



## **View and manage notifications**

**Astra**

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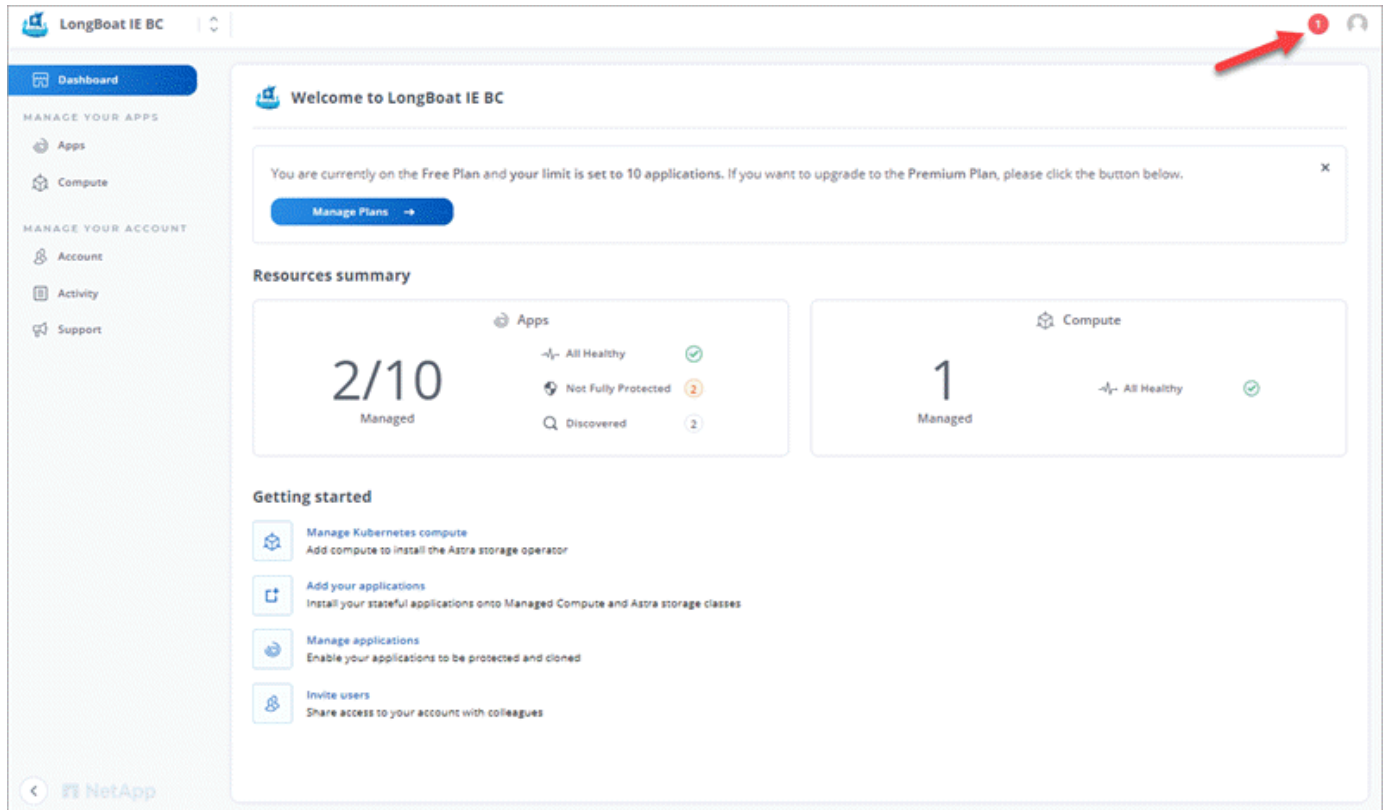
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# View and manage notifications

Astra notifies you when actions have completed or failed. For example, you'll see a notification if a backup of an app completed successfully.

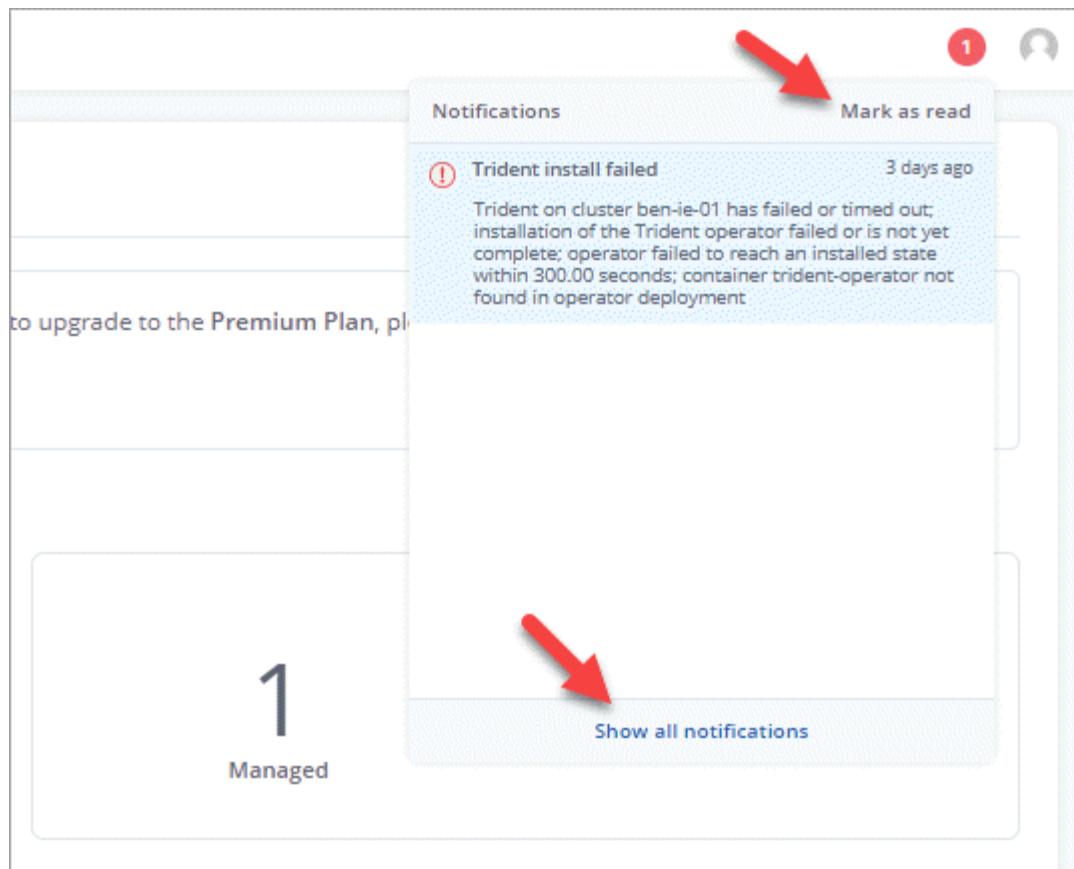
The number of unread notifications is available in the top right of the interface:



You can view these notifications and mark them as read (this can come in handy if you like to clear unread notifications like we do).

## Steps

1. Click the number of unread notifications in the top right.



2. Review the notifications and then click **Mark as read** or **Show all notifications**.

If you clicked **Show all notifications**, the Notifications page loads.

3. On the **Notifications** page, view the notifications, select the ones that you want to mark as read, click **Action** and select **Mark as read**.

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