# Owner Preferences - Introduction

The Owner Preferences feature enables you to customize your Preferences in the ICQ program.   You do not need to configure these preferences in order for most features to work.   However, as you get to know ICQ, you will find that customizing enhances your ease and enjoyment of the program.

**Preferences**

**To access the Preferences:**

Click on the **ICQ** button and select **Preferences**. The **Owner Prefs For [User]** dialog includes the following   settings icons:

- The Contact List icon enables you to customize the appearance and settings of your Contact List.
- The Miscellaneous icon enables you to predetermine general settings.
- The Status Mode icon enables you to set general Availability-Status configurations.
- The Connections icon enables you to specify the ICQ server to which you are connected.
- The Events icon enables you to specify parameters for the incoming file transfers, ICQ chats, URLs, and sound configurations.
- The Internet Externals icon enables you to configure the external applications
- The Shortcut Bar icon allows you to customize your shortcut bar enabling you to access features most commonly used by you as well as other applications.
- The Security & Privacy icon enables you to set certain security and privacy preferences.
- The ICQ ActiveList icon enables you to configure your ICQ ActiveList Invitation settings. See also ICQ ActiveList – Introduction.
- The IrCQ-Net icon enables you to configure your IrCQ-Net Invitation settings.
- The Email icon enables you to configure your Email and ICQmail settings as well as the ICQ Email Check preferences.
- The Voice Message icon enables you to configure your voice message preferences.
- The Greeting Card icon enables you to configure your greeting card preferences.
- The Plugin for ICQ icon enables you to configure your unknown message settings.
- The Phone-"Follow Me" icon enables you to configure your phone authorization and phone call request settings.
- The Picture icon enables you to configure your picture authorization settings.

# Contact List Settings - Introduction

**To access your Contact List Settings:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon to access the following tabs.

   - Select the <span style="color:green">Options</span> tab to customize the settings of your Contact List.

   - Select the <span style="color:green">Design</span> tab to customize the appearance of your Contact List.

   - Select the <span style="color:green">Shortcuts</span> tab to edit your keyboard shortcuts on your Contact List.

   - Select the <span style="color:green">Colors</span> tab to change the colors of your Contact List.

3. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

## Contact List Settings - Options Tab

## Configuring the Options Tab

The Options tab enables you to customize the settings of your Contact List.

**To configure the options on your Contact List:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Click on the **Contact List** icon and choose the **Options** tab.
3.  Choose from the following options in the **Options** window.
    - Check the **Popup Contact List upon incoming event** box to set your Contact List to automatically open (when it was minimized) upon receipt of an incoming event.
    - Check the **ICQ Window, when open, always showing on your desktop** box so that the ICQ Window, when open, is always showing on your desktop.
    - Check the **"Floating Users" always showing on desktop** box if you wish floating users (which you designated by selecting a user on you Contact List, choosing "Floating" option) to always be showing on your desktop when ICQ is open. Alternatively, you may also click on the name from your Contact List and drag it onto your desktop.
    - Check the **Move the last user that sent an event to the top of the Contact List** box if you want the sender of the last event to appear at the top of your Contact List or group.
4.  Choose from the following options in the **Auto Hide** window.
    - Check the **Auto Hide Delay** box and select a number of seconds to set ICQ to automatically remove itself from your screen after a certain interval when not in use.
    - Check the **Auto hide as Windows taskbar** box if you checked the **Auto Hide Delay** box and you want the Window to disappear from your desktop when you move your cursor to the desktop or application that you are working on. The Window reappears when you move your cursor to the previous location of your Contact List.
5.  Choose from the following options in the **Alerts** window.
    - Check the **Global online alert by:** box to receive an online global alert when a user comes online. Then check the **Blink** box to receive a flashing user name alert and/or the **Sound** box to receive a sound alert.
    - If you checked the **Global online alert by:** box, check the **Alert when returning from "NA/Away"** box to receive an online alert from users that return to Online/Available mode, from N/A mode and Away mode.
    - Check the **Blink in tray only when minimized** box to set ICQ to notify you of incoming events by a flashing icon in your desktop tray only when your Contact List is minimized.
6.  Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

### Contact List Settings - Design Tab

## Configuring the Design Tab

The Design tab enables you to customize the appearance of your Contact List.

**To configure your Contact List design:**
1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon and choose the **Design** tab.
3. Choose from the following options in the **Design** window.
   - Check the **Show top ICQ buttons** box to show the User/Groups and the All/Online buttons at the top of your ICQ Window.
   - Check the **Show bottom ICQ buttons** box to show the Add/Invite Users, Services and My ICQ buttons and the bottom of your ICQ Window.
   - Check the **Show Contact List buttons** box to show the buttons that appear at the bottom of your Contact List. These include the Help Cards, the To Simple Mode, and the Chat With A Friend buttons.
   - Check the **Show shortcut bar (ICQ Quick)** box to enable the Shortcut Bar feature on your ICQ Window.

     Check the **Auto hide shortcut bar (ICQ Quick)** box to hide the shortcut bar when your cursor is not positioned on the right of your ICQ Window.
   - Check the **Show user ToolTip** box to enable the User ToolTips feature on your Contact List.
   - Check the **Sort Contact List by:** box and then select either the **Name** radio ¤ button or the **Status** radio ¤ button to view the names on your Contact List either alphabetically by name or according to their Availability status.
4. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Contact List Settings - Shortcuts Tab

## Configuring the Shortcuts Tab

The Shortcuts tab enables you to edit your keyboard shortcuts on your Contact List.

**To configure your Contact List shortcuts:**
1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon and choose the **Shortcuts** tab.
3. Check the **Activate ICQ Keyboard Shortcuts** box (set by default) to enable the following options.
   - Choose the feature you wish to edit from the **ICQ Feature:** field.
   - The current keyboard shortcut to the feature you chose is displayed in the **Current Assign Shortcut:** field.
   - Type in the new keyboard command in the **Edit Current Shortcut:** field.
4. Click on the **Reset** button to reset the default shortcut for the chosen feature.
5. Click on the **Reset All** button to reset the default shortcuts for all the features.
6. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

**Contact List Settings - Colors Tab**

## Configuring the Colors Tab

The Colors tab enables you to change the colors of your Contact List.

**To configure your Contact List colors:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon and choose the **Colors** tab.
3. Click on a **Color** field in the **Contact List Colors** window and choose a color for that text of that option.
4. Check the **Background Color** box in the **Contact List Background Color** window and click on the **Color** field to choose a color to appear in the background of your Contact List.
5. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Miscellaneous - Configuring Settings

## Configuring Miscellaneous Settings

The Miscellaneous option enables you to predetermine general settings, such as showing ICQ announcements, automatically receiving external applications, setting multi-language support, and more.

**To configure settings of incoming events:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Miscellaneous** icon.
3. Choose from the following options.
   - Check the **Multi language support** box to be able to write messages in other languages (as long as the language program exists in your computer).
   - Check the **Show ICQ announcements** box to enable the ICQ Announcements to be displayed upon start-up of the program.
   - Check the **Access menus by left button** box to be able to access the user menus for each user on your Contact List by using the left mouse button. (This is the default.)
   - Check the **Activate "ICQ Send To User" shell extension** box to be able to open a list of your contacts from any file on your desktop.
4. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Status Mode – Configuring Settings

The Status Mode tab enables you to predetermine the amount of time to pass before ICQ automatically switches you into either "Away" status mode or "N/A" status mode.   When you step away from your computer, ICQ will automatically switch you into "Away" status mode or "N/A" status mode after the designated time you have predetermined.   You may also determine whether or not your desktop tray will display incoming messages regardless of your availability status.

**To configure your Availability-Status Mode Settings:**

1.   Click on the **ICQ** button and select **Preferences**.

2.   Click on the **Status Mode** icon.

3.   Choose from the following options.

   • Check the **Set "Away" status after** – **minutes of not using the computer** box and enter the amount of time in the blank field to determine how long before ICQ switches into "Away" status when you step away from your computer.

   • Check the **Set "N/A" status after** – **minutes of "Away"** box and enter the amount of time in the blank field to determine how long before ICQ switches into "N/A" status when you have been in "Away" status for designated amount of time.

   • Check the **Show messages in tray in all status modes.   Incoming even icon will flash in your desktop tray regardless of your status mode** box to have all incoming messages displayed by a flashing icon in your desktop tray regardless of your Availability status.

   • Check the **Disable "Online Alert" messages in "Away", "DND", "N/A", and "Occupied"** box to have online alert messages disabled.

4.   Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Internet Externals - Configuring Settings

ICQ is perfect for launching Internet Telephony/Voice Chat/Games applications, or any other external application utilizing direct user connection. In order to use external applications you must configure them in your Owner Preferences. See Internet Telephony/Game Request (External Application)—Launching.

**To configure the application into your Owner Preferences:**

1.  Click on the **ICQ** button and select **Preferences**.

2.  Click on the **Internet Externals** icon.

3.  Choose from the following options.

    - Click on the **New External** button and choose a group from the pull-down menu next to the **Group** field. Enter a new external application in the **Define New External Application** dialog. Click on the **Browse** button to open the **Open** dialog and enter the relevant directory where you saved the application. Select the external application and click on the **Open** button.

    - Select an application under the heading **Registered External Applications** and click on the **Edit** button to configure an application that you have installed, but that ICQ does not yet recognize. In most cases, a **Define New External Application** dialog is displayed. Click on the **Browse** button to open the **Open** dialog where you should find and enter the relevant directory where you saved the application. Select the external application and click on the **Open** button.

    - Click on the **Remove** button to take out an application from the list.

4.  Click on the **OK** button to return to the **Owner Prefs For: [User]** dialog, and click on the **OK** button again to set your changes. When you view the list of applications in the **Externals** tab, a unique icon appears next to the installed application.

# Connections Settings – Introduction

**To access your Connections Settings:**

1. Click on the **ICQ** button and select **Preferences**.

2. Click on the **Connections** icon to access the following tabs.

   - Select the <span style="color:green">General</span> tab to change the Internet connection type that you entered upon registration, as well as several ICQ default settings.

   - Select the <span style="color:green">Server</span> tab to configure your ICQ server host and port.

   - Select the <span style="color:green">Firewall</span> tab to configure Proxy server settings if you are a behind a firewall.

   - Select the <span style="color:green">User</span> tab to change the incoming ports for communication with users that are behind a Firewall.

3. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Connections Settings - General Tab

## Configuring the General Tab

The General tab enables you to change the Internet connection type that you entered upon registration, as well as several ICQ default settings.

**To specify your Internet connection type:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Click on the **Connections** icon and choose the **General** tab.
3.  Choose from the following options.

    - Select the **Modem (dial-up connection)** radio ¤ button if you are connected through a modem or any other dialup device.

    - Select the **Permanent (LAN, Cable Modem, etc.)** radio ¤ button if you are connected through a LAN.

    - Check the **Launch ICQ on startup** box to launch the NetDetect Agent when you start your computer, which will automatically launch ICQ when you connect to the Internet.

    - Check the **Launch default Web browser when connection is detected** box to automatically launch your Web browser upon connection to ICQ or to the Internet.

    - Check the **Automatically activate sleep mode upon disconnection** box to put the NetDetect Agent in your desktop so that ICQ is launched upon connection to the Internet.   (If you've disconnected from the Internet and closed ICQ, once you re-connect to the Internet again, this option will launch your ICQ.)

    - Click on the **Edit Launch List** button if you wish to launch other applications upon connection to the Internet.

        Click on the **Add** button to display the **NetDetect Launch Application** dialog.

        Enter the name of the application in the **Enter Application Name** field.

        Enter the executable file (*.exe) in the **Application Executable Path** field, or click on the **Browse** button to locate the file.

        Enter the command line in the **Command Line Parameters** field.

        Enter the directory path in the **StartUp Path** field, or click on the **Browse** button that specifies the folder that contains the original item or some related files.   Sometimes, folders need to use files from other locations.   You may need to specify the folder where these files are located so that ICQ can locate the program.

4.  Choose from the following options if you have problems communicating with other users.

    - Click the **Always use internal IP** radio ¤ button to use your internal IP number.

    - Click the **ICQ will determine the IP automatically** radio ¤ button to allow ICQ to choose whether to use your real IP or internal IP to establish the best connection.

    - Click the **Always use external IP** radio ¤ button to use your real (external) IP number.

5.  Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Connections Settings - Server Tab

## Configuring the Server Tab

The Servers tab enables you to change the configurations of your ICQ server host and port.

**To change the configurations of your ICQ server:**
1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **Server** tab.
3. Enter the host in the **Host** field.
4. Enter the port in the **Port** field.   Or, choose from the following options.
   - Click on the **Auto Configure** button to change the configurations automatically.
   - Click on the **Reset** button to reset the default settings.
5. Choose from the following options.
   - Click on the **Not using Firewall** radio ¤ button if you are not using a firewall.
   - Click on the **Using Firewall** radio ¤ button if you are using a firewall.

     Click on the **Not using proxy** radio ¤ button if you are not using a proxy.

     Click on the **Using Proxy** radio ¤ button if you are using a proxy and then use the pull-down menu to choose the proxy you are using.
6. Check the **Keep connection alive** box to ensure you do not lose connection to the server.
7. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Connections Settings - Firewall Tab

## Configuring the Firewall Tab

The Firewall tab allows you to change your Proxy server settings if you are behind a Firewall.   You may define more than one Proxy.

**To define your Proxy:**

1.    Click on the **ICQ** button and select **Preferences**.

2.    Click on the **Connections** icon and choose the **Firewall** tab.

3.    Enter the host in the **Host** field.

4.    Enter the port in the **Port** field.

5.    Check the **Authentication** box to have ICQ request your user authentication each time you startup.

  - Enter your username in the **Username** field.

  - Enter your password in the **Password** field.

6.    Choose from the following options.

  - Check the **External proxy IP:** box and enter your proxy IP number in the blank field.

  - Check the **Use proxy to resolve hostnames** box to have the proxy define your hostnames.

7.    Click on **Save** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Connections Settings - User Tab

## Configuring the User Tab

The User tab enables you change the incoming ports for communication with users that are behind a Firewall.

**To change the incoming ports:**
1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **User** tab
3. Choose from the following options:
   - Click the **Use server proxy settings (recommended)** radio ¤ button to use the proxy settings recommended. You may view these settings in the Server tab.
   - Check the **Not Using Proxy** box to change the incoming ports if you are not using a proxy.

     Click on the **Use dynamically allocated port numbers (default)** radio ¤ button to use the port numbers allocated by ICQ.

     Click on the **Use the following TCP listen port for incoming event** radio ¤ button to enter incoming ports.

     Enter the TCP listen ports in the **From: __ To: __ fields**.
   - Check the **Using Proxy** box to determine the type of proxy you are using.

     Use the pull-down menu to choose the proxy from the **Select from the list below type of proxy** field.
4. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Events Settings - Introduction

**To access your Contact List Settings:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon to access the following tabs.

   - Select the General tab to specify the parameters regarding sending or receiving events.

   - Select the Chat tab to configure your settings for ICQ Chats requests.

   - Select the Web Page (URL) tab to configure the settings for Web Page Addresses (URLs).

   - Select the File Transfer tab to specify parameters for incoming file transfers.

   - Select the Internet Externals tab to specify the parameters for Internet Externals requests.

   - Select the Sounds tab to configure your sound events.

3. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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## Events Settings - General Tab

## Configuring the General Tab

The General tab enables you to specify parameters regarding sending or receiving events.

**To configure additional options to apply to all events:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **General** tab.
3. Choose from the following options.
   - Check the **Pop up response dialog on your desktop without having to double-click on the incoming event icon** box if you want a response dialog to automatically display upon receipt of the event.
   - Check the **Set ICQ to automatically select a sender's name on your Contact List upon receipt of the selected event from that user** box to automatically have a sender's name highlighted on your Contact List upon receipt of the event from that user.
   - Check the **Automatically send messages through server if direct connection fails** box to automatically send the event through the ICQ server.
   - Check the **Configure ICQ to play a sound upon receipt of an event** box to have ICQ give you a sound alert upon receipt of an event.
   - Check the **Do not log event history** box to disable the <span style="color:green">History of Events</span> feature that automatically saves all incoming events
4. Click **Save** to save your changes or click on the **Cancel** button to exit the dialog without saving your changes.

## Events Settings - Chat Tab

## Configuring the Chat Tab

The Chat tab enables you to configure your settings for ICQ Chats requests.

**To configure incoming ICQ chat requests:**

1.	Click on the **ICQ** button and select **Preferences**.
2.	Click on the **Events** icon and choose the **Chat** tab.
3.	Choose from the following options.

- •	Select the **Display incoming Chat Request dialog upon receipt of a Chat Request** radio ¤ button to automatically display the **Incoming Chat Request** dialog upon receipt of a chat request. From this dialog, you may choose to accept or decline the chat request.

- •	Select the **Automatically receive all incoming Chat Requests** radio ¤ button to have all incoming chat requests automatically accepted. Then choose from the following options.

	Check the **Minimize the intermediary dialogs between requesting a Chat and opening the Chat screen** box or the **Let other users join your Chat session without your authorization** box.

- •	Select the **Automatically refuse all Chat Requests** radio ¤ button to have all chat requests automatically refused.

4.	Click **Save** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

**Note:** Accepting a chat request will enable the sender and any other user who joins the chat session to view your IP address.

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# Events Settings – Web Page (URL) Tab

## Configuring the Web Page (URL) Tab

The URL tab enables you to configure the settings for Web Page Addresses (URLs).

**To configure incoming Web Page Addresses:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **Web Page (URL)** tab.
3. Choose from the following options.

   - Select the **Show URL Response Dialog when receiving a Web page address** radio ¤ button to display the **Incoming Event** dialog upon receipt of a URL. You may then save the Web Page Address to a bookmark and open the Web page in your browser.

   - Select the **Automatically add URL to Bookmarks list** radio ¤ button to automatically add the URL to your list of bookmarks if your browser is Internet Explorer.

   - Select the **Automatically refuse all incoming Web page address messages** radio ¤ button to have all incoming URLs automatically declined.

   - Check the **Automatically open all incoming Web page addresses in your Web browser** box to have all incoming Web page addresses in your Web browser automatically displayed on your desktop. Then choose from the following options.

     Select **Open in new browser window** to open a separate window to view an incoming URL when your browser is already open to another Web site.

     Select **Open in current browser window** to open an incoming URL in your open browser window, replacing the Web site you were already viewing.

4. Click **Save** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

## Events Settings - File Tab

## Configuring the File Tab

The File Transfer tab enables you to specify parameters for incoming file transfers.

**To configure your incoming file transfers:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Click on the **Events** icon and choose the **File Transfer** tab.
3.  Choose from the following options.

    - Select the **Show File Request Response Dialog when receiving an incoming file** radio ¤ button if you want to receive a File Request dialog when you receive an incoming file. You may then accept or refuse the request.

    - Select the **Accept all incoming File Requests automatically** radio ¤ button to accept all incoming file requests automatically.
      You may also check the Minimize the File Transfer dialog when receiving a File Transfer box.

    - Select the **Automatically refuse all incoming file requests** radio ¤ button to have all incoming file requests automatically declined. The user who sent you the file transfer request will receive a dialog stating that you have declined to accept the file.

    - Check the **Automatically refuse File Transfer requests sent by users not on my Contact List** box to have all file transfer requests sent by users who are not on your Contact List automatically declined.

    - Check the **Overwrite received files with incoming files by the same name** box to overwrite previously received files by the same name.

    - Click on the ![icon] button to choose the file path in which you want to save the incoming files. You may choose to leave the default file path C:\Program Files\ICQ\Received Files.

    - Check the **Save under user name folder** box to save the file under the name of the user that sent you the folder.

4.  Click **Save** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

**Note:** Accepting a file transfer will enable the sender to view your IP address.

**Caution!** Some files may be harmful. Before receiving any files from any user, and even if the ICQ# from which the file transfer notice is sent looks familiar to you, it is strongly recommended that you verify that the person sending you these files is indeed the person you think he is. For example ask him/her for some kind of information known only to the both of you. Please make sure not to receive files from users you do not trust, from users you are not sure they are who they say they are or whenever you are not sure you want to receive the files.

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# Events Settings – Internet Externals Tab

## Configuring the Internet Externals Tab

The IP & Games tab enables you to specify the parameters for Internet Telephony/Games/Chats requests.

**To configure your incoming Internet Telephony/Games/Chat requests:**

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **Internet Externals** tab.
3. Choose from the following options.
   - Select the **Show Internet Telephony/Games/Chat Request Response Dialog upon receipt of an event** radio ¤ button to display the dialog upon receipt of an event so you may then choose to accept or refuse the incoming event request for launching an external application.
   - Select the **Automatically accept all incoming requests to launch Internet Telephony/ Games/Chat external applications** radio ¤ button to automatically accept all incoming requests to launch external applications.
   - Click the **Automatically refuse all incoming requests to launch external applications** radio ¤ button to automatically decline all incoming requests to launch external applications.
4. Click **Save** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

**Note:** Accepting an Internet Telephony/Games/Chat request will enable the sender, and may enable others who join this session, to view your IP address.

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**Events Settings - Sounds Tab**

## Configuring the Sounds Tab

The Sound Configuration tab enables you to configure your sound events.

**To configure the your sound events:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Click on the **Events** icon and choose the **Sounds** tab.
3.  Select an event under the heading **Events** and choose from the following options.
    *   Click on the **Select** button to select a sound for that event from another file.
    *   Click on the **Disable** button to disable any sound for that incoming event.
    *   Click on the **Preview** button to hear the default sound or the sound you selected.
4.  Select a scheme from the **Sound Schemes** pull-down menu and choose from the following options.
    *   Select **ICQ Defaults** to restore the ready made sound scheme that comes with your program.
    *   Configure a sound for each event and click on the **Save As** button to save it as another sound scheme that will appear in the **Sound Schemes** pull-down menu.
    *   Click on the **Export** button to save a sound scheme in another location.   This option allows you to send it to other ICQ users.
    *   Click on the **Import** button to configure a sound scheme from another directory.
    *   Select a scheme from the pull-down menu under the heading **Sound Schemes** and then click on the **Delete** button to delete that scheme from the pull-down menu of options.
5.  Click **Save** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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# ICQ Shortcut Bar (ICQ Quick) - Configuring Settings

ICQ Quick provides you with a convenient and easy way to access ICQ functions. ICQ comes with a default shortcut bar on the right side pane of your ICQ Window. You may add the shortcuts available to you by ICQ, add short cuts from any other applications, remove them when necessary and even position them in a different order. See ICQ Quick Shortcut Bar—Customizing.

**To customize your ICQ Quick Shortcut Bar:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Click on the **Shortcut Bar** icon.
3.  Choose from the following options.

    - Highlight the icon that you wish to add to your shortcut list and click on the **Add** button to add them to your shortcut bar.

    - Click on the **Add File** button if you wish to add a shortcut icon for another application and choose the file path. You may also import shortcuts unto your shortcut bar by simply dragging and dropping them into your shortcut bar.

    - Highlight the shortcut that you wish to remove from the box on the right side of the dialog and click on the **Remove** button.

    - Select the shortcut and click on the **Up** button if you wish to move the icon up on the list.

    - Select the shortcut and click on the **Down** button if you wish to move the icon down on the list.

    - Click on the **Restore ICQ Defaults** button if you wish to have only the ICQ default shortcuts on your shortcut bar.

4.  Click **Save** to save your changes or click on the **Cancel** button to exit the dialog without saving your changes.

# Security and Privacy - Introduction

ICQ offers various Security and Privacy features, including options that were designed to assist you in taking part in determining the level of privacy with which you feel most comfortable. The ICQ features and options described in this Help File, including security and privacy features, may not operate according to the description provided in this Help File or may not operate at all.

The various ICQ software versions may contain different privacy and security features made to enable you to maintain your privacy while still enjoying ICQ. The privacy and security issues described here for the **Advanced Mode of ICQ 2000a**, which should be suitable for Windows 95, Windows 98, Windows 2000 and Windows NT, may not apply to other versions of the ICQ software such as 99a, 99b, Windows CE, the Macintosh versions or the Java versions of ICQ. Also note that the security and privacy issues described in this Help File may not apply to the Simple Mode options of ICQ 2000a. You are, therefore, advised to carefully study the relevant and applicable security and privacy features before using each such different version.

**To configure your security and privacy settings:**

1.  Click on the **ICQ** button in your ICQ Window.

2.  Select **Security & Privacy**. You may also access the Security & Privacy settings from **Preferences**.

3.  Choose from the following tabs.

- Select the General tab to determine if users need your authorization to add you to their Contact Lists, to set your Security Level and determine whether to enable others to view your online/offline status from the Web.

- Select the Password tab to change your password.

- Select the Direct Connection tab to configure your peer-to-peer communication preferences.

- Select the Ignore tab to set ICQ to ignore messages, URLs, chat or authorization requests, and other events sent to your ICQ# from an ICQ# on your Ignore List. You may also use this tab to choose whether to accept messages only from users on your Contact List and/or to ignore WWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous versions of ICQ which do not fully support the Direct Connection feature. This tab also enables you to control some of the spam and junk mail you may receive from time to time. When you place a user on your Ignore List, you will not receive events sent by this user to your ICQ#. The user will not be aware that the events he or she is sending are not displayed to you.

- Select the Invisible tab to determine if a user that has you on his/her Contact List can see your online status.   This tab enables you to appear offline on such a user's Contact List   even if you are online.

- Select the Visible tab to determine if your status will be visible on a user's Contact List, even if you are in Privacy (Invisible) status.   See Availability-Status Modes.

- Select the Words List tab to filter your present choice of words and URLs from incoming ICQ events, search results information pertaining to queries you made on the ICQ Global Directory for information about users and information on random users available through the Chat With A Friend feature.

4.  Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

See also Availability-Status Modes

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**IMPORTANT NOTICE**

Please note that the ICQ Software and its privacy and security features, as with most Internet applications, is vulnerable to various security issues and hence should be considered unsecured. By using the ICQ Software and the Internet in general, you may be subject to various risks, including among others:

- Exposure to **objectionable material and/or parties,** including without limitation, contaminated files.

- Unauthorized invasion of your privacy during, or as a result of, your use or another's use of the system.

- Spoofing, eavesdropping, sniffing, spamming, breaking passwords, harassment, fraud, forgery, "imposturing", electronic trespassing, tampering, hacking, nuking,

system contamination including without limitation use of viruses, worms and Trojan horses causing unauthorized, damaging or harmful access and/or retrieval of information and data on your computer and other forms of activity that may even be considered unlawful.

- Unauthorized exposure of information and material you listed or sent, on or through the ICQ system to other users, the general public or any other specific entities for which the information and material was not intended by you.

If you do not wish to be subjected to these risks, you are advised not to use the ICQ Software. Furthermore, please do not use the ICQ Software for "**Mission Critical**" or "**Content Sensitive**" applications and purposes. For the purpose of this section "**Mission Critical**" applications and purposes shall mean applications and use that may result in damage; "**Content Sensitive**" shall mean any information or data you do not wish to be freely accessible and generally available to Internet users.

Please note that in each and every Internet application, the IP address of the sender is an integral part of the TCP/IP standard protocol of the Internet, and can be extracted by any party to the communication session using certain software and/or hardware.   Also note that the IP privacy feature, designed to allow an ICQ user to reduce the exposure of his/her IP address on ICQ, is provided to you as a convenience only and does not guarantee a complete non-exposure of your IP address.

For the ICQ Software's terms of service please review the ICQ License Agreement, the Privacy Policy, the Acceptable Use Policy, Usage Notices, Tools Notices and any other terms of service document available on or through http://www.icq.com/legal/.

European Union ICQ users understand and consent to the processing of personal information in the United States.

<div align="center">***************</div>

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# Security and Privacy - General Tab

## Configuring the General Tab

The General tab allows you to determine if users need your authorization to add you to their Contact Lists, to set your Web Aware authorization, and to determine your security level.

**To access the General tab in order to configure the ICQ security settings:**

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog. Or access the tab from Preferences.

2. Click on the **General** tab.

3. Choose from the following options.

   - Authorization Mode – Changing This option allows you to determine whether or not users should request your permission to add you to their Contact Lists, thus allowing them to detect your status.   You set your Authorization mode during the ICQ registration process or you may change it at any time. See Authorization Mode.

   - Security Level – Selecting   This option allows you to choose from three settings to determine your ICQ program's security level, regarding when you are required to enter your password.   If you are the only one with access to your computer, you may select the low security level so that you don't need to enter your password every time you log on to ICQ and in other operations.   Or, you may select the medium security level so that you are required to enter your password only for certain ICQ activities. (for example, to change your User Details).   If others have access to your computer, you may choose high security level so that you are required to enter your password every time you log on to ICQ and for other ICQ activities once ICQ is open.

   - Web Aware – Activating   The Web Aware security feature allows you to determine whether others can see your online/offline status on the World Wide Web.   When you activate this feature other Internet users will able to see your online or offline status.

4. Click on the **More About ICQ Security** button to be led, via your browser, to ICQ's Online Security and Privacy Center.

5. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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# Security and Privacy - Ignore Tab

## Configuring the Ignore tab

In the Ignore tab you may set ICQ to ignore messages, URLs, chat or authorization requests, and other ICQ events sent to your ICQ# from an ICQ# on your Ignore List. You may also choose whether to accept messages only from users on your Contact List and/or to ignore WWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous versions of ICQ. When you place a user on your Ignore List, you will not receive events sent by this user. The user will not be aware that the events he/she is sending are not displayed to you.

**The Ignore List**

The Ignore List is designed to assist in avoiding and reducing potential exposure to harassment via ICQ from others including other ICQ users. ICQ should automatically refrain from displaying any event sent from a specific ICQ# on your Ignore List to your ICQ#. Once a user is on your Ignore List, any attempt he/she makes to contact you should be completely ignored without you being aware of it and without providing the sender with any indication that he/she is on your Ignore List.

**To limit the type of events you receive:**

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2. Click on the **Ignore** tab.
3. Choose from the following options.

    - Check the **Do not accept WWPager messages** box to set the system to ignore WWPager messages.

    - Check the **Do not accept any EmailExpress messages** box to set the system to ignore EmailExpress messages.

4. Click on the **Save** button to save your changes.

**To limit the users from whom you receive messages:**

1. In the **Ignore** tab, choose from the following options.

    - Check the **Accept messages only from users on my Contact List** box to set the system to ignore events from users not on your Contact List.

        A **Padlock** icon will appear on the **System Notice** button in your ICQ Window when you check this option, reminding you that all events from users who are not on your Contact List will be ignored.

    - Check the **Do Not Accept Multi-Recipient Messages from** box to set the system to ignore events that were sent to more than one recipient using the Multi-Recipient function.

        After checking this box, click on the arrow next to the corresponding field and select **Users Not On My Contact List** to ignore Multi-Recipient Messages only from Users not on your Contact List, or select **All Users** to ignore all Multi-Recipient Messages.

    - Check the **Do not allow Direct Connection with previous ICQ Software versions** if you do not wish to receive events from ICQ users with earlier versions of ICQ.

2. Click on the **Save** button to save your changes.

**To add a specific user to your Ignore List:**

**Tip**: The easiest way to add a user who appears on your Contact List on to your Ignore List is to click and drag the user's name from your Contact List into the Ignore List in the **Ignore** tab.

**Note**: Moving a user to your Ignore List will automatically *remove* him/her from your Contact List.

1. In the **Ignore** tab, click on the **Add To Ignore List** button to display a **Search for users to add to your Ignore List** dialog.
2. Choose one of the tabs—**Email**, **Details**, **ICQ#** or **Interests** and enter the corresponding details about the user whose events you want to ignore.
3. Click on the **Search** button.
4. When the search is finished, double-click the user to be added to the Ignore List. Events from this user will be ignored. Alternatively, right-click on the name of the user you want to add to your Ignore List and select **Move To Ignore List**.
5. Click on the **OK** button to return to the **Ignore List** tab.

6.  Click on the **Import** button to add a user or a group of users to your Ignore List from another file on your computer.
7.  Click on the **Export** button to save your Ignore List in a separate file.
8.  Click on the **Save** button to save your changes.

**To remove a user from the Ignore List:**
1.  In the **Ignore** tab, select the user on the Ignore List and click on the **Remove From Ignore List** button.
2.  Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

# Security and Privacy - Visible Tab

## Configuring the Visible Tab

The Visible feature allows you to select users who will be able to see your online status even when you are in the Privacy (Invisible) Availability-Status mode.

**Note**: If the Web Aware option (in the General tab) is checked, anyone, including the the users on your Visible List, will still be able to see your offline status on the Web.

**To place an ICQ user on your Visible List:**

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2. Click on the **Visible** tab.

   **Tip**: The easiest way to add a user who appears on your Contact List on to your Visible List is to click and drag the user's name from your Contact List into the Visible List in the **Visible** tab.

3. Click on the **Add To Visible List** button to display a **Search for users to add to your Visible List** dialog.
4. Choose one of the tabs - **Email**, **Details**, **ICQ#** or **Interests** and enter the corresponding details about the user for whom you want to override your Privacy (Invisible) Availability-Status mode.
5. Click on the **Search** button.
6. When the search is finished, double-click on the name of the user you want to add to your Visible List. Alternatively, right-click on the name of the user you want to add to your Visible List and select **Add to visible list** to display the **Add To Visible List** dialog.

   Click on the **Yes** button and then click on the **OK** button to add the user to your Visible List, or click on the **No** button to exit the dialog without adding the user to your list.

7. Click on the **New Search** button to carry out another search for an additional ICQ user to place on your Visible List, or click on the **X** to return to the **Visible** tab.
8. Click on the **Save** button to save your changes.

**To remove a user from the Visible List:**

1. In the **Visible** tab, select the name of the user you would like to remove from your Visible List and click on the **Remove From Visible List** button. Alternatively, right-click on the name of the user you would like to remove and select **Remove From Visible List**.
2. Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

### Security and Privacy - Invisible Tab

## Configuring the Invisible tab

When you place an ICQ user on your Invisible List, the ICQ user will not be able to see your online status, but messages from this ICQ user will still be delivered to you online. The user will see your status as offline even if you are online and in one of the Availability-Status modes.

**Please note**: During the period your ICQ number's Web Aware feature is activated, and your ICQ software is connected to the ICQ servers, the Web status indicators pertaining to your ICQ number will indicate that your ICQ number is in online, even if you activated an Invisible (Privacy) mode with respect to certain users. Also please note that even if you chose to activate an Invisible (Privacy) mode with respect to certain users, other users may be aware of your ICQ number online status during the time your ICQ software is connected to any of the ICQ ActiveLists.

**To place an ICQ user on your Invisible List:**

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.

2. Click on the **Invisible** tab.

   **Tip**:   The easiest way to add a user who appears on your Contact List on to your Invisible List is to click and drag the user's name from your Contact List into the Invisible List on the **Invisible** tab.

3. Click on the **Add To Invisible List** button to display a **Search for users to add to your Invisible List** dialog.

4. Choose one of the tabs - **Email**, **Details**, **ICQ#** or **Interests** and enter the corresponding details about the user for whom you want to override your Privacy (Invisible) Availability-Status mode.

5. Click on the **Search** button.

6. Double-click on the name of the user you would like to add to your Invisible List.   Alternatively, right-click on the name of the user you want to add to your Visible List and select **Add to invisible list**.

7. The **Add To Invisible List** dialog is displayed.   Click on the **Yes** button and then click on the **OK** button to add the user to your Invisible List, or click on the **No** button to exit the dialog without adding the user to your list.

8. Click on the **New Search** button when you want to carry out a new search for an additional ICQ user to place on your Invisible List, or click on the **X** to return to the Invisible tab.

9. Click on the **Save** button to save your changes.

   **Note**:   You also have the option to place a user in your Invisible List from the Alert/Accept Modes feature.

**To remove a user from your Invisible List:**

1. In the **Invisible** tab, select the name of the user you would like to remove from your **Invisible List** and click on the **Remove From Invisible List** button.   Alternatively, right-click on the user you would like to remove and select **Remove from Invisible List**.

2. Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

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# Security and Privacy - Words List Tab

## Configuring the Words List tab

The Words List feature allows you to filter your present choice of words and URLs ("Filtered Words") from incoming ICQ events, search results information pertaining to queries you made on the ICQ Global Directory for information about users and information on random users available through the Random Chat feature (collectively "Incoming ICQ Info").

You may choose among the following filtering options: all Incoming ICQ Info containing any of the Filtered Words will not be displayed in its entirety; or, all Incoming ICQ Info containing Filtered Words will be displayed with a pre-defined character (such as an asterisk (*) for example, replacing the Filtered Words; or all Incoming ICQ Info containing any Filtered Words will be displayed without any filtering (default option).

The Words List feature is located in your ICQ program and is applied to Incoming ICQ Info just before the Incoming ICQ Info is posted on your screen. Therefore, your Words List feature would not filter your outgoing ICQ events, and except as provided herein, it would not filter any other information and content available on or through the Internet.

**Note**: This feature provides limited filtration and may not filter any or all of Filtered Words and may not apply to all parts of the ICQ event's content and information (e.g. the additional text which may accompany voice messages).

**To access your Words List tab:**

1. In the **Words List** tab, click on the **Unlock (Enter Protection Password)** button to display a **Password Verification** dialog.
2. Enter your password in the **Password** field.
3. Click on the **OK** button to enable the options on the **Words List** tab.

**To create and add a word or URL to your Words List:**

1. In the Words List tab, click on the **Add** button to display the **Define New Word** dialog.
2. Enter the word or URL that you want to filter in the **Enter Word** field.
3. You may right-click and choose from the **Cut**, **Copy**, and **Paste** options to cut or copy a word or URL from another directory and paste it into the **Enter Word** field.
4. Click on the **OK** button to return to the **Words List** tab. The word or URL now appears on your Words List in the **Objectionable words** window.
5. Click on the **Save** button to save your changes.

**To update your Words List:**

1. In the **Words List** tab, choose from the following options.
    - Click on the **Edit** button to change a word or URL in your Words List.
    - Click on the **Remove** button to remove a word or URL from your Words List.
    - Click on the **Import List** button to import a list of words or URLs from another file or from another user.
    - Click on the **Export List** button to save your Words List in another file or to send to another user.
2. Click on the **Save** button to save your changes.

**To select the filter action for the words or URLs on your Words List and to select to which events you want the action to be applied:**

1. In the **Words List** tab, choose from the following filter actions in the **Filter Action** window.
    - Select the **Do not filter any events (filter disabled)** radio ¤ button to receive all of your Incoming ICQ Info (as defined at the beginning of these instructions) with no filtration.
    - Select the **Replace objectionable words with:** radio ¤ button to receive all of your events and view a user's information, but filtering out the word or URLs on your Words List with whatever symbol you enter in the corresponding field. An asterisk (*) is the default symbol.
    - Select the **Discard events with objectionable words** radio ¤ button to not receive Incoming ICQ Info (as defined at the beginning of these instructions) which include any filtered words.
    - Check the **Replace/Discard only the entire word** box to refrain from filtering words that incorporate characters, strings, or words that are listed on your Words List.
2. Choose from the following events to which you'd like to apply the filter action you selected.

- Check the **Incoming events (messages)** box to apply the selected filter action to your incoming events.

- Check the **User's information on: Global Directory** box to apply the selected filter action to search results pertaining to queries you made on the ICQ Global Directory for information about users.

- Check the **Chat With A Friend** box to apply the selected filter action to the user information available through the Chat With A Friend feature.

3. Click **Save** to save your changes, or click **Cancel** to exit the dialog without saving your changes.

# Security and Privacy - Password Tab

## Configuring the Password Tab

The Password tab enables you to change your password. See the <span style="color:green">General Tab</span> section to configure your password settings.

**To change your password:**
1.  Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options. Alternatively, select **Preferences** and click **Security & Privacy.**
2.  Click on the **Password** tab.
3.  Type in your new password in the **Type Your New Password:** field.
4.  Retype your password in the **Retype New Password** field.
5.  Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

**Note:** It is very important to remember your password! Your ICQ# may not be operable without a password. We recommend writing down your password and putting it in a secure place.

If you forget your password, you may try the password retrieval service available on the ICQ Web site at http://www.icq.com/password.

Note that the password retrieval service may be of help only in certain cases, and only using an email address or addresses that were or are entered in the Email field of the ICQ number User Details. For additional information, please refer to http://www.icq.com/password

# Security and Privacy - Direct Connection Tab

## Configuring IP Settings

Some of the communications on ICQ are conducted by Direct Connection (peer to peer). On such communications the IP address of any participant is an integral part of the TCP/IP standard protocol of the Internet and therefore may be revealed by the other participants of that communication session. In the Direct Connection tab you can set the extent of disclosure of your IP address to the entire ICQ community, to users on your Contact List or to a specific communication with an ICQ user.

**To configure your Direct Connection settings:**

1. Click on the **ICQ** button and select **Security & Privacy** to display the Security dialog.

2. Select the **Direct Connection** tab.

3. Choose from the following settings.

   - Click the **Allow Direct Connection with any user** radio ¤ button to allow peer to peer communications with the entire ICQ community, thus enabling any user to view your IP address.

   - Click the **Allow Direct Connection with users listed on your Contact List** radio ¤ button to allow peer to peer communication with users on your Contact List thus enabling them to view your IP address.

   - Click the **Allow Direct Connection with any user upon your authorization** radio ¤ button to allow peer to peer communication and enable others to view your IP address upon your authorization.

   In any of these settings, you will be able to establish Direct Connection per a specific communication with an ICQ user.

4. Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

**Please note**: This feature is provided to you as a convenience only. ICQ does not guarantee non-exposure of your IP address under any of the above settings. The ICQ program is a non-secured application. You should therefore not assume that if you use this feature to avoid exposure of your IP address, others would not be able to see it. For more information refer to http://www.icq.com/direct connection

# Authorization Mode - Changing

This option allows you to determine whether or not users are required to request your permission to add you to their Contact Lists, thus allowing them to detect your availability status modes. You set your Authorization Mode during the ICQ registration process and you may change it at any time thereafter.

**To determine your Contact List Authorization settings:**

1.  Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.

2.  Click on the **General** tab.

3.  Choose from the following options under the heading Contact List Authorization:

    - Select the **All users may add me to their Contact Lists and see my online/offline status** radio ¤ button to enable any user to add you to his or her Contact List, and therefore see your online status, without requiring your permission. Other users will then be able to see your online status.

    - Select the **My authorization is required before users may add me to their Contact List** radio ¤ button to require other users to receive your authorization before they add you to their Contact Lists to limit unwanted users from adding you to their Contact Lists without your authorization.   In the case that you do not wish to accept an authorization request, you may choose not to respond to it and the user will not receive a negative response.

4.  Click on the **Save** button to save your settings, or click on the **Cancel** button to exit the dialog without saving your changes.

**Note:**   If you did not originally choose the Authorization Mode but later decided to change to Authorization Mode, you may still be listed on the Contact Lists of users who already added you to their lists while you were not yet in Authorization Mode. If such a user is bothering or annoying you, you may place the user on your Ignore List.   Another option is to delete your current ICQ#, register again as a new user, and then enable the Authorization Mode. This however, will require you to reconstruct your Contact List−see Searching for Users to Add to Your Contact List.

**Note:**   A user can send you a message, even if he/she doesn't have you on his or her Contact List, by searching for you in the ICQ Directories and using the **Send Message** option, or sending you a WWPager message from your Personal Communication Center, for example. He/she will not, however, know if you are online or offline as long as you did not activate the Web Aware option. Please note that during the period your Web Aware option is activated and you are connected to the ICQ servers, your Web status indicator on your ICQ Personal Homepage when activated, or on your Personal Communication Center, for example, will indicate that you are Online, even if you chose to put a user on your Invisible List and therefore, when the Web Aware flag is active other ICQ users and Internet users will be able to see your online/offline status from the Web.

# Web Aware - Activating

The Web Aware security feature allows you to determine whether others can see your online/offline status on the World Wide Web. When you activate this feature other Internet users will be able to see your online or offline status (from your ICQ Personal Homepage when activated, or on your Personal Communication Center, for example).

**To activate the Web Aware feature:**

1.  Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog
2.  Select the **General** tab.
3.  To allow others to see your presence on the Web, check the **Allow other ICQ and Internet users to view my online/offline status on the Web** box in the Web Aware window.
4.  Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

   **Please note**: During the period your ICQ number's Web Aware feature is activated, and your ICQ software is connected to the ICQ servers, the Web status indicators pertaining to your ICQ number will indicate that your ICQ number is in online, even if you activated an Invisible (Privacy) mode with respect to certain users. Also please note that even if you chose to activate an Invisible (Privacy) mode with respect to certain users, other users may be aware of your ICQ number online status during the time your ICQ software is connected to any of the ICQ ActiveLists.

# Security Level – Selecting

This option allows you to choose from three settings to determine your ICQ program's security level, regarding when you are required to enter your password. If you are the only one with access to your computer, you may select the low security level so that you don't need to enter your password every time you log on to ICQ and in other ICQ operations. Or, you may select the medium security level so that you are required to enter your password only for certain ICQ activities. If others have access to your computer, you may choose high security level, so that you are required to enter your password every time you log on to ICQ and for other activities once ICQ is open.

**To determine your security level:**

1.  Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2.  Click on the **General** tab.
3.  Choose from the following options under the heading **Security Level**.

    -   Select the **Low** radio ¤ button to set ICQ to enable ICQ operations (logging in, updating User Details, and changing password) to occur without entering your password. This option may be suitable if you're using ICQ on a computer on which you are the only one with access.

    -   Select the **Medium** radio ¤ button to set ICQ to save your password, and so that most ICQ operations are carried out without entering a password. However, changing User Details, changing your password and other settings (e.g. your Direct Connection settings) will require the use of your password.

    -   Select the **High** radio ¤ button to activate high security level. This is recommended for users who share a computer, yet value their security. You will be requested to enter your password every time you run ICQ. Your Contact List cannot be accessed until the valid password is given. You will also be required to enter your password to change your user details, change your password and for other ICQ activities.

4.  Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

**Note:** It is very important to remember your password, especially when ICQ is in Medium or High Security Level! Your ICQ# may not be operable or not operable at all, without a password. We recommend writing down your password and putting it in a secure place.

If you forget your password, you may try the password retrieval service available on the ICQ Web site at http://www.icq.com/password.

Note that the password retrieval service may be of help only in certain cases, and only using an email address or addresses that were or are entered in the Email field of the ICQ number User Details. For additional information, please refer to http://www.icq.com/password

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# ICQ ActiveList Invitation - Configuring Settings

You may configure the settings of the ICQ ActiveList Invitation Plugin in your Owner Preferences.

**To configure the ICQ ActiveList Invitation Plugin in your Owner Preferences:**
1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **ICQ ActiveList** to configure your **ICQ ActiveList Invitation** settings.
4.  Choose from the following options.
    - Check the **Play Sound** box to set ICQ to play a sound every time you receive a voice message.
    - Click on the **Play**  button to hear the sound that will play. Press the
 button to select another sound from another directory on your hard disk.
    - Select the **Display a response dialog every time you receive an event** radio ¤ button to set ICQ to display a response dialog every time you receive an ICQ ActiveList Invitation.
    - Select **ICQ ActiveList Invitation** and click on the **Remove** button to disable the ICQ ActiveList Invitation plugin. Click on the **Restore** button to restore a disabled ICQ ActiveList Plugin.
5.  Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

**To add the ICQ ActiveList Invitation if you have removed it:**
1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **ICQ ActiveList**.
4.  Click on the **Add** button to import a plugin from another directory on your computer.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To reactivate a disabled ICQ ActiveList Invitation Plugin:**
1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **ICQ ActiveList**.
4.  Click on the **Restore** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To disable the ICQ ActiveList Invitation Plugin:**
1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **ICQ ActiveList**.
4.  Click on the **Remove** button.

**Tip**: You may need to go offline and then online again in order to activate the change.

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# IrCQ-Net Invitation   - Configuring Settings

You may configure the settings of the IrCQ-Net Invitation in your Owner Preferences.

**To configure the IrCQ-Net Invitation plugin in your Owner Preferences***:*

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **IrCQ-Net** to configure your **IrCQ-Net Invitation** settings.
4. Choose from the following options.
   - Check the **Play Sound** box to set ICQ to play a sound every time you receive an IrCQ-Net Invitation.
   - Click on the **Play** ⬛ button to hear the sound that will play. Press the
   ⬛ button to select another sound from another directory on your hard disk.
   - Select the **Display a response dialog every time you receive an event** radio ¤ button to set ICQ to display a response dialog every time you receive an IrCQ-Net Invitation.
   - Select **IrCQ-Net** and click on the **Remove** button to disable to IrCQ-Net Invitation plugin.   Click on the **Restore** button to restore a disabled IrCQ-Net Invitation Plugin.
5. Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

**To add the IrCQ-Net Invitation plugin if you have removed it:**

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **IrCQ-Net**.
4. Click on the **Add** button to import a plugin from another directory on your computer.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To reactivate a disabled IrCQ-Net Invitation plugin:**

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **IrCQ-Net**.
4. Click on the **Restore** button.

  **Tip:** You may need to go offline and then online again in order to activate the change.

**To disable the IrCQ-Net Invitation plugin:**

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **IrCQ-Net**.
4. Click on the **Remove** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

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# Email and ICQmail - Configuring Settings

**To access your Email Preferences:**

1.  Click on the **ICQ** button in your ICQ Window to display a pop-up menu of options.
2.  Select **Preferences**.
3.  Select **Email** to access the following tabs.

    - Select the <u>Check Email</u> tab to configure your options for checking e-mail through ICQ.

    - Select the <u>Notifications</u> tab to configure your settings for visual alerts, sound alerts, and other preferences for checking e-mail through ICQ.

    - Select the <u>Accounts</u> tab to enter the details of your e-mail account or accounts to enable ICQ to send and check your e-mail for you

    - Select the <u>VIP</u> tab to enable ICQ to distinguish incoming e-mail from accounts that you designate as V.I.P.

    - Select the <u>Send Email Options</u> tab to select ICQ Email or another e-mail program you wish to use for sending e-mail.

    - Select the <u>Email Message</u> tab to configure your incoming e-mail settings.

    - Select the <u>ICQmail Message</u> tab to configure your incoming ICQmail settings.

4.  Click on the **Web Information** button for more information about ICQ Email.
5.  Click on the **Save** button to set your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

# Voice Message - Configuring Settings

You may configure the settings of the Voice Message Plugin in your Owner Preferences.

**To configure the Voice Message Plugin in your Owner Preferences:**

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message** to configure your Voice Message settings.
3. Click on the **Voice Message** tab and choose from the following options.

   - Check the **Play Sound** box to set ICQ to play a sound every time you receive a voice message.

   - Click on the **Play** button to hear the sound that will play. Press the
   button to select another sound from another directory on your hard disk.

   - Select the **Display the response dialog every time you receive an event** radio ¤ button.

   - Select the **Set ICQ to automatically accept incoming event** radio ¤ button.

   - Select the **Set ICQ to automatically decline incoming event** radio ¤ button.

   - Check the **Set ICQ to automatically decline incoming event from users that are not on my Contact List** box.

4. Select **Voice Messages** and click on the **Remove** button to disable the Voice Messages plugin. Click on the **Restore** button to restore a disabled Voice Message Plugin.
5. Click on the **Voice Message Options** tab to configure the following additional settings.

   - Check the **Save Outgoing voice message** box to save voice messages that you send to other users. The messages will be saved in **C:\Program Files\ICQ\Plugins\VoiceMessage\Outgoing**.

   - Check the **Save Incoming voice message** box to save voice message that you receive from other users. The messages will be saved in **C:\Program Files\ICQ\Plugins\VoiceMessage\Incoming**.

   - Check the **Reactivate File Transfer Warning** box to allow the legal warning dialog to appear whenever a voice message is transferred to you.

6. Click on the **Save** button to set your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

**To add the Voice Message Plugin if you have removed it:**

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message**.
3. Click on the **Add** button to import a plugin from another directory on your computer.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To reactivate a disabled Voice Message Plugin:**

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message**.
3. Click on the **Restore** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To disable the Voice Message Plugin:**

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message**.
3. Click on the **Remove** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

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# Greeting Card - Configuring Settings

You may add a new plugin or configure the settings of the Greeting Card Plugin from the ICQ button in your ICQ Window. You may also add a disabled or removed Greeting Card Plugin.

**To set your preferences for the Greeting Card plugin:**

1.   Click on the **ICQ** button in your ICQ Window.
2.   Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.   Select **Greeting Card** to configure your settings.
4.   Choose from the following options.

   - Check the **Play Sound** box if you wish to set ICQ to play a sound every time you receive a Greeting Card.

   - Click on the **Play** button to hear the sound that will play. Click on the
   button to select a sound from another directory.

   - Select the **Display a response dialog every time you receive an event** radio ¤ button to set ICQ to display a response dialog every time you receive a Greeting Card.

   - Select **Greeting Card** and click on the **Remove** button to disable the Greeting Card plugin. Click on the **Restore** button to restore a disabled Greeting Card plugin.

5.   Click on the **Save** button to set your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

**To add a removed Greeting Card Plugin:**

1.   Click on the **ICQ** button in your ICQ Window.
2.   Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.   Select **Greeting Card**.
4.   Click on the **Add** button.

   **Tip:** You may need to go offline and then online again in order to activate the change.

**To reactivate a disabled Greeting Card plugin:**

1.   Click on the **ICQ** button in your ICQ Window.
2.   Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.   Select **Greeting Card**.
4.   Click on the **Restore** button.

   **Tip:** You may need to go offline and then online again in order to activate the change.

**To remove the Greeting Card plugin:**

1.   Click on the **ICQ** button in your ICQ Window.
2.   Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.   Select **Greeting Card**.
4.   Click on the **Remove** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

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## Plugin For ICQ - Configuring Settings

You may add a new plugin or configure the settings of a preinstalled plugin from the ICQ button in your ICQ Window.

**To set your preferences for a plugin:**

1.  Click on the **ICQ** button and select **Preferences**.

2.  Choose from the following options.

    - Check the **Play Sound** box to set ICQ to play a sound every time you receive a voice message.

    - Click on the **Play** button to hear the sound that will play. Press the button to select another sound from another directory on your hard disk.

    - Select the **Display a response dialog every time you receive an event** radio ¤ button to set ICQ to display a response dialog every time you receive a plugin message.

    - Click on the **Remove** button to disable the plugin.

    - Click on the **Restore** button to restore a disabled plugin.

4.  Click on the **Save** button to save your configurations, or click on the **Cancel** button to exit the dialog without saving your changes.

**To add Plugins for ICQ:**

1.  Click on the **ICQ** button and select **Preferences**.

2.  Select **Plugin For ICQ** heading.

3.  Click on the **Add** button to import a plugin from another directory on your computer.

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**To disable a plugin:**

1.  Click on the **ICQ** button and select **Preferences**.

2.  Select **Plugin for ICQ**.

3.  Select the plugin you want to disable and click on the **Remove** button on the **Owner Preferences** dialog.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To reactivate a disabled plugin:**

1.  Click on the **ICQ** button and select **Preferences**.

2.  Select **Plugin for ICQ**.

3.  Select the disabled plugin you want to reactivate and click on the **Restore** button.

**Tip:** You may need to go offline and then online again in order to activate the change. In addition to configuring your general preferences for plugins, you may configure specific preferences for each user on your Contact List. Refer to the Plugins Tab* of Alert/Accept Modes in the main Help File.

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# Phone-"Follow Me" - Configuring Settings

You may configure the settings of the Phone – "Follow Me" in your Owner Preferences.

**To configure the Phone - "Follow Me" Plugin in your Owner Preferences**:

1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Click on the **Phone** – **"Follow Me"** icon to configure your settings.
4.  Choose **Phone Authorization** to configure preferences for authorization or **Phone Call Request** to configure preferences for an incoming request.
5.  Choose from the following options (the options may vary according to your choice in the previous instruction).

    -   Check the **Play Sound** box to set ICQ to play a sound every time you receive a Phone request.
    -   Click on the **Play** button to hear the sound that will play. Press the

button to select another sound from another directory on your hard disk.

    -   Select the **Display a response dialog every time you receive an event** radio ¤ button to set ICQ to display a response dialog every time you receive a Phone request.
    -   Select the **Set ICQ to automatically accept incoming event** radio ? button to set ICQ to automatically decline incoming Phone requests.
    -   Check the **Set ICQ to automatically decline all incoming event from users that are not on my Contact List** box to set ICQ to automatically decline incoming Phone requests from users that are not on your Contact List.
    -   Select **Phone** – **"Follow Me"** and click on the **Remove** button to disable to Phone - "Follow Me" plugin.   Click on the **Restore** button to restore a disabled Phone - "Follow Me" Plugin.

5.  Click on the **Save** button to save your configurations, or click on the **Cancel** button to exit the dialog without saving your changes.


**To add the Phone** – **"Follow Me" Plugin if you have removed it:**

1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **Phone** – **"Follow Me"**.
4.  Click on the **Add** button to import a plugin from another directory on your computer.


**Tip:** You may need to go offline and then online again in order to activate the change.


**To reactivate a disabled Phone** – **"Follow Me" Plugin:**

1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **Phone** – **"Follow Me"**.
4.  Click on the **Restore** button.


**Tip:** You may need to go offline and then online again in order to activate the change.


**To disable the Phone** – **"Follow Me" Plugin:**

1.  Click on the **ICQ** button in your ICQ Window.
2.  Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3.  Select **Phone** – **"Follow Me"**.
4.  Click on the **Remove** button.


**Tip:** You may need to go offline and then online again in order to activate the change.

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# Picture - Configuring Settings

Users must first request for authorization in order to download your picture to be displayed in the User Details dialog. You may configure the settings of the incoming Picture Plugin authorization requests in your Owner Preferences.

**To configure the Picture Plugin in your Owner Preferences:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Select the **Picture** icon to configure your authorization request settings
3.  Choose from the following options.

    • Check the **Play Sound** box to set ICQ to play a sound every time you receive a picture authorization request.

    • Click on the **Play** button to hear the sound that will play. Press the

button to select another sound from another directory on your hard disk.

    • Select the **Display the response dialog every time you receive an event** radio ¤ button.

    • Select the **Set ICQ to automatically decline imcoming event** radio ¤ button.

    • Check the **Set ICQ to automatically decline incoming event from users that are not on my Contact List** box.

4.  Click on the **Remove** button to disable the Voice Messages plugin. Click on the **Restore** button to restore a disabled Voice Message Plugin.

**To add the Picture Plugin if you have removed it:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Select **Picture**.
3.  Click on the **Add** button to import a plugin from another directory on your computer.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To reactivate a disabled Picture Plugin:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Select **Picture**.
3.  Click on the **Restore** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

**To disable the Picture Plugin:**

1.  Click on the **ICQ** button and select **Preferences**.
2.  Select **Picture**.
3.  Click on the **Remove** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

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