Settings**.



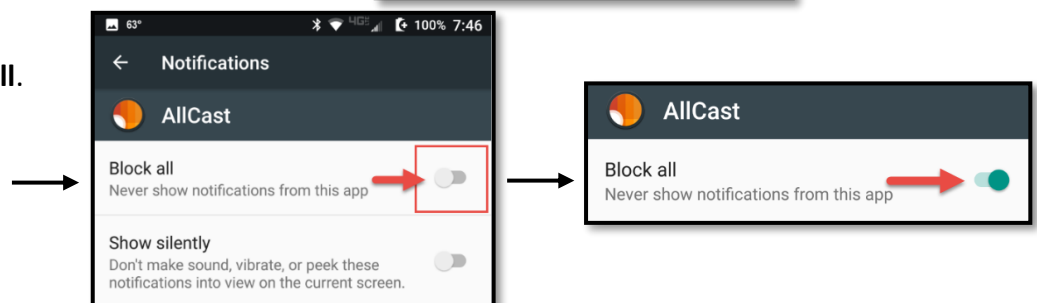
2. Tap on **Notifications**.



3. Tap on the app you no longer want notifications from.



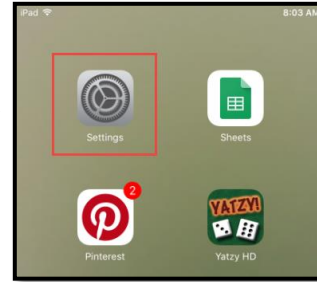
4. Tap on **Block all**.



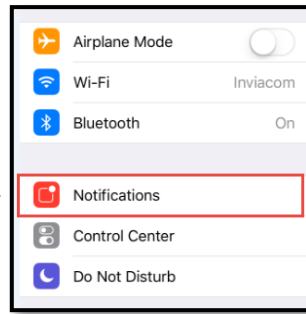
Repeat these steps for each app you no longer want notifications from.

TURN OFF NOTIFICATIONS (ON AN IPHONE/IPAD)

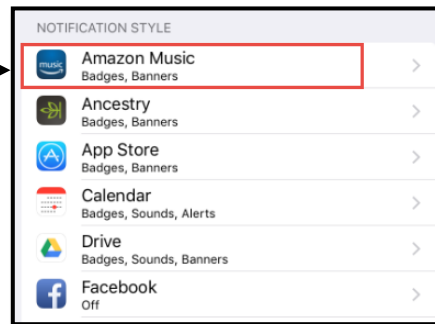
1. Tap on **Settings**.



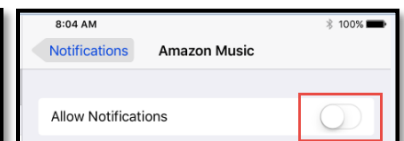
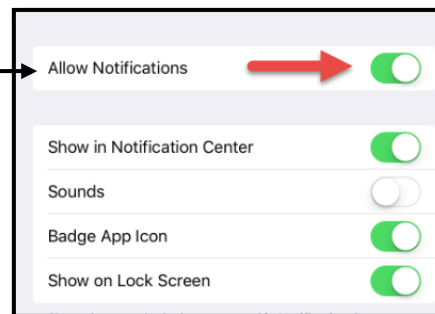
2. Tap **Notifications**.



3. Tap on the app you no longer want notifications from.



4. Tap on **Allow Notifications**.
This turns **OFF** the notifications for the app.



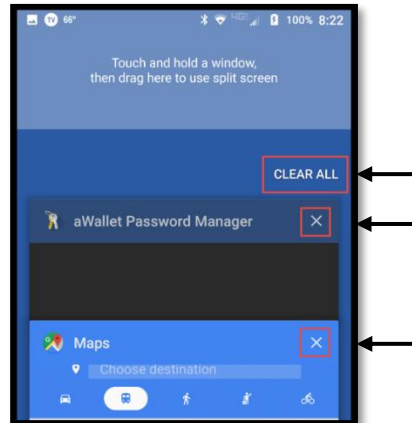
Repeat these steps for each app you no longer wish to receive notifications from.

CLOSING UNUSED APPS (ON YOUR ANDROID)

1. Tap the **Recent Apps** button (located toward the bottom of your smartphone)

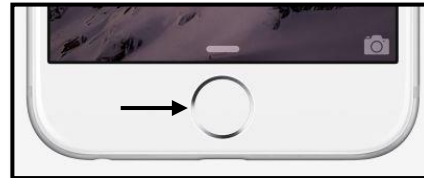


2. To close an individual app, tap the corresponding "X".
3. To close (clear) ALL apps, tap on **Clear All**.

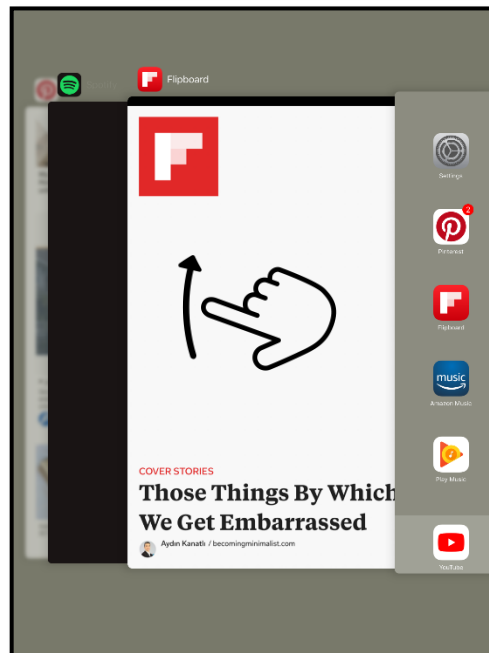


CLOSING UNUSED APPS (ON YOUR IPAD/IPHONE)

1. Double tap the **HOME** button.



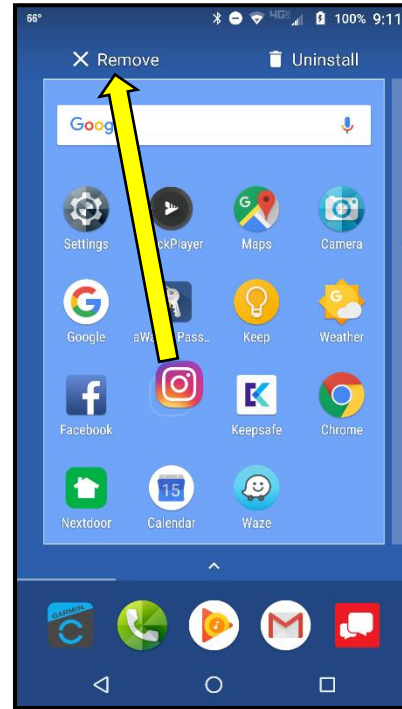
2. To close apps, swipe **UP** on each app you wish to close.



REMOVE INFREQUENTLY USED APPS OFF YOUR SCREEN (ANDROID)

1. Press and hold an app you don't use very often. While continuing to press and hold, drag the app up to the **X Remove** portion of your screen.

NOTE: This will NOT uninstall the app from your smartphone. It only removes the shortcut to that app. You can always add it back to your main screen.



MOVE INFREQUENTLY USED APPS OFF YOUR MAIN SCREEN (IPHONE/IPAD)

1. Press and hold any icon on your screen for 2-3 seconds until the apps appear to "shake."



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2. Press and hold as you drag (to the right) the infrequently used app to a new screen.

NOTE: Repeat for other apps you wish to move off the main screen

NOTE: Press the **HOME** button to stop the icons from “shaking.”

