

## Welcome to ICQ Version 2000a

ICQ ("I Seek You") is a user-friendly Internet program that notifies you which of your friends and associates are online and enables you to initiate contact with them. With ICQ, you can chat, send messages and files, exchange Web page addresses, play games, create your own homepage, surf the Net with your friends, and much more. With the click of your mouse, you and your friends are instantly connected.

All these functions are organized in one easy-to-use program that integrates smoothly into your desktop. ICQ allows you to work on other applications while having a whole range of Internet functions at your fingertips.

ICQ 2000a Beta version has a new look, a ton of new features and, most importantly, it allows communication behind a firewall! This version enables you to check your ICQmail account directly from your ICQ window, add your favorite features and applications to the ICQ Quick shortcut bar and become familiar with the basic features of the ICQ program through the new Help Cards. It also allows you to send messages using two different message styles and get updated about new ICQ services and community news with the Interests Button. You can also take advantage of the new and improved security features. Click [here](#) for additional information about the new features on ICQ 2000a Beta version!

**Note:** This Help File relates to the Advanced options of the program. If you are a first time user of ICQ and want to learn the basic ICQ functions, you may want to refer to the [Simple mode](#) options.

**Tip:** When you open a dialog in the ICQ program and would like to obtain specific information regarding your options, press F1 on your keyboard to be led to the relevant Help File page.

**Note:** This help file relates to the ICQ 2000a Beta version software only. ICQ assumes no responsibility for, and there is no guarantee that this Help File is free of errors, omissions and discrepancies or contains a description of all the features of ICQ 2000a version, or that the description that exists is updated and correct or that the ICQ Software features will operate in the manner described in this Help-File or at all or that there will be no contradiction between this online Help-File, the ICQ User's Guide, ICQ Software and the [ICQ Terms of Service](#) documents. See the [ICQ Web site](#) for latest updates to the Help File.

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### IMPORTANT NOTICE

Please note that the ICQ Software, 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.

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## Important Notice: Links to Third Parties' Services

**Please note:** The ICQ Software and Web site contains features that may link you or provide you with certain reference and functionality to third parties' Web sites, directories, servers, products or services ("Services"). These features are provided only as a convenience. The Services are not reviewed, controlled or examined by ICQ Inc. in any way and ICQ Inc. is not responsible for the content of any such Services, or any link contained therein. The offering of these features does not imply endorsement of the Services by ICQ Inc. You are solely responsible for complying with the appropriate terms of services of these Services you chose to access using these features, as well as with any other obligation under copyright, trade secrets, defamation, decency, privacy, security and export laws and any other applicable laws. In no event shall ICQ Inc. be liable to anyone for any damage arising from or occasioned by the creation or use of the third parties' Services or the information or material accessed through these Services. ICQ Inc. reserves the exclusive right and sole discretion to add, change, decline disable or remove, without notice, any feature, access or link to any of the Services from the ICQ Software and/or to introduce different features, access or links to different users.

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## How Does ICQ Work?

When you install ICQ, you are asked to register with an ICQ server, which is connected to a network of servers spanning the entire Internet. You then receive a unique identification number—your own ICQ#. This number identifies you as a registered ICQ user. In addition, you have the option to enter personal information along with your ICQ#. This may allow other ICQ users to recognize or locate you and communicate with you on ICQ. Providing any information about yourself on the ICQ service is voluntary. However, the more information you provide about yourself the easier it is for your friends to recognize and locate you on ICQ. You can also publish your ICQ# on your Web site or business card so that other ICQ users can easily initiate contact with you.

**Note:** Information that you do provide is visible to and may be obtained and kept by other people.

Once you've registered, you can compile a Contact List. A Contact List is a list of friends and associates. ICQ notifies you when they are logged onto the ICQ Network and what their ICQ status is (e.g., whether they are occupied, away from their computer, do not wish to be disturbed, or wish to chat). You can quickly and easily communicate with them. Once you know who's online, all it takes is a click of your mouse to chat, send text and voice messages, exchange interesting Web Pages, transfer files, or surf the Internet together.

As soon as you log onto the ICQ Network, ICQ announces your presence to the users on whose Contact List you appear and to the Internet community, and continually alerts you when friends sign on or off.

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## New Features

ICQ is proud to present a whole range of new and exciting features in ICQ 2000a Beta version for enhancing the program and adding to your enjoyment of ICQ and its ease of use:

- The ICQ 2000a works with the Internet **TCP/IP** connection **allowing communication behind a firewall**.
- Newly improved **Simple** and **Advanced** user modes to suit the needs of all ICQ users beginners as well as experienced ICQ users.
- **New look to user interface**, redesigned option menus for the separate Simple Mode and Advanced Mode. My ICQ button and User Menus Customization.
- **ICQ Quick shortcut bar**, allows fast and easy access to your favorite and most used features. As well as other applications. Configured in the **Owner Preferences**.
- Redesigned **Preferences** feature. Now you can set all of your ICQ preferences, including preferences for Privacy and Security from within the same location.
- **ICQmail button**, check your free ICQ Email account directly from your ICQ program. If you did not already register to ICQmail, click on the ICQmail button to receive your free ICQmail account.
- Messages can now be sent by two different message styles; The **Single Message Mode** that displays one window in which you enter your text; and the **Split Message Mode** that displays two windows in which you enter text and view the correspondence.
- **Interests button**, click on this button to view news and information about features and events on the ICQ Web site.
- **ICQ Newsletter**, you may subscribe to the ICQ Newsletter to keep up to date with all the existing and new services the ICQ community has to offer.
- **Help Cards**, ICQ 2000a Beta version contains a series of short help cards, which are great for helping new users become familiar with the basic features of the ICQ program.
- **ICQ Answering Service**, here you may configure messages for the different status modes. Users trying to contact you will receive the messages you configured.
- The **ICQ Message Archive** and the **ICQ Web Front** features, were separated from the download and installation of the ICQ program file (icq.exe). Now you can choose to download and install either of these features, or otherwise use ICQ without these features.
- **ICQ Tool Tips**, now you have the option to point your cursor on a user name on your Contact List to display a pop-up notice providing you with information on the contact, such as status mode, name and email address.
- **Search Address Books on My Computer**, this feature searches email address books on your computer matching them with the ICQ database. If the person is already on the ICQ Network, you can send him/her a request to add him/her to your Contact List. If the person is not on the ICQ Network, you may invite him/her to join ICQ.
- An enhanced and improved privacy feature that allows an ICQ user to decide on the extent of exposure of his/her IP address to the entire ICQ community, to users on his/her Contact List or to a specific communication with an ICQ user. For more information refer to <http://www.icq.com/direct> connection.

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## User's Guide

The only official and original ICQ User's Guide, contains more than 600 pages and dozens of pictures!

- A free demo CD-ROM\* with the ICQ software included!
- Provides the tips, tricks and shortcuts you've always wanted to know!
- Includes Troubleshooting and FAQs!

[Click Here For more details and to order your copy of the ICQ User's Guide!](#)

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# ICQ Window

## Introducing the ICQ Window

The ICQ Window displays your Contact List and lets you initiate events with other users. Every ICQ event can begin in the ICQ window.

The following is a brief description of each feature of the ICQ Window.

**ICQ#:** This is your unique user identification number that you receive upon registration.

**Partners Logo button:** Gives you a direct link to the partner's Web site in your Web browser.

**Interests button:** Connects you to the expansive system of ICQ Networks. You may join specific parts of the ICQ Network, making yourself more accessible to be contacted by other ICQ users.

**ICQmail button:** Enables you to directly access your ICQmail account(s) or register to icqmail and have your own free email account.

**All/Online button:**  Enables you to view only the online users on your Contact List, or to view all users—online and offline.

**ICQ User/Groups button:**  Enables you to divide your Contact List into various groups, such as family, friends, and co-workers, or to leave your Contact List as one list of users.

**Contact List:** This list, which you compile of your friends and associates who use ICQ, automatically notifies you whether the people on your Contact List are online or offline.

**Help Cards button:** Leads you to the Help Cards that will provide you with step-by-step instructions on basic ICQ features.

**To Advanced/To SimpleMode button:** Allows you to use only some or all of the features of ICQ, depending on which mode you are in.

**Chat With A Friend button:** Allows you to find other ICQ users interested in chatting about a particular topic, or just to make new friends on ICQ.

**System Notice button:** Displays a menu which enables you to send an invitation to your friends to join ICQ, send your ICQ address to other users, and view your incoming files and URLs. In addition, it gives you access to your Personal Communication Center, the ICQ Homepage, Message Boards, and the Network Status Web page. Double-clicking the System Notice button displays the History of Events between you and the ICQ server as well as your OutBox of ICQ events and ICQ Web links.

**Add/Invite Users button:** Enables you to search the ICQ database and various Internet locations for users to add to your Contact List.

**Services button:** Allows you to customize your [ICQ Personal Homepage](#); leads to your Personal Communication Center; and accesses a range of other services including sending e-mail and adjusting your telephone settings. This button also enables access to the [ICQ White Pages](#), the [ICQ ActiveList](#) and [Phone- "Follow Me"](#) features.

**My ICQ button:** Displays the "My ICQ" menu, which enables you to view/change your details, register a new user and change the active user. This button also gives you access to creating a [Reminder](#), a [Note](#), or a [ToDo](#) item.

**ICQ button:** Displays the ICQ Main Menu, which enables you to adjust user and system settings in your Owner Preferences, to adjust the settings for your Security & Privacy, and to find and add users.

**Status bar:** Indicates and enables you to set your ICQ Availability-Status to Away, Do Not Disturb, Not Available, Occupied, and Free For Chat Messages modes.

**ICQ Web Search button:** Allows you to search the Internet directly from ICQ using various search engines, including ICQ.com, the ICQ Web Search engine.

**ICQ Quick:** Allows the creation of shortcuts to the most commonly used features of ICQ and other applications.

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## NetDetect Agent - Introduction

After you have installed your ICQ program, and registered on the ICQ Network, the ICQ program begins by launching the NetDetect Agent. This feature will launch ICQ every time you log on to the Internet. Once ICQ is launched, a rotating Flower  icon will appear in your desktop tray as you are being connected to the ICQ Network. Once connection has been established, the rotating flower turns into a green Flower

 icon, indicating that you are online.

The ICQ NetDetect Agent is launched by default when you start your computer. You may configure the NetDetect Agent to also automatically launch your default browser when you connect to the Internet.

The ICQ NetDetect Agent is available to modem users and users with a dynamic Internet connection. If you are a LAN user and you are always connected to the Internet, your NetDetect Agent is launched automatically.

The first time you log on to the Internet since you registered with ICQ, thereby launching the ICQ NetDetect Agent, the ICQ NetDetect Feature dialog is displayed.

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## NetDetect Agent - Configuring the Internet Browser Launch Settings

**To configure your Internet browser launch settings through the ICQ NetDetect Agent:**

1. Click on the **Yes** button to have your default browser launched automatically upon connection to the Internet, or click on the **No** button to launch your browser manually.
2. Check the **Don't Ask Me Again** box if you do not want to see this dialog the next time the ICQ NetDetect Agent is activated.

You may configure your NetDetect Agent from your desktop tray, when ICQ is not running. The ICQ NetDetect Agent icon will be immediately displayed in your desktop tray every time you turn on your computer.

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## NetDetect Agent - Configuring the Desktop Tray

### To configure the NetDetect Agent from the desktop tray:

1. When the NetDetect Agent is activated, and the ICQ NetDetect Agent icon is displayed in your desktop, right-click on the icon to display the pop-up menu.
2. Choose from the following options.
  - Select **Open ICQ** to be able to open (or reopen) the ICQ program manually from the NetDetect Agent on your desktop.
  - Select **Edit Launch List** to define additional applications you would like the NetDetect Agent to automatically launch when you connect to the Internet.
  - Select **Launch Application** to launch any of the applications that you defined in the **Edit Launch List**, manually, directly from your desktop tray. (This option will not appear if you have not defined additional launch applications).

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## Announcements - Viewing ICQ Announcements

The ICQ Announcements dialog appears upon start-up of ICQ and may be accessed through the Help option available from the ICQ button. This feature provides messages from the ICQ server and provides you with links to some of ICQ's Web services. The dialog disappears after ten seconds, unless you click on the title bar at the top of the dialog.

### To view the current Announcement from the Help menu:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Help** to display the pop-up menu.
3. Select **ICQ Announcements**.

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## Working Mode (Simple or Advanced)

### Selecting a Working Mode

ICQ offers you two modes in which you may use the program—Simple Mode and Advanced Mode. In Simple Mode, you may use the basic program features such as sending and receiving messages and Web page addresses and chatting. In Advanced Mode, you may use all of the ICQ features.

#### To select your working mode:

1. Click on the **To Advanced Mode/To Simple Mode** button on your Contact List. Alternatively, click on the **ICQ** button or the **System Notice** button in your ICQ window and select **Advanced Mode** or **Simple Mode** (only one appears, depending on your current mode).
2. The **Simple/Advanced Mode selection** dialog appears and tells you your current mode. Click on the **Switch to Advanced mode** or **Switch to Simple Mode** button to switch modes, or click on the **Close Window** button to exit the dialog and remain in your current mode.

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## Availability-Status Modes - Selecting

ICQ Availability Status Modes let other users know whether you are online or offline. The Availability Status modes let you designate the availability you project to others – from inviting them to send you a chat request, to notifying them that you do not wish to be disturbed. You are notified of incoming events differently, depending on your status mode. You may also view the Availability Status of other users on your Contact List, and decide which events to send when. See [Availability Status Modes Options](#) for an explanation of each option. See also [Answering Service](#) to learn how to edit your messages to users when you are in away/not available/do not disturb/occupied/free for chat availability status modes.

Your status is represented to you by an icon displayed in the ICQ Window, and in your desktop tray.

While ICQ is connecting to the ICQ server, an animated flower  with rotating petals is displayed in the tray area of your desktop and in the bottom right hand corner of your ICQ Window. All ICQ Availability-Status modes are represented by the same basic flower shape, in different colors or overlaid with different icons.

### To select your Availability-Status mode:

1. Click on the **Status** bar in the ICQ Window, and select a status from the pop-up menu. Alternatively, right-click the **Status** icon in your desktop tray, and then select **Status**.
2. Choose one of the Status mode options.

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## Availability-Status Modes - Options

### Available/Connect

This icon indicates to other users that you are online, connected to the ICQ Network and available for contact. You should first be connected to the Internet to connect to an ICQ server. In this status, you will be alerted of incoming events by an alert sound and a flashing icon next to the sender's name on your Contact List and in your desktop tray.

### Away

This icon indicates to other users that you are online, but away from your computer when they try to send you an event. When your screen saver is activated your status may be automatically set to Away. When you are in Away mode, you will be alerted of incoming events by a blinking icon on your Contact List and in your desktop tray.

### N/A Extended Away

This icon indicates to other users that you are online, but you are away from your computer for an extended period of time, N/A when they try to send you an event. You will be alerted of incoming events by a blinking icon on your Contact List and in your desktop tray.

### Occupied (Urgent Msgs)

This icon indicates to other users that you are online, yet occupied when they try to send you an event. You will be alerted of incoming events *marked urgent* by the sender by an alert sound and a blinking icon on your Contact List and in your desktop tray.

### DND (Do Not Disturb)

This icon indicates to other users that you are online, but do not wish to receive events. If you are sent an event, you will be notified by a non-blinking icon in your desktop tray and on your Contact List. The sender will receive a message that you do not wish to be disturbed.

### Free For Chat

This icon indicates to other users that you would like others to open a chat with you. You may specify a subject about which you'd like to chat. You can add other ICQ users to your chat session when they accept your request to join. You will be notified of incoming events by an alert sound and a flashing icon by the sender's name on your Contact List and in your desktop tray. Incoming chat requests will be automatically accepted. See [Chat - Making Yourself Unavailable](#) for more information.

### Privacy (Invisible)

This icon indicates to other users that you are offline, when in fact you are online. You will be informed of the online/offline status of your contacts however, you will seem offline to them. If you decide to send an event to an online user while you are in the Invisible mode, the recipient will see you on his online list with a Privacy icon next to your name. This user will therefore be aware of your online/invisible status. You will also be able to receive events from those users whether you appear to them online or offline (which will be announced by an alert sound and a flashing icon on your Contact List and in your desktop tray). You can override this status for selected users on your Contact List by placing them in your Visible List—see [Visible List Tab](#).

In addition, you may change the messages that other users on whose Contact List you appear see when you are in Away, N/A, Occupied, DND, or Free for Chat modes—see [Answering Service](#).

You may designate when you want the Away and N/A message to appear—see [Status Tab](#).

You also have the option to customize some of your status messages for selected users on your Contact List—see [Message Accept Modes](#).

You may also override your status for selected users so that you can accept their messages when status prevents you from receiving messages from other users. Or, you may set ICQ to display a particular status to selected users at all times (even when you're in other status modes)—see [Overriding Your Status Mode](#).

Selecting to be in Away, N/A, Occupied, DND modes enables you to screen incoming events. By doing so, the other side cannot be sure that you are working on your computer or that you are available to handle ICQ events and therefore, you are not obliged to answer any incoming events you would rather not respond to.

### Offline/Disconnect

Indicates you have disconnected; or, if you are connected, this enables you to disconnect from the ICQ servers. You will receive messages and other events when you reconnect to the ICQ Network.

There is no need to close ICQ. When you disconnect from the Internet, ICQ automatically disconnects from the ICQ servers, and the ICQ NetDetect Agent icon is displayed in your desktop tray. Each time that ICQ connects to an ICQ server, you will resume your last selected status. For example, if you were in the Away status before you disconnected from the Internet, the Away status will be displayed when you reconnect. However, if you want to close ICQ, while you are still on the Internet, select **Offline/Disconnect**, or click on the **ICQ** button and select **Shut Down**.

**Note:** If you are in Offline/Disconnect mode, you may switch to any of the other Availability-Status modes in order to reconnect to the ICQ server.

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## Answering Service - Customizing

### Configuring your Status Settings

The Answering Service feature enables you to enter your own message and configure the settings for each of the Availability-Status modes (Away, N/A, Occupied, and DND) as well as for the Free For Chat Availability-Status mode. See also [Availability Status Modes-Options](#).

**To select a pre-set message or write your own for each of the Availability-Status modes and for the Free For Chat mode:**

1. Click on the **Services** button and select **ICQ Answering Service** to display the **ICQ Answering Service For: [User]** dialog.
2. Select an Availability-Status mode from the **Status** pull-down menu.
3. Browse and select a message from the **Presets** pull-down menu.
4. Choose from the following options.
  - You may write your own message and add it to the list of Presets. Select the message in the field to highlight and enter a new message.
  - You may change the name of some or all of the Presets in order to more easily distinguish between them when you want to change this setting. Click on the **Rename** button and enter a new name in the **Enter Location Name** field.
5. Enter a message in the **Outgoing Web Message** field if you want your message to appear in your [Personal Communication Center](#) for people to view.
6. Click on the **OK** button to save your changes, or click on the **Restore ICQ Default Status Message** button to return to the default messages.
7. Click on the **Cancel** button to exit the dialog.

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## Searching for Users - Introduction

Once you have installed ICQ and registered as a user you may start building your Contact List. To build your list you may search for specific users, find new friends on the ICQ Network, and [invite](#) your friends to join ICQ. Of course, you can continue to expand your Contact List as more of your friends join ICQ, and as you make new friends on the ICQ Network.

See [Searching for Users to Add to Your Contact List Using the Add/Invite User's Button](#)

See [Searching for E-mail Addresses Using the LDAP Search](#)

See [Searching for Users to Add to Your Contact List Using the ICQ White Pages](#)

See [Searching for Users to Add to Your Contact List Using the ICQ Global Directory](#)

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## Add/Invite Users button

### Searching for Users Using the Add/Invite Users Button

The ICQ Add/Invite Users button offers a wide array of options for finding other ICQ users to add to your Contact List. You may use this feature to search for specific users on the ICQ Global Directory-Contact List Wizard. You may also use the various search engines accessible from the Add/Invite Users button to search the ICQ Network to find chat partners, specific chat groups, e-mail addresses, and more. In addition, this feature allows you to search for new friends by topic, so that you may add these users to your Contact List or communicate with them in various other ways.

#### To access the Find/Add/Invite Users functions:

1. Click on the **Add/Invite Users** button in your ICQ Window to display the **Add/Invite Users to your list** dialog.
2. The dialog contains twelve tabs. Each of the tabs except the **Find Users** tab contains bulleted list of options. Red bullets launch an ICQ function, and green bullets launch Web pages via your browser.
3. Choose from the following tabs to enable various options for searching for users.
  - The **Find Users** tab leads you directly to the ICQ Global Directory-Contact List Wizard so you may search for ICQ users by name, e-mail, or ICQ#. This tab also enables you to find an online chat partner and accesses the [Invitation to Join ICQ](#) option.
  - The **Find More** tab offers you even more options to search the ICQ directories from the ICQ Web services or from your ICQ program in order to find other ICQ users and invite other Internet users to join ICQ.
  - The **Your 4 Addresses** tab allows you to view the four addresses you get when you install ICQ. Learn how to publish these addresses in the [ICQ White Pages](#). This tab also enables you to send your four addresses to other ICQ or Internet users and to invite other Internet users to join the ICQ Network.
  - The **ICQ International** tab links you to the ICQ International Network, enabling you to find ICQ users around the world and to search for users by language.
  - The **Chat** tab introduces you to ICQ's many chat features. Learn about new and better ways to [chat](#). Make a new friend by [finding a random chat partner](#). Enter rooms and create your own chat room from this tab. You can also learn to launch Internet telephony chats.
  - The **Webmaster Zone** tab invites you to create your own "ICQ flavored" Web site, User Created Chat Room, Interest Group, User Created List and more. This is your chance to establish and promote your own virtual community.
  - The **Express your feelings** tab allows you to creatively communicate with all the ICQ users you have found by using the tabs listed above, by sending ICQ Greetings or using one of the many Express your feelings Web sites.
  - The **Email** tab enables you to search the ICQ directories for the e-mail addresses of other ICQ users. From this dialog, you may also access one of the Internet search engines through the [LDAP Search](#) to find the e-mail addresses of other Internet users. In addition, this tab offers several options that enable your e-mail to do its best for you with the help of ICQ. Options include adding an ICQ signature to your e-mail, sending an ICQ e-mail message directly from this dialog, and enabling ICQ to check your e-mail for you, among many others.
  - The **Telephony** tab enables you to configure and use Internet telephony programs with your ICQ client. Search Internet international telephony directories and ICQ NetPhone user lists to find other users. Then launch the telephony services directly from this dialog. In addition, you may enter the ICQ Live Talk (IP) Telephony Network from this dialog.
  - The **Topic Directories** tab enables you to search various ICQ directories to find users by topic or similar interest. You may also find new friends on the Internet by letting them find you - place a message on the ICQ Message Boards or create, run, or join an ICQ Interest Group. This is also the place to search for long lost friends or relatives.
  - The **Interests** tab leads you to many of the most popular ICQ Networks.
  - The **User participation** tab allows you to check out what other ICQ users have to say about ICQ, find other ICQ users on ICQ Message Boards, user to user help sites, ICQ-user technical forums, and even funny sites created by ICQ users.

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## White Pages

### Searching for Users Using the ICQ White Pages

The ICQ White Pages is the ultimate directory for finding a specific person or group of people in the ICQ directory listings, as well as for making a new friend with similar interests on the ICQ Network. The ICQ White Pages consist of seven categories in which you may search for ICQ users. You may fill in several categories in order to narrow your search or just one category in order to broaden your search.

**Note:** Unless explicitly stated otherwise, the information available on the ICQ directories, including without limitation, on the ICQ White Pages and Global Directory, is provided, entered and posted by the users and is not reviewed, controlled, examined, verified or endorsed by ICQ Inc. in any way.

#### To search for a user in the ICQ White Pages:

1. Click on the **Services** button in your ICQ Window and select **Search White Pages** to display the **ICQ White Pages Search Engine** dialog. Alternatively, click on the **Add/Invite Users** button in your ICQ Window to display the **Find/Add Users to your list** dialog and click on **ICQ White Pages**.  
You may search using one, some, or all of the eight categories. Fill in more categories to narrow your search and fewer categories to broaden it.  
**Note:** ICQ users are listed in the White Pages by the details they have entered in [User Details](#). If you do not succeed in finding the ICQ user in your first search you may broaden your search by filling in fewer categories in the search fields.
2. Check the box beside the category or click on the category button in the fields that are displayed to enter search parameters. Choose from the following categories and follow the corresponding directions.
  - **Name and E-mail:** Enter the corresponding text in one, some, or all of the fields. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Age, Gender, Language:** Use the pull-down menus next to the **Age Group**, **Gender**, and/or **Language** fields and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Location:** Enter the corresponding text in the **City** and/or **State** fields, and/or use the pull-down menu next to the **Country** field and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Occupation and Company:** Enter the corresponding text in the **Company Name**, **Company Div/Dept** and/or **Occupation Position** fields, and/or use the pull-down menu next to the **Occupation Field** field and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Interests:** Click on a topic in the **Select a Topic:** field. Choose a topic from the **Suggested Interests for: [Topic]** field and then click on the **Add** button. To further narrow your search, enter your own topics in the **Define New Interests / Edit Topic's Keywords** field and click on the add button.  
The topics you have chosen will appear in the **Selected Interests:** field.  
You may remove a topic by selecting a topic in the **Selected Interests:** field and clicking on the **Remove** button.  
Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Past Information:** Use the pull-down menu next to the **Past Category** field and choose from the list of options. To further narrow your search, enter a keyword (or keywords) in the **Keywords Description** dialog. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Affiliation/Organization:** Use the pull-down menu next to the **Category:** field and choose from the list of options. To further narrow your search, enter a keyword (or keywords) in the **Keywords Description** dialog. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
  - **Homepage:** Choose a topic in the **Category:** field and enter a keyword (or keywords) in the **Enter Keywords:** dialog. Click on the **Select None** button to clear your keywords. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.
3. You may edit any of the categories by clicking on the relevant button and reentering the information. You may broaden or narrow your search without deleting the category information you entered. Uncheck the boxes to disable that category and broaden your search. Check them again to re-enable the category and narrow your search. You may check the **Show Only Online Users** box to request that the results of your search will include only users that are online.
4. Click on the **Search** button to begin your search. You also have the following options.
  - Click on the **Stop** button to interrupt the search.

- Click on the **Clear Search** button to clear your current search.
  - Click on the **View My Details** button to see your User Details. This is how others should see you and the criteria by which they will search for you.
5. Once the search is completed and a list of users is displayed, right-click on a user's name to display a pop-up menu. If the user already appears on your Contact List, the first two options will be disabled. You may choose from the following options.
- Note:** Some of the options may not be accessible if you have not downloaded the [ICQ Message Archive](#).
- Select **Add to Contact List** to add the user to your Contact List. Alternatively, double-click on the user's name to add him or her to your Contact List.
  - Select **Add To Address Book** to add the selected user to the Address Book in your ICQ Message Archive.
  - Select **Info** to view the user's personal details.
  - Select **Message** to send a message to the selected user directly from this dialog.
  - Select **View User's ICQ Page** to view the selected user's ICQ Personal Homepage.

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## LDAP Search

### Searching for E-mail Addresses Using the LDAP Search

The LDAP Search enables you to search for (or confirm) the e-mail address of a person, company, or organization using Internet search engines without having to go to the Web sites of the search engines. You may access the LDAP search by the Add Users button. The LDAP Search tool also appears, as an option when other search results do not find that the person you're looking for is a registered ICQ user. This enables you to find that person's e-mail address in order to send him/her an [invitation to join ICQ](#).

#### To find (or confirm) an Internet user's or a group's e-mail address using the LDAP Search:

1. Click on the **Add/Invite Users** button to display the **Add/Invite Users to your list** dialog. Alternatively, click on the **ICQ** button and select **Add/Invite Users** button.
2. Select **Search other directories** to display the **LDAP Search** dialog.
3. Select one of the search engines in the list under the heading **Select Directory Service**. You may also click on the **Directory Home Page** button to go to the Web site of the e-mail directory that you have chosen to conduct your search.
4. Enter the name in the **Name:** field or part of the e-mail address in the **Email:** field of the person or group whose e-mail address you wish to find. You may also enter nicknames, company names, or organizations. If you want to confirm a person's e-mail address, enter the address and check that the name matches the person for whom you are searching. You may use an asterisk (\*) as a wild card for incomplete details.
5. Click on the **Start Search** button to begin your search. You may stop a search at any time by clicking on the **Stop** button. If your search is successful a list is displayed in the the **FoundXUsers** field.
6. If your search is unsuccessful, you will receive a **No Results** dialog. Click on the **OK** button. Then, click on the **New Search** button to begin your search again after you enter new information or change search engines.
7. Choose from the following options.
  - Select **Send ICQ To** to send the selected user on the list an [invitation](#) to join ICQ.
  - Select **Add To Contact List** to add the person to your Contact List, or to invite the person to join ICQ.
  - Select **Send Email** to send the person an [e-mail](#) message.
  - Select **Get More Info** to view more [information](#) about the selected user.

#### To add an Internet search engine to your LDAP Search:

1. Click on the **Add** button in the **LDAP Search** dialog to display the **Add LDAP Directory Entry** dialog.
2. Enter the **Directory Name**, **LDAP Server Address**, and the **Directory Homepage Address**, in the appropriate fields.
3. Double-click on a directory name in the list under the **Select Directory Service** heading in order to change or edit the directory details.
4. Click on the **OK** button, or click on the **Cancel** button to exit the dialog.

#### To delete an Internet search engine in your LDAP Search list:

You may delete directory entries that you have added, but you may not delete the default directory entries. Select a directory entry in the **LDAP Search** dialog and click on the **Delete** button to delete the entry.

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## ICQ Global Directory

The ICQ Global Directory dialog offers you ways to search for specific users on the ICQ Global Directory. If the user you search for does not have ICQ, you may invite him or her to join the ICQ Network. See the [Invitation To Join ICQ-Sending](#) section.

### To search for users using the ICQ Global Directory:

1. Click on the **ICQ** button in your ICQ Window and select **Add/Invite Users**. Follow the instructions in the [Add/Invite User's button](#) section. If your search has not acquired any results, the **ICQ Global Directory Search Engine** dialog appears.
2. Click on the **Wizard Mode** button. The **ICQ Global Directory—Contact List Wizard** appears.  
You may enter one or more of the details, depending on the information you have about the user. The more information you provide, the narrower the results that you will receive.
  - Click the **Search by Email** radio button and enter the Email address in the **Email** field.
  - Click the **Search by any of the following parameters** radio button and enter the **Nickname, First Name** and/or **Last Name** in the appropriate fields.
  - Click the **Search by ICQ Number** radio button and enter the ICQ# in the **ICQ#** field.
  - Click the **Search by Interest** radio button and click on the **Interest** button. The **Selected Interests** window appears. Select an interest according to topic or define the interest according to keywords and click on the **OK** button.
3. Click on the **Search** button. ICQ searches the Network. If your search is unsuccessful, you will receive a **No Results** dialog. Click **OK**. Then, click on the **New Search** button to begin your search again after you enter new information or change search engines. If no searches were found, click on the **New Search** button and try entering more details. If you receive a list of results, go to the next step.
4. Double-click the user that you wish to add to your Contact List, or highlight a user name and click on the **Add** button.

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## Contact List - Introduction

The Contact List is the backbone of the ICQ program. Various ICQ events such as messages, chats, URLs and files can be sent or received from the users on your Contact List, or from users on whose Contact List you appear.

See [Renaming a User On Your Contact List](#) section change the way a user appears on your list.

See [Deleting a User On Your Contact List](#) section to find ways to delete users from your list.

See [Floating a User On Your Contact List](#) section to float a user on your desktop.

See [Finding a User](#) to search for a user on your list.

See [Organizing Users Alphabetically or by Availability Status](#) to sort the names on your list.

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## Contact List - Renaming a User

You can change how a user's name appears on your Contact List. This is useful if a user did not supply specific details when registering and appears on your Contact List by an ICQ#, if you call the person by a different name, or if you want to differentiate between two users with the same nickname.

### To rename a user on your Contact List:

1. Click the user on your Contact List whom you wish to rename to display the **User Options** pop-up menu.
2. Select **Rename**. The user's name is highlighted and a box appears around it.
3. Enter whatever name you wish to allocate to that user and press **Enter**.

Alternatively, you may rename a user in the **Main** tab of the user's details by entering a new name in the **Display** field. See [Viewing the details of a User on Your Contact List](#).

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## Contact List - Deleting a User

You may delete users from your Contact List.

### To delete a user from your Contact List:

1. Select the user you wish to delete from your Contact List to display the **User Options** pop-up menu.
2. Select **Delete** to display the **Confirm Delete User** dialog.

**Note:** Check the **Delete user from the Address Book as well** box, if you have downloaded the [ICQ Message Archive](#) and you wish to delete the user from the address book in the ICQ Message Archive. If you delete a user from your Contact List, but *not* from your address book, you can later restore that user to your Contact List.

3. Click on the **Yes** button to delete the user from your Contact List, or click on the **No** button to exit the dialog without deleting.

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## Contact List – “Floating” a User

You may use the Floating option with specific users on your Contact List, so their names appear to be floating wherever you place them on your desktop.

### To activate the “Floating” option on a user’s name on your Contact List:

1. Select the user you wish to “float” from your Contact List to display the **User Options** pop-up menu.
2. Select **“Floating” On**. The user’s name appears in a floating ICQ box on your desktop.

Alternatively, you may click and drag a user’s name from your Contact List onto your desktop.

Floating users can be configured to remain on top of other applications at all times by checking the **Making “Floating Users” always on top** box on the [Contact List Settings](#) in your Owners Preferences.

### To remove a “Floating” user:

A user may be removed using one of the following options.

- Click and drag the user’s name back into your Contact List,
- Select the user’s name on your Contact List and then select **“Floating” Off**.
- Right-click on the floating user and choose **“Floating” Off** to remove the floating user from your desktop or **All “Floating” Off** to remove all floating users from your desktop.

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## Contact List - Finding a User

You may use the Find User feature to search for users on your Contact List. This feature searches your entire Contact List even if all or only some of your groups are closed, and whether or not your Contact List is divided into groups. See [Contact List Groups](#) to organize users on your Contact List into groups.

### To find users on your Contact List:

1. Right-click on the **Users/Groups** button at the top of your Contact List. Or, if your Contact List is divided into groups, select any group to display the pop-up menu of options.
2. Select **Find User** to display the **Find User** dialog.  
**Tip:** If ICQ is active, press **F3** on your keyboard to display the Find User dialog. If ICQ is minimized or inactive, press **Ctrl+Shift+F3** (even if you are working in a different application) to display the Find User dialog. You may change this shortcut to another keyboard combination in your Owner Preferences—see [Contact List Settings](#).
3. In the **Search For** field, type the beginning of the name, nickname, e-mail or ICQ# of the user you wish to locate. A list of possible users will appear. As you type more letters (or digits, if you are searching by ICQ#), the results will be further narrowed.
4. You may continue typing until only the user you are searching for appears, or you may select the user from the list of results. That user's name will then be selected on your Contact List. You may right-click on the selected user name in the result list to view the **ICQ Events Options** menu.

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## Contact List - Organizing Users Alphabetically or by Availability Status

When the users on your Contact List are divided into groups, you may organize the users within each group alphabetically or by Availability status. You may also organize all of the users on your Contact List alphabetically or sort them by Availability status when your Contact List is not divided into groups.

**To organize the users within the groups or all the users on your Contact List alphabetically or by Availability status:**

1. If your Contact List is divided into groups, right-click on the **Groups** button at the top of your Contact List. If your Contact List is not divided into groups, right-click on the **User** button at the top of your Contact List.
2. Select **Sort** and choose from the following options.
  - Select **Not Sorted** to leave the users on your Contact List as they are.
  - Select **By Name** to display the users on your Contact List in alphabetical order under the online and offline headings.
  - Select **By Online Status** to display the users on your Contact list by their online status. Online available users will appear at the top of the list. Users that have placed themselves in less available statuses, such as Occupied or DND, will appear at the bottom of the list.

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## Contact List Groups - Introduction

Contact List Groups enable you to organize the users on your Contact List into groups. You may, for example, divide the users on your Contact List into groups of family and work colleagues, or even categorize them by country or language. See [Contact List Groups—Moving Users to Other Groups](#). The default groups are General, Family, Friends, and Co-Workers. You may rename these groups, delete some of them, or add to them by creating your own groups. See [Contact List Groups—Changing the Default Groups](#).

You may also control the way in which your Contact List is displayed. You may view your Contact List with all of your groups closed, all of your groups open, or only some open. You may also easily enable and disable the Groups option to switch between viewing your Contact List in groups and viewing it as one list. See [Contact List Groups—Viewing Your Contact List Divided into Groups](#).

Additionally, (whether your Contact List is in Groups or not) you can set ICQ to display only online users, or both online and offline users.

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## Contact List Groups - Viewing Your Contact List Divided into Groups

To view your Contact List divided into groups:

1. Click on the **User**  button at the top of your **Contact List** so that it appears as the **Groups**  button. (Your Contact List is already in groups if the **Groups**  button appears).
2. Your Contact List will appear divided into groups. The ICQ default groups are General, Family, Co-Workers and Friends. All of the contacts on your list will appear in the General group until you rearrange your contacts or change the groups.
3. Click on the **All/Online** button next to the **Groups** button so that it appears as the **Online**  button, enabling you to view only the online users on your Contact List. Or, click on the **Online** button so it appears as the **All**  button in order to view both online and offline users.
4. Select a group to display the pop-up menu of options. Select **Group Mode** and choose from the following options.
  - Select **Mode 1** to view each group comprised of *all* the users in that group, separated under online and offline headings within the group. The numbers beside each group's name indicate the online users out of the total users in that group.
  - Select **Mode 2** to view each group separated into two subgroups - one for online users and one for offline users. The numbers beside the group's name indicate the number of users in each subgroup out of the number of users in the entire group.

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## Contact List Groups - Opening and Closing Groups

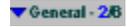
### To open or close a group or groups on your Contact List:

Double-click on a group name to open or close it. Alternatively, click on the name of the group and select Open Group to display that group's users (or Close Group to hide that group's users).

The General group is used in the examples below.



An arrow pointed inward indicates that the group is closed.



An arrow pointed downward indicates that the group is open.

In addition, when you receive an event from a user in a group that is closed, the sender appears outside of the group, as shown below, until you have opened and closed the event. When a user logs on to ICQ, his name will also momentarily appear outside of the group.



An arrow pointed downward at a 45° angle indicates that the group is semi-open. The sender of the incoming event appears outside of the group.

**Tip:** Use the up and down ↓ arrows on your keyboard for scrolling up and down within an open group. Use the right and left → ← arrows on your keyboard to open or close a group.

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## Contact List Groups - Changing the Default Groups

You may create new groups to add to the default groups, which you may rename or delete. Creating your own groups will enable you to come up with your own system of organizing the users on your Contact List.

### To create a new group:

1. Make sure that your Contact List is divided into groups—see [Viewing Your Contact List Divided into Groups](#).
2. Select a group, to display the pop-up menu of options. Choose **Create New Group** to display the **Create New Group** dialog. Alternatively, right-click on the **Groups** button and select **Create New Group**.
3. Enter a name for the group you would like to create. You are limited to 20 characters.
4. Click on the **Create** button and the new group will appear on your Contact List, or click on the **Cancel** button to exit the dialog without creating a new group.

### To delete a group on your Contact List:

1. Make sure that your Contact List is divided into groups—see [Viewing Your Contact List Divided into Groups](#).
2. Click on the group that you would like to delete to display the pop-up menu of options.
3. Select Delete Group to display the Confirm Delete Group dialog. Choose from the following options.
  - Select the **Delete Group Only & Move The Users To:** radio button to delete the group name only, and move the users in the group to another group. Click on the arrow to display the pull-down menu of groups and select a group where you wish to move the deleted group's users.
  - Select the **Delete Group and All Users** radio button to delete the selected group and all of the users in that group.

**Note:** If you have downloaded the [ICQ Message Archive](#), you need to check the **Delete users from Address Book as well** box to delete the user names from your address book in the ICQ Message Archive. If you do not delete the users from your Address Book, you may later restore them to your Contact List.
4. Click on the **Yes** button to delete the selected group, or click on the **No** button to exit the dialog without deleting the group. You also have the option to rename the default groups or to rename a group that you have created.

**Note:** You may delete any group but the General group (you may not delete this group even if you've renamed it).

### To rename a group:

1. Make sure that your Contact List is divided into groups—see [Viewing Your Contact List Divided into Groups](#).
2. Select the group that you wish to rename to display the pop-up menu of options.
3. Select **Rename** to display the **Rename Group** dialog.
4. Enter the new name for the selected group and click on the **OK** button to save your changes, or click on the **Cancel** button to keep the previous name.

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## Contact List Groups - Adding a New User Directly to a Group

When you have a large number of names on your Contact List, you may want to make it easier to manage the list by organizing the users into groups. You may put a user directly into one of the default groups when you add him or her to your Contact List, you may create a group at that time, and place the user into the new group. When you do not specify a group in which you wish to place a new user, he or she will be automatically placed in the General group.

### To add a new user to a group:

1. As you add a user to your Contact List (see [Searching for Users to Add to Your Contact List](#)), a **User has been added** dialog is displayed. Check the **Arrange users on list in groups-enable Contact List**, to expand the dialog.
2. Choose from the following options.
  - Select the **To an existing group** radio button to add the user to an existing group (a default group or one that you've created) on your Contact List. Click on the arrow to display the pull-down menu of your groups, and select a group in which to place the user you are adding.
  - Select the **To a new group called** radio button and enter a name in the blank field to create a new group in which to place the user you are adding.
3. Click on the **OK** button to enter the user into the selected group.

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## Contact List Groups - Moving Users to Other Groups

If you didn't specify a group when you added users to your Contact List, those users will be put in the default General group (or whatever you have renamed the General group). You may move some or all of them from the General group into other groups, or you may sort users by name, by online status, or leave your group unsorted.

### To move a user from one group to another group:

1. Make sure that your Contact List is divided into groups—see [Viewing Your Contact List Divided into Groups](#).
2. Double-click on a group to open it. Select the name of the user whom you wish to move to a different group.
3. Select **Move to Group** under the **User Options** heading and select the group to which you wish to move the selected user, or select **New Group** to move the user to a new group.

Alternatively, you may move a user by simply clicking and dragging his or her name from one group into another group on your Contact List.

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## User Menu - Introduction

The User Menu allows you to send all available ICQ events directly to the users on your Contact List. In addition, you may view the specific user's homepage, event history, move the user to a different group, rename and delete the user from your Contact List. See also [User Menu Displaying](#).

The following options may be accessed from the User Menu.

- **Message:** allows you to send messages to the user. Also can be accessed by double-clicking on the user name.
- **File:** allows you to transfer files. You may also send files by dragging and dropping a file onto the name of a user on your Contact List. Note that sending this event will enable the recipient to view your IP address.
- **Email:** allows you to check your email account, configure preferences and send E-mail.
- **Web Page Address (URL):** allows you to send URLs. You may also send URLs by dragging and dropping a URL onto a name of a user on your Contact List.
- **ICQ Chat:** allows you to initiate a chat with another user. Note that sending this event will enable the recipient and any other user who joins the chat session, to view your IP address.
- **Greeting Card** allows you to send a greeting card to a friend for their birthday or any other special event via ICQ.
- The **Send** button opens up the following options.
  - **Contacts:** allows you to forward contacts from your Contact List to the other user.
- The **Invite** button opens up the following option.
  - **Other:** allows you to initiate, join and use certain external applications that you have installed on your computer with another user, such as Internet games, and voice chat applications.
- The **Other Services** button opens up the following options.
  - **ICQ ActiveList Invitation:** allows you to invite the user to an ICQ ActiveList that you participate in.
  - **IrCQ-Net Invitation:** allows you to invite the user to join you or another to IrCQ chat rooms (ICQ IRC Services).
  - **Voice Message:** allows you to send a voice message. Note that sending this event will enable the recipient to view your IP address.
  - **Phone – “Follow Me”:** allows you to send a phone request and coordinate the time you would like to conduct the phone call.
- The **User Options** menu offers you the following options.
  - **History:** allows you to view the message history between you and the user.
  - **Homepages:** allows you to view the user's personal homepage.
  - **User's Details:** allows you to view the user's details, such as name, occupation, age, etc., depending on the information that user has entered.
  - **Rename:** allows you to rename the user.
  - **Delete:** allows you to delete the user from your Contact List.
  - **Alert/Accept Mode:** allows you to determine the user's alert/accept modes.
  - **“Floating” On:** allows you to create a “floating” user on your desktop.

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## User Menu - Displaying

### To display the User Menu:

1. Click on the user name on your Contact List with whom you wish to exercise the User Menu options to display the User Menu.
2. Click on the **Send**, **Invite** and **Other Services** headings to close the sections. Click on the headings again to reopen them.

See [User Menu—Introduction](#) for details on the different options.

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## User ToolTips - Introduction

The Tool-Tips display information on your Contact List with a point of a mouse. All you need to do is point your cursor on a user on your Contact List and you will get a pop-up dialog with the following details.

- Full user name
- Availability status details
- Name of icon (homepage, birthday, phone, etc.)
- Incoming event type
- Name of plugin icon
- Invisible/Visible status

See the [User Tool-Tips-Removing](#) if you wish to disable this option.

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## User ToolTips - Removing

The User Tool-Tips are displayed on your Contact List when you point your cursor on a user name. You may disable this option.

### To remove the User Tool-Tips:

1. Click on the **ICQ** button and select **Preferences**. The **Owner Prefs For [User Name]** dialog is displayed.
2. Click on the **Contact List** icon.
3. Click on the **Design** tab.
4. Uncheck the **Show user ToolTip** box.
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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## Shortcut Bar - Displaying

ICQ Quick provides you with a convenient and easy way to access ICQ functions with a click on an icon. ICQ comes with a default shortcut bar on the right side of your ICQ Window (the icons are detailed below). You may add the shortcuts available to you by ICQ (displayed below), add short cuts from other applications, remove them when necessary and even position them in a different order. See [ICQ Quick Short-Cut Bar—Customizing](#).

You have the following default shortcuts.

- Invite a Friend
- Answering Service
- White Pages
- Phone “Follow-Me”
- Help Cards

You may add the following shortcuts.

- Check Email
- Send Email
- My ICQ Homepage
- New Reminder
- New Note
- New ToDo
- Launch ICQ Surf
- My details

### To display the ICQ Quick shortcut bar:

1. Click on the **My ICQ** button and select **Shortcut Bar (ICQ Quick)**.
2. Choose from the following options.
  - Click on **Show** to display the shortcut bar on the right side of your ICQ Window (by default).
  - Click on **Auto Hide** to hide the shortcut bar. In this case, it will reappear whenever you point your cursor on the right side of your ICQ Window and disappear whenever you move your cursor away.

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## Shortcut Bar - Customizing

You have the options to remove and add additional icons to your shortcut bar. You may access these options from your My ICQ button, ICQ Quick button and your Owner Preferences.

### To customize your shortcut bar:

1. Click on the **ICQ Quick** button at the top of your shortcut bar. Alternatively, click on the **My ICQ** button, select **My Shortcut Bar** and choose **Edit**.  
The box on the right of the dialog displays all the shortcuts that are available to you. The box on the left side of the dialog displays the icons that your ICQ Quick shortcut bar currently consists of.
2. You have the following options.
  - Highlight the icon that you wish to add to your 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 from another application from the appropriate drive. 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 shortcuts by default on your shortcut bar.
3. Click on the **Apply** button to apply the changes.
4. Click on the **OK** button to save the changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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## Invitation to Join ICQ - Sending

### Sending an ICQ Invitation Using the Invitation option

The Invitation to Join ICQ option allows you to send an e-mail invitation to Internet friends, inviting them to join the ICQ Network. You may access the Invitation option from the ICQ button, or it may be offered automatically when a search for a specific user doesn't produce any results.

#### To access the Invitation option:

1. Click on the **Add/Invite Users** button. Alternatively, click on the **ICQ** button and select **Add/Invite Users**.
2. Select **Invitation to Join ICQ** to display the **Invitation to Join ICQ** dialog

The Invitation to Join ICQ provides three options to search for a user—searching in the e-mail address books on your computer, inviting a specific friend (whose e-mail address you know), and searching in other directories to find an e-mail address.

#### Searching the Address Books on My Computer

This option allows you to have ICQ search for find an e-mail address in your address book (or books) of whatever e-mail program that's installed on your computer and compare it with the ICQ database. You are presented with a list of ICQ users (whose email address appeared in an ICQ database) and with a list of people who are not apparently ICQ users. (their email address was not found on ICQ database). You can choose to send the ICQ users a request to add them to your Contact List and/or send an invitation email to those who are not part of the ICQ Network. This option will also appear to you at the end of the registration process if you choose it in the **ICQ Services** dialog.

#### Inviting a Specific Friend to Join ICQ

This option allows you to send an invitation to a friend whose e-mail address you know.

#### To send an Invitation to a user whose e-mail is known:

1. In the **Invitation to Join ICQ** dialog, click on the **Invite a friend** button.
2. In the **Enter a user valid Email address (i.e. john@isp.com)** field box enter the e-mail address of the person that you wish to invite to join the ICQ Network. Then choose from the following options.
  - Type a personal message that you want your friend to receive in the **Add a Personal Message** field.
  - Click on the **Preview Email Invitation** button to view the invitation letter before you send it.
3. Click on the **Send Invitation** button to send the invitation.

#### To search the Address Books on your computer:

1. In the **Invitation to Join ICQ & Future Users Watch** dialog, click on the **Search address books on my computer** button. If ICQ detects any addresses in your e-mail address book, a list of contacts that are ICQ members that have been found in your e-mail address books will be displayed in the upper box of the dialog.
2. Click on the arrow button to expand the dialog.
3. Choose from the following options.
  - Click on the **Check All Users** button (default) to send the selected users a request to add them to your Contact List.
  - Click on the **Uncheck All** button to deselect the names you checked earlier.
4. If the ICQ users that you've chosen require authorization, you may write your own text in the relevant field.
5. The users who are not ICQ members will appear in the third box. Choose from the following options.
  - Click on the **Check All Users** button to send them an invitation to join ICQ.
  - Click on the **Uncheck All** button to deselect the names you checked earlier.
6. If you choose to send an e-mail invitation, write a personal note to the recipient(s) in the bottom box of the dialog.
7. Click on the **View Invitation Email** button to preview your invitation letter.
8. Click on the **Add ICQ Members to List & Send Email Invitation** button to send the authorization requests invitation emails.

#### Searching in Other E-mail Directories

This option allows you to search for e-mail addresses using Internet search engines, without having to first go to the Web sites of those search engines.

**To search in other e-mail directories from the Invitation option:**

In the **Invite to Join ICQ & Future Users Watch** dialog, click on the **Search in other email directories** button to lead you to the [LDAP Search](#).

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## Change User on this Computer - Introduction

The Change User on This Computer option allows you to add a registered ICQ user on your computer, remove a registered user from your computer and change the active user of a specific ICQ program.

- [Adding a registered user on an ICQ program](#): Once you have registered with ICQ, you may log on from any computer that has ICQ, by registering yourself on that computer's copy of ICQ. Only one registered user can be active at a time on your computer.
- [Removing an ICQ# from the computer](#): You can remove a registered user from your computer. This option is useful when a guest user has finished using ICQ on your computer, or if you want to replace another user.
- [Changing the Active User](#): Once you have more than one registered user on your computer, you may alternate between them. Only one registered user can be active at a time on your computer.

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## Adding a Registered User on an ICQ Program

Once you have registered with ICQ, you may log on from any computer that has ICQ, by registering yourself on that computer's ICQ program. Only one registered user can be online at a time.

### To add another registered user:

1. Make sure you are connected to an ICQ server.
2. Click on the **My ICQ** button and select **Change User On This Computer**.
3. Select **Add another registered user** to display the **Registration** dialog. Make sure you have your ICQ# and password at hand, and follow the step-by-step instructions in the Registration Wizard in the program.

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## Removing Another Registered User from Your Computer

You can remove a registered user from your ICQ program. This option is useful when a guest user has finished using ICQ on your computer, or if you want to replace another user.

**Note:** You may reinstall deleted users on your computer, as long as the user was not deleted from the ICQ server.

### To remove a user from your computer:

1. Click on the **My ICQ** button and select **Change User On This Computer**.
2. Select **Remove ICQ# From Computer** to display the pop-up menu of the ICQ users registered on your computer.
3. Choose the user that you wish to remove from your computer.
4. Enter the user's password in the **Password** field and click on the **Next** button.
5. Select the **Yes please remove me** radio  button.
6. Click on the **Next** button to delete the user from your computer only, or click on the **Cancel** button to exit the dialog without deleting.

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## Changing the Active User

Once you have more than one registered user on your computer (you may have up to seven registered users on your computer), you may easily alternate between them. Registered users can take turns using ICQ to send or receive events without exiting ICQ.

### To change the active user:

1. Click on the **My ICQ** button and select **Change User on This Computer** to display the pop-up menu of options.
2. Select **Change the active user**. A pop-up menu of the ICQ users registered on your computer is displayed.
3. Select a user's name to display the **Confirm/Change User (ICQ#)** dialog.
4. Click on the **Yes** button to confirm your choice, or click on the **No** button to exit the dialog without changing the active user.

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## ICQ New Registration - Introduction

ICQ Registration is quick and easy. The Registration Wizard opens immediately after you have installed ICQ and offers you step-by-step instructions, guiding you through the entire registration process. If you need further assistance, go to [Registration Troubleshooting](#).

After you have registered the ICQ program on your computer, ICQ Registration offers you the following additional options.

- [Registering a New User on an ICQ Program](#): You may register a new, additional user on your installed ICQ program. The user will be given a new ICQ#.
- [Registering an Existing User on Additional Computers](#): If you already have an ICQ#, you may register your ICQ# on another computer, or on more than one other computer. This enables you to work in different locations while being identified by the same unique ICQ#.
- [Unregistering a User from the ICQ Network](#): You may remove a registered user from ICQ. Once you've deleted the user from the ICQ Network, the user's details should all be completely deleted from the directory. **Note:** Un-registering your ICQ# from the ICQ Network is PERMANENT. Other related ICQ services such as your ICQmail account and ICQ Homepage will also be PERMANENTLY deleted.

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## Registering a New User on an ICQ Program

You may register a new, additional user on your ICQ program. The user will be given a new ICQ#. This option is helpful to families whose members share one computer, for example.

### To register a new user on your computer:

1. Make sure you are connected to an ICQ server.
2. Click on the **My ICQ** button and select **New Registration To ICQ**.
3. Select **Register A New User** to display the **ICQ Registration Wizard** dialog. Follow the step-by-step instructions to register a new user, as described in the Web-site at <http://www.icq.com/redirect/client-help/register.html>.

**Note:** Registering more than one ICQ# for one person is not advisable. Your peers will not know by which number to contact you. If you registered more than once, you may remove an unwanted registration.

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## Unregistering a User from the ICQ Network

You may remove a registered user from the ICQ Network. Once you've unregistered an ICQ account from the ICQ Network, the user's details provided for this account should be removed from the directory. Please note that unregistering an ICQ account is irreversible. When you unregister all your database is erased and your ICQ number cannot be retrieved.

**Note:** Un-registering your ICQ# from the ICQ Network is PERMANENT. Other related ICQ services such as your ICQmail account and ICQ Homepage will also be PERMANENTLY deleted.

### To remove a user from the ICQ Network:

1. Make sure you are connected to the ICQ servers.
2. Click on the **My ICQ** button and select **New Registration To ICQ**.
3. Select **Unregister Existing User**, to display the **Unregister Existing User** dialog.
4. Click on the arrow to display the pull-down menu and select the user you want to remove.
5. Enter the user's password in the **Password** field and click on the **Next** button.
6. Select the **Yes, please remove me** radio  button and then click on the **Next** button.
7. Click on the **Done** button to delete the user deleted from the ICQ servers.
8. Click on the **Cancel** button at any time to exit the dialog without unregistering a user.

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## Registering Existing Users on Additional Computers

If you already have an ICQ#, you may register your ICQ# on another computer, or on more than one other computer. This enables you to work in different locations while being identified by the same unique ICQ#. However, you may not be able to operate the different locations simultaneously.

**Note:** Your database history and other ICQ settings and preferences will only be updated with the information that was included at the time of copy. Any additional information accumulating in the original computer database will not be automatically updated in the other registered computer.

An existing user can be registered in two ways - from within a running ICQ or immediately following the installation of ICQ.

### To register an existing user immediately following installation of ICQ:

1. After installation is complete, the **ICQ Setup** dialog is displayed. Click on the **Next** button to begin registration.
2. Click on the **Existing User** button.
3. Follow the step-by-step instructions. If you have problems registering go to Registration Troubleshooting.

### To copy your history database and Contact List to another computer:

1. Shut down ICQ.
2. Copy your new database folder, Db2000a, probably located in C:\Programs Files\icq\newDb on a diskette or send it through e-mail to the other computer where you are registered.
3. Replace the Db folder with the old one by clicking and dragging the file into the old one and deleting the old one.

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## DBConverter

In order to upgrade to ICQ 2000a Beta version from a previous version you need to convert your existing Contact List and history database. This process may take a few minutes but it should make your ICQ run faster, with improved capability and should update your history and Contact List and make it compatible with ICQ 2000a. The DB Converter at the end of the installation procedure may be accessed anytime from your ICQ folder to recover a new database or fix a corrupt database file.

### To upgrade your database:

1. Double-click on the Database Converter folder in your ICQ folder on your desktop to display the **ICQDBConvert** dialog.
  - Select **Fix an Old Database** radio button if you are upgrading to 2000a for the first time.
  - Select **Fix a New Database** radio button if you are re-indexing or deleting a new database. Choose this option if your database is corrupt.
  - Select **I'm not sure** radio button to allow ICQ to search which database you are currently using.
2. Click on the **Next** button to continue, or click on the **Cancel** button to close the dialog without running the DB Converter process.
3. Select which ICQ owner's database you would like to convert from the **ICQ Owner** pull-down list.
4. Choose which parts of your history database you would like to convert from the pull-down list of History Options:
  - Select **All History** to convert your complete database history.
  - Select **Last year's history only** to convert only the history for the last year.
  - Select **Last 6 months history only** to convert only the history for the last 6 months.
  - Select **Last 3 months history** to convert only the history for the last 3 months.
  - Select **No History (Only Contact List)** to convert only the names of the users in your Contact List to the new Contact List.
5. Click on the **Next** button to continue, or click on the **Cancel** button to close the dialog without running the DB Converter process.

The ICQ Database Converter begins the conversion procedure of your database. This procedure may take a few minutes depending on the number of users you have chosen to convert in your database and the number of events you have chosen to convert.

6. Once the procedure has been completed click on the **Next** button. Then chose from the following options.
  - Click on the **Convert/Fix Another ICQ Owner** button if you want to convert the database of another ICQ owner registered on your computer.
  - Click on the **Done** button to close the dialog and then restart ICQ with the newly installed database.

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## User Details - Viewing

The information a user supplies when updating his/her User Details is available to you when that user is added to your Contact List. You may view another ICQ user's personal details, provided this information was provided to the ICQ servers. You can also update a user's details, which will automatically change the information about that user in your address book and Contact List. Your user details dialog will include the following similar fields. See [User Details – Updating](#).

**Note:** Unless explicitly stated otherwise, the information available on the ICQ directories, including without limitation, on the ICQ White Pages and Global Directory, is provided, entered and posted by the users and is not reviewed, controlled, examined, verified or endorsed by ICQ Inc. in any way.

### To view a user's details:

1. Click on the name of a user on your Contact List and select **User's Details**. A **User Details For [User]** dialog is displayed.
2. Choose from the following tabs to view the information described below for the selected user.
  - Select **Main** to display the user's ICQ#, first and last name, nickname, e-mail addresses. In this tab, you may change or add the user's nickname as it appears on your Contact List.
  - Select **Home** to display the user's address, local time, and telephone numbers.
  - Select **Work** to display the user's company, position, work address, telephone numbers, and company homepage.
  - Select **More** to display the user's personal homepage, gender, age, birthday, zodiac sign, and languages spoken.
  - Select **Info/About** to display additional information that the user has written about him/herself. This tab also enables you to add your own remarks about this user, to help you remember who he/she is or distinguish him/her from users with similar information. (Adding your own remarks that are locally saved on your computer only affects the way you view this user's information. Other users who view this user's information will not see your remarks.)
  - Select **Interests/Past** to view information about the user's personal interests, group affiliations, and past background.
  - Select **Phone - "Follow Me"** to view the phone numbers made available by a user. In this tab, you have the option of adding a phone number for a user, or you may update the information the user has added most recently as in the other tabs. (Adding phone numbers that are locally saved on your computer, only affects the way you view this user's phone details. Other users who view this user's details will not see the phone numbers you've added.)
  - Select **Picture** to download the user's picture.
  - Select **Unknown** to view the plugins that the user has installed.
3. Choose from the following options.
  - Click on the **Close** button to close the dialog.
  - Click on the **More Options** button to choose from the following options.
    - Select **Save as Vcard** to save the information in the dialog wherever you specify.
    - Select **White Pages** to search for a user on the White Pages directory.

Each user's information stays the same as it was at the time that you added that user to your Contact List, until you retrieve any updated information. If a user has added or edited his/her information after that time, you should update. Click on the **Retrieve** button at the bottom of the dialog to update the most recent information.

See [Updating Your User Details](#)

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## User Details - Updating

As an ICQ user, you may wish to supply your User Details.

**Note:** Providing any information about yourself on the ICQ service is voluntary. The more information you provide about yourself, the easier it is for your friends to locate you on ICQ. The details that you choose to post on the various ICQ Directories are generally available, freely accessible to Internet users and the public, and may be obtained and kept by other people, unless explicitly stated otherwise. Such details or any later addition or amendment thereto may not be immediately visible to all users. (Users who already have that ICQ# on their Contact List will be required to update your user information by clicking on the **Retrieve** button in order to view the new or revised details or information entered.)

**Note:** In order for your changes to take effect, you may need to enter your password. Therefore, it is important to remember your password.

### To view/change your details:

1. Click on the **ICQ** or **My ICQ** button in your ICQ Window.
2. Select **View/Change My Details** to display the **ICQ Global Directory-My Details** dialog. This dialog has nine tabs and is very similar to the dialog that other users will see when they view your user details. They should be able to view any changes once they have updated your details.
3. Select from the following tabs:
  - The **Main** tab displays your ICQ#, your name, and e-mail addresses. Your nickname will appear on other users' Contact Lists.
  - The **Home** tab contains your home address, your phone numbers, and your local time. You may change any of these details, and you may add any missing details by simply typing in the relevant fields. Select **Display Map** to go to the relevant Web site, via your browser, which displays a map of your city. You may set your local time, by selecting the Greenwich Mean Time offset from the **GMT Offset** pull-down menu.

The **More** tab displays details about your homepage, gender, age, birth date, and the languages that you speak. Click on the pull-down menus for **Gender**, **Age**, and **Birth Date**. In addition, you can enter three spoken languages. Entering your birth date will notify other users that have you on their Contact List) of your birthday by displaying a balloon  icon beside your name on other ICQ users' Contact Lists on the day of your birthday. They then have the option to send you a greeting card for the occasion. Make sure you enter the complete date to save it. See [Greeting Cards—Receiving](#) and also [Greeting Cards—Sending](#). You may also select the **View Horoscope** button to be led, via your browser, to an online daily horoscope.
  - The **Work** tab displays details about your company including company address, phone numbers, and your company Web site. You may change your work's phone, fax and cellular details by clicking on the relevant icons next to the relevant fields, and you may add any missing details by simply typing in the relevant fields. This tab also provides a link to a Web site offering a map of the city where you work.
  - The **Info/About** tab displays any details that you choose to enter about yourself. You can enter any information you would like—about your personality, likes or dislikes, family, friends, hobbies—whatever you wish other ICQ users to know about you.
  - The **Affiliations** tab displays the organizations or other groups that you belonged or belong to, as well as other background information about yourself that you choose to enter, such as where you went to high school or college. Check the box or boxes under the headings **Organization**, **Affiliation**, **Group** or **Past Background**. Select the categories from the pull-down menus and then enter the details (such as the name of the school, group, or organization) in the relevant fields under the heading **Enter Name(s) or Keywords**.
  - The **Interests** tab displays your hobbies and interests. Place a check mark near the field in which you wish to enter the information. Click on the pull-down menu button to choose a category of interest and to display a **[User] Selected Interests** dialog. Select a specific interest from the list under the heading **Selected Interests**. Click **Select** so that the interest appears under the heading **Your Selected Interests**. Repeat until your list is complete, then click **OK** to return to the Interests dialog.
  - The **Phone Info** tab displays your telephone numbers. You may choose to enter any phone number you want, making yourself available to other users via the telephone. Click on the **Add** button and enter the details in the relevant fields.
  - The **Picture** tab displays any photos you may have uploaded for other users to view. Click on the **Browse** button and select the picture file from your c:\ drive.
  - The **Unknown** tab displays the information plugins (i.e., phone, picture, etc.) you have installed on your ICQ system. Select a plugin from the **ICQ Info Plug-in/s:** field to display a description of the plugin in the **Description:** field.
4. Click on the **More Options** button and choose from the following options, offered on each tab.
  - Click on the **Save as vCard** button to save your information as a vcard file in a directory that you select.

- Click on the **Unlist** button to clear all of the information in the Global Directory so that no information about you will be publicized, except for your ICQ#. Users will be able to identify you only by your ICQ#.
- Click on the **Publicize Your Details in ICQ Web-Directories** button to link yourself to the ICQ Web site.
- Click on the **Retrieve** button to overwrite your details with the most recent details saved on the server (and therefore entered in the ICQ database).
- Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.
- Click on the **Done** button to exit the dialog after you saving your changes.

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## 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.

### Main Preferences

#### To access the Main Preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. The **Owner Prefs For [User]** dialog includes the following eight 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 Invitation – Introduction](#).
  - The [IrCQ-Net](#) icon enables you to configure your IrCQ-Net Invitation settings. See also [IrCQ-Net Invitation – Introduction](#).
  - The [Email](#) icon enables you to configure your Email and ICQmail settings as well as the ICQ Email Check preferences. See also [Email – Introduction](#).
  - The [Voice Message](#) icon enables you to configure your voice message preferences. See also [Voice Message – Introduction](#).
  - The [Greeting Card](#) icon enables you to configure your greeting card preferences. See also [Greeting Card – Introduction](#).
  - The [Plugin for ICQ](#) icon enables you to configure your unknown message settings. See also [Unknown Plugin – Receiving](#).
  - The [Phone-"Follow Me"](#) icon enables you to configure your phone authorization and phone call request settings. See also [Phone – "Follow Me" – Introduction](#).
  - The [Picture](#) icon enables you to configure your picture authorization settings. See also [Picture – Introduction](#).

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## Preferences - Contact List Options

### 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 your 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.

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## Preferences - Contact List Design

### 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.
  - Check the **Show Contact List buttons** box to show the buttons that appear at the bottom of your Contact List. These include Help Cards, To Simple Mode and 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.

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## Preferences - Contact List Shortcuts

### 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.

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## Preferences - Contact List Colors

### 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.

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## Preferences - Status Mode

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.

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## Preferences - Miscellaneous

### 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.

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## Preferences – Connections

### 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 [General](#) tab to change the Internet connection type that you entered upon registration, as well as several ICQ default settings.
  - Select the [Server](#) tab to configure your ICQ server host and port.
  - Select the [Firewall](#) tab to configure Proxy server settings if you are behind a firewall.
  - Select the [User](#) 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.

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## Preferences - General Connections

### 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 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.

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## Preferences - Server Connections

### 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.

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## Preferences - Firewall Connections

### 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.

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## Preferences - User Connections

### 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 by ICQ. 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.

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## Preferences - Events

### 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 [URL](#) tab to configure the settings for Web Page Addresses (URLs).
  - Select the [File](#) tab to specify parameters for incoming file transfers.
  - Select the [Ext](#) tab to specify the parameters for Internet Telephony/Games/Chats 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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## Preferences - General Events

### 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 [History of Events](#) 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.

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## Preferences - Chat

### 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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## Preferences – Web Page (URL)

### 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.

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## Preferences - File

### 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  button to choose the file path where you want to save your incoming files. You may choose to save the files in the default file path **C:\Program Files\ICQ\Received Files**.
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 you trust the sender and that the sender is who you think he is and that you want to receive the file.

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## Preferences – Internet Externals

### 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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## Preferences - Sounds

### 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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## Preferences - Internet Externals

### Internet Externals 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 **Internet Telephony/Games/Chat** tab, a unique icon appears next to the installed application.

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## Preferences - Shortcut Bar

### ICQ Quick Shortcut Bar 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 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 shortcuts by default 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.

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## Preferences - Security and Privacy

### Security and Privacy Settings

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. See [Security and Privacy—Introduction](#).

#### 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 WWWPager, 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](#)

#### IMPORTANT NOTICE

Please note that the ICQ Software, 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.

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## Preferences - ICQ ActiveList Invitation

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 **Set ICQ to display a response dialog** radio button to set ICQ to display a response dialog every time you receive an ICQ ActiveList Invitation.
  - Select **ICQ ActiveList** 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.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Preferences - IrCQ-Net Invitation

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 **Set ICQ to display a response dialog** 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 the 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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## Preferences - Email and ICQmail

### 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 [Check Email](#) tab to configure your options for checking e-mail through ICQ.
  - Select the [Notifications](#) tab to configure your settings for visual alerts, sound alerts, and other preferences for checking e-mail through ICQ.
  - Select the [Accounts](#) 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 [VIP](#) tab to enable ICQ to distinguish incoming e-mail from accounts that you designate as V.I.P.
  - Select the [Send Email Options](#) tab to select ICQ Email or another e-mail program you wish to use for sending e-mail.
  - Select the [Email Message](#) tab to configure your incoming e-mail settings.
  - Select the [ICQmail Message](#) 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.

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## Preferences - Voice Message

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 **Set ICQ to display the response dialog** radio  button.
  - Select the **Set ICQ to automatically accept** radio  button.
  - Select the **Set ICQ to automatically decline** radio  button.
  - Check the **Set ICQ to automatically decline from users that are not on my Contact List** box.
6. Select **Voice Message** and click on the **Remove** button to disable the Voice Messages plugin. Click on the **Restore** button to restore a disabled Voice Message Plugin.
7. 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.
8. 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.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by

third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Preferences - Greeting Card

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 **Set ICQ to display a response dialog** 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.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Preferences - Plugin For ICQ

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. Select the plugin you wish to configure from the list on the left of the **Owner Preferences** dialog.
3. 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 **Set ICQ to display a response dialog** 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.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

### 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.

**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.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

**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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## Preferences - Phone-"Follow Me"

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 **Set ICQ to display a response dialog** radio button to set ICQ to display a response dialog every time you receive a Phone request.
    - Select the **Set ICQ to automatically accept** radio button to set ICQ to automatically accept incoming Phone requests.
    - Select the **Set ICQ to automatically decline** radio button to set ICQ to automatically decline incoming Phone requests.
    - Check the **Set ICQ to automatically decline an 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 the 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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## Preferences – Picture

Users will need to 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 **Set ICQ to display a response dialog** radio  button.
    - Select the **Set ICQ to automatically accept** radio  button.
    - Select the **Set ICQ to automatically decline** radio  button.
    - Check the **Set ICQ to automatically decline from users that are not on my Contact List** box.
4. Select **Picture Plugin** and click on the **Remove** button to disable the picture plugin. Click on the **Restore** button to restore a disabled Picture plugin.

### To add the Picture plugin if you have removed it:

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

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

**Caution!** By downloading, installing, activating or using any software component for ICQ (“ICQ Plugin”) developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Alert/Accept Modes - Introduction

The Alert/Accept modes enable you to customize your communications with each user on your Contact List.

Accept modes determine how and when you are notified of a user's ICQ status as well as how you are notified of any incoming event. You may disable the sound alerts or configure them in any combination, enabling you to distinguish different users or different types of events by their alerts.

Alert modes are sounds and icons that notify you each time a user on your Contact List logs online and each time you receive an event. You may use the default ICQ alerts or you may configure your own. Configuring your own alerts allows you to disable the sounds or icons, to configure different sounds for each user, or to configure different sounds for each incoming event. This enables you to distinguish users just by their alert sounds, or to make events from certain users stand out. You may use sounds from another directory on your hard disk or you may choose from the many ready-made ICQ sounds.

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## Alert Modes - Introduction

Online Alerts are sounds and icons that notify you each time a user on your Contact List logs online and each time you receive an event. You may use the default ICQ alerts or you may configure your own.

- See [Alert Modes—Incoming Events Alerts](#) to configure the alert sounds for incoming events from each user on your Contact List.
- See [Alert Modes—User Identification Sounds](#) to configure a user identification sound to notify you of incoming events from individual users.
- See [Alert Modes—Online Alerts](#) to configure the alert settings for each time a user on your Contact List logs online.

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## Alert Modes - Incoming Events Alerts

### Configuring Incoming Events Alerts

You may configure alert sounds for incoming events from each user on your Contact List. You may configure a different sound for each event and then apply that to each user (so every incoming message from all users, for example, will have the same Alert sound). Alternatively, you may use the same sound for every event from a particular user. Or, you may configure any combination of Alert sounds to only certain users. And of course, you may leave the default settings for any or all of the users on your Contact List.

#### To configure sounds for incoming events from a specific user:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Alert** tab.
3. Click on the **Setup Personal User Sounds** button to display the **Sound Config for [User]** dialog. Configure sounds for each event for the selected user.
4. Choose from the following options.
  - If you wish to change the ICQ default sound for any of the incoming events from the selected user, place a check mark in the box for the relevant event.
  - Click on the **Select** button to choose an alternative sound from your sound files.
  - Click on the **Test** button to hear the sound you have chosen for the selected incoming event for that user.
  - Check the **“Use the same sound file for all events”** box if you wish to use the same sound file for all incoming events from that particular user. Then check the **General** box and click on the **Select** button to choose a sound. You may click on the **Test** button to hear your selection.
5. Click on the **OK** button to set your configurations, or click on the **Cancel** button to return the **[User] Alert/Accept Settings** to the dialog without saving.
6. Click on the **OK** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes

You also have the option to configure a user identification sound to notify you of incoming events from individual users. See [Alert Modes—User Identification Sounds](#).

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## Alert Modes - Online Alerts

### Configuring Online Alerts

Online Alerts notify you each time a user on your Contact List logs online. The default Online Alert is a flashing **Online**  icon in your desktop tray accompanied by an Alert sound. By default, the Online Alert sound is the same for each user on your Contact List. You may change the Online Alert sound or you may configure a different Online Alert sound for each user on your Contact List.

**Tip:** Double-click on the flashing **Online**  icon in your desktop tray to display the Online Alert dialog. Click on the **Send Event** button to send an event to a user immediately after he or she logs online.

#### To set Online Alert modes for a specific user:

1. Select a user's name on your Contact List to display the pop-up menu of options. Select **Alert/Accept Modes** to display the **[User] Alert/Accepts Settings** dialog.
2. Click on the **Alert** tab.
3. Check the **Override Global Alert** box if you would like to adjust the default settings that alert you when the selected user logs online. Choose from the following options.
  - Check the **Activate Online Alert When User Returns From Away or N/A Mode** box if you would like to receive an Online Alert when the selected user returns from Away or N/A status as well as each time he or she logs online.
  - Check the **Blinking Alert Effect** box if you would like to see the selected user's name blinking on your Contact List in different colors when the user comes online. If you minimize your Contact List, you will view the effect in your desktop tray.
  - Check the **Play Online Alert Sound** box if you would like an alert sound to play when the selected user logs online.
  - Check the **Popup Online Alert Dialog** box to set an alert dialog to display when the selected user logs online.
  - Check the **Make User Float When Online** box to set the selected user's name to float on top of other applications when the user is online.
  - Check the **Disable Sounds** box to disable all sound alerts of online status or incoming events from the selected user.
  - Click on the **Setup Personal User Sounds** button to [configure sounds](#) for each event for the selected user.
4. Click **OK** to set your changes and exit the dialog, or click **Cancel** to exit the dialog without saving your changes.

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## Alert Modes - User Identification Sounds

### Configuring User Identification Sounds

You also have the option to configure a user identification sound to notify you of incoming events from individual users. You may record, for example, the first name of a user so that when an event arrives from him or her, you will recognize that user immediately. Save the recording on your hard disk and you may configure ICQ to use the recording as an alert. When that user sends you an event, you will hear “incoming event from (the name you recorded).”

#### To configure a user identification sound:

1. Click on a user’s name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Alert** tab.
3. Click on the **Setup Personal User Sounds** button to display the **Sound Config** dialog.
4. In the **Sound Config** dialog, check the **User ID** box to enable the user identification sound feature.
5. Click on the **Select** button to display the standard MS Windows **Open** dialog.
6. Select the sound file you have recorded or any .wav sound file, from a directory on your hard disk and click on the **Open** button.
7. Click on the **Test** button to hear the sound you selected. If you would like *only* this sound to play each time the user logs online and sends you any event, click on the **OK** button to return to the **[User] Alert/Accept Settings** dialog. Click on the **OK** button to set your changes. If you would like the user identification sound to be played along with an ICQ alert sound, continue with step 8.
8. If you would like the user identification sound to be played along with an ICQ alert sound, click on the **Configure Default User ID Prefix Sounds** button. The **General sound config** dialog is displayed.
9. Select either **Before** or **After** from the pull-down menu next to **Play the User ID sound \_\_\_\_ the Online Alert sound** to determine the order in which the two sounds will be played when the user logs online.
10. If you would like to use the ICQ Voice incoming events alerts with your recorded message, leave the default setting **Play the User ID sound Before each sound file**. A voice will notify you of an incoming chat request, for example, saying “Chat request from John.” Click on the **OK** button to set your changes and return to the **Sound Config for [user]** dialog. Click on the **OK** button for your changes to take effect. If you would like the user identification sound you’ve recorded to be played with another ICQ sound to notify you of incoming events, continue on to step 11.
11. Click on the **Select** button next to the relevant feature and choose a sound.
12. Choose either **Before** or **After** from the pull-down menu next to **Play the User ID sound \_\_\_\_ the Online Alert sound** to determine the order in which the sounds will be played. You may click on the **Test** button to hear your selections.
13. Check the “**Use the same sound file for all events**” box to use one sound to represent all of your incoming events. Then check the **General** box and click on the **Select** button to choose a sound. You may click on the **Test** button to hear your selection.
14. Click on the **OK** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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## Accept Modes - Introduction

Accept modes are configurations for how you wish to accept events from each user. You may set ICQ to automatically accept some or all events from certain users. Use the Accept modes to save time and drop protective accept procedures with users that you know and trust.

See [Accept Modes—Accept Tab](#) to have certain events from specific users automatically accepted.

See [Accept Modes—Message Tab](#) to leave a personal message to specific users when you are in one of the Away status modes.

See [Accept Modes—Plugins Tab](#) to accept Plugins sent from specific users.

See [Accept Modes—Status Tab](#) to override your Availability-Status modes for certain users.

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## Accept Modes - Configuring the Accept Tab

The Accept tab of the Alert/Accept Modes dialog enables you to automatically accept certain events from selected users.

### To automatically accept events from a selected user:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Accept** tab.
3. Choose from the following options.
  - Check the **Auto Receive Message** box to automatically receive messages from the selected user to your desktop, without having to double-click on the **Incoming Message** icon. The message dialog will appear on your screen the moment it is received.
  - Check the **Auto Receive File** box to automatically receive file transfers from the selected user, without having to accept a file transfer request.  
**Note:** Accepting a file transfer will enable the sender to view your IP address.
  - Check the **Auto Accept Chat** box to automatically accept chat requests from the selected user. When this user sends you a chat request it will be automatically accepted and a Chat session will open.
  - Check the **Auto Add URL to Bookmarks** box to automatically add all URLs from this user to your bookmarks. If you are using Internet Explorer or Netscape you can open the Web page Address by clicking on the **System Menu** button and selecting **Incoming Bookmarks**.
4. Choose from the following additional options regarding the selected user.
  - Check the **Auto Send Through Server** box to have your events automatically sent through the ICQ server, rather than wait in your OutBox, when the selected user is offline.
  - Check the **Do Not Log Event History** box if you do not want events to or from the selected user to be saved in the history database.
  - Check the **Auto Send Phone Details** box to have your phone details automatically updated in your User Information that the selected user can view.
5. Click on the **OK** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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## Accept Modes - Configuring the Message Tab

The Message tab of the Alert/Accept Settings dialog enables you to leave a personal message to selected users when you are in one of the away status modes.

### To leave a personal away message for selected users:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Message** tab.
3. Check the **Customize Message** box to customize your message in the dialog provided below for your message.
4. Click on the **OK** button to save your changes, or click on **Cancel** to exit the dialog without saving your changes.

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## Accept Modes - Configuring the Plugins Tab

The Plugins tab enables you to configure how you would like to accept Plugins sent from selected users.

### To configure your Accept modes for Plugins from selected users:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Plugins** tab. In the **Installed Plugins** window, select the Plugin for which you would like to adjust your Accept modes from the list of the Plugins that you have installed, along with the Plugins that already exist in ICQ.
3. Check the **Override General Prefs** box and choose from the following options.
  - Click the **Show Response Dialog** radio button to show a response dialog every time you receive the selected Plugin from this user.
4. Click on the **OK** button to save your changes, or click on **Cancel** to exit the dialog without saving your changes.

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## Accept Modes - Configuring the Status Tab

The Status tab of the Alert/Accept Modes dialog enables you to override your Availability-Status modes for certain users. You may change how a particular user views your status, or you may override the accept feature of your status for a certain user.

### To change how a user views your Availability Status:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Status** tab.
3. Check the **Update Status** box to change how your status appears to the selected user.
4. Choose from the following options.
  - Click the **Away To User** radio button to display Away status to the selected user.
  - Click the **N/A To User** radio button to display Not Available status to the selected user.
  - Click the **Occupied To User** radio button to display Occupied status to the selected user.
  - Click the **DND To User** radio button to display Do Not Disturb status to the selected user.
  - Check the **Invisible To User** box if you wish to appear as offline to the selected user, even when you are online.

**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.
  - Check the **Visible To User** box if you wish to appear online (in Privacy (Invisible) status) to the selected user, when you are in Privacy (Invisible) status mode and appear offline to all other users.
5. Click on the **OK** button to save your settings or click on **Cancel** to exit the dialog without saving your changes.

### To override your Status Mode for selected users:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes** to display the **[User] Alert/Accept Settings** dialog.
2. Click on the **Status** tab.
3. Choose from the following options.
  - Check the **Accept in Away** box to accept all events from the selected user even when you are in Away mode.
  - Check the **Accept in N/A** box to accept all events from the selected user even when you are in N/A mode.
  - Check the **Accept in DND** box to accept all events from the selected user even when you are in DND mode.
  - Check the **Accept in Occupied** box to accept all events from the selected user even when you are in Occupied mode.
  - Click on the **Check All** button if you would like to accept all events from the selected user when you are in any of the online modes.
4. Click on the **OK** button to save your changes, or click on the **Cancel** to exit the dialog without saving your changes.

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## 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:

4. Click on the **ICQ** button in your ICQ Window.
5. Select **Security & Privacy**. You may also access the Security & Privacy settings from **Preferences**.
6. 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 in 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.
5. 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, 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.

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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.
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 be 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.

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## 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 - 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.

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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.

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## Security and Privacy - Password Tab

### Configuring the Password Tab

The Password tab enables you to change your password. See the [General Tab](#) 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>

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## 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>

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## 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.

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## 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.

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## 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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## Messages - Sending

Once you have added users to your Contact List, you may send them messages. You have the option to choose to send messages through the simple mode dialog (Split Message Window) or advanced mode (Single Message Window) dialog. For information on the Simple Mode Message functions see [Working Mode \(Simple or Advanced\)](#) to change to simple mode, and refer to the Simple Mode Help File.

### To send a message to a user on your Contact List:

1. Click on the user's name on your Contact List to whom you would like to send a message and select **Message**. Alternatively, double-click on the user's name to open the **Send Online Message** dialog.
2. You may choose from the following options.
  - Click on the **Sound**  button to disable the keystroke sound. Click again to enable the feature.
  - Click on the **Font**  button to select a font style and size for the text of your message.
  - Click on the **Font Color**  button to select a font color for the text of the message.
  - Click on the **Font Background Color**  button to select a background color for your message.
  - Click on the **History** button to view the history of events between you and the other user.
  - Click on the **Msg Mode** button to open up a **Split/Single Message Window** dialog. Click on the **Split Message Window Mode** button if you want to use the simple mode options or click on the **Single Message Window** button to return to the Advanced Mode message sending.

**Note:** If you switch to [Simple Message Mode](#) while using Multi Language Support, the **Auto Color** button will not override the background color. It will always be white.

3. Type your message in the **Enter Message** field.

Watch the Character Counter at the top of the dialog to keep track of the number of characters in your message. You may send messages of unlimited length to online users who also have the 2000a, 99b or 99a version of ICQ. Online users with the ICQ version 98a are limited to sending and receiving messages of up to 450 characters. Offline users (with any version) can only receive messages of up to 450 characters. If your message to those users exceeds 450 characters, a warning is displayed with the following options.

- Select **Send Thru-Email** to send the user the message through e-mail, rather than through ICQ.
- Select **Auto-Send Later** to send the message to an offline user once the user logs online (as long as you are also online). This will allow you to send a message of unlimited length to an offline user with ICQ 99a, 99b or 2000a.
- Select **Edit** to edit the text of your message. This allows you to shorten the message and send it.
- Select **Cancel** to cancel sending the message.

Alternatively, you may send a larger message in two parts. Select a portion of the text at the end (to highlight it), right-click, and select **Cut**. Then click **Send** to send the first part of your message. Now you may open a second message dialog, right-click and select **Paste**. Click **Send** to send the second part of your message.

You also have the option to send large amounts of text as a file or as e-mail.

4. Click on the **Send** button to send the message.

If you are online and using the **Single Message Window** dialog, the message is sent and the dialog closes. Alternatively, if you are online in using the **Single Message Window** dialog, the message is sent and the dialog will remain open. The text you typed will automatically move to the upper box.

If you are offline, your message is saved in the OutBox and sent when you reconnect to the ICQ server. If the recipient is offline, you may choose from the following options.

- Select **Send Thru Server** and the recipient will receive the message as soon as he/she connects, regardless of whether or not you are online.

- Select **Auto-Send Later** to store your message in your OutBox and send when the recipient comes online. You must also be online.
- Select **Retry** to send the message again.
- Select **Cancel** to close the dialog without sending the message.

If you insert one of the following in your message: an ICQ#, a Web page URL address; or an email address; the text will be converted to hypertext in the message dialog.

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## Messages - Receiving

A message may be sent to you regardless of your online or offline status. If you are online when a user sends you a message, you will receive the message immediately. If you are offline, the message will be stored on the ICQ servers (unless the sender specified that the message be sent only when you are online) until you log online, open ICQ and receive it.

You are notified of an incoming message by a unique sound and by a flashing **Incoming Message**  icon. The icon will flash next to the sender's name on your Contact List and in your desktop.

### To read an Incoming Message:

1. Double-click the flashing **Incoming Message**  icon in your desktop or next to the sender's name on your Contact List. Alternatively, click on the sender's name on your Contact List and choose **Receive** to display the **Incoming Message** dialog. You may choose to have incoming messages automatically open up on your desktop without double-clicking. See [Events Settings—General Tab](#) in your Owner Preferences.
2. The message appears in the **Message** field. The dialog also displays the sender's name, email address, and ICQ#, date and time the message was sent. You may choose from the following options:
  - Click on the **Auto Color**  button to view your messages in the colors you set for sending messages. Click again to view the message in default black and white.
  - Click on the **User Details**  button to display the sender's details.
  - Click on the **History** button to view the correspondence between you and the user.
3. Choose from the following options.
  - Click on the **Reply** button to respond to the sender. Alternatively, double-click on the flashing icon next to the sender's name.
  - Click on the **Forward** button to send the message to another user.
  - Click on the **Request Chat** button to open a chat dialog and talk in real-time with the user.
  - Click on the **More Functions** button to expand the dialog and your options.
  - Click on the **Read Next** button (if enabled) to display the next incoming event.
4. If you receive a message from a user not on your Contact List, you may choose from the following options.
  - Click on the **Add To Ignore List** button if you do not wish to respond to the message.
  - Click on the **Add to Contact List** button if you wish to add the user to your Contact List. You may also respond by sending a message without adding the user to your Contact List.
5. Click on the **Cancel** button to exit the dialog without responding.

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## ICQ ActiveList - Introduction

The ICQ ActiveList feature allows you to create or join ICQ communities based on a common interest and easily access them from your ICQ program. In addition to your original Contact List, you may open your chosen or personally created Lists and communicate with your friends or associates.

After you join an ICQ ActiveList, it will appear in the extended ICQ Active List Window at the lower part of your Contact List. A special bullet next to the ICQ ActiveList title indicates you have connected to it (green) or disconnected (red). ICQ ActiveList participants can view your status (connected or disconnected) through the ICQ ActiveList Contacts Window.

You will be able to notice whether the List is activated by it's Blue (online) or Red (offline) letters (by default). Access the specific ICQ ActiveList and transform your original Contact List into the ICQ ActiveList Contacts Window. Send messages, files, URLs, Chats, to all participants of the ICQ ActiveList or to a specific participant. Exchange information, ideas and opinions.

Become an owner of your very own ICQ ActiveList. Bring people together who share a common interest. You create your list from scratch. Decide who becomes a member of your List and who doesn't, when you want the list to operate, and you may also appoint administrators to help you manage the ICQ ActiveList.

**Note:** For information on becoming an owner of your own ICQ ActiveList, go to the Web-page and download the [ICQ ActiveList Server](#) file. Once you install and register to your own ICQ ActiveList Server, you will find step-by-step instructions in the separate Help File on the ICQ ActiveList Server.

**Note:** The ICQ ActiveLists are created, managed and controlled by the ICQ users and for the ICQ users. ICQ Inc. does not review, control, examine, verify or endorse any of the ICQ ActiveLists.

**Note:** The options and privileges granted to participants in the ICQ ActiveList are subject to the owner and/or administrator(s) discretion.

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## ICQ ActiveList - Joining

You have three different ways to search for a specific ICQ ActiveList, all from the ICQ ActiveList Search Wizard.

- ID Number
- Title
- Category

There are three ways to access the ICQ ActiveList Search Wizard to search for ICQ ActiveLists:

- 1 Click on the **Services** button and select **ICQ ActiveList**. Choose **Find/Add an ICQ ActiveList**.
- 1 When your ICQ Active List Window is open, right-click on the **ICQ ActiveList** bar and select **Find/Add an ICQ ActiveList**.
- 1 When your ICQ ActiveList Window is open, click on the **Add ActiveList** button.

**Note:** Joining an ICQ ActiveList will enable its participants as well as other users to view your IP address.

**Also please note:** ICQ ActiveLists are created, managed and controlled by ICQ users and for ICQ users. The information and material available on or through ICQ ActiveLists are not reviewed, controlled, examined, verified or endorsed by ICQ Inc. in any way.

By joining an ICQ ActiveList, you may be subject to various security and privacy risks, including providing participants of that ICQ ActiveList as well as other users with information pertaining to your usage of that ICQ ActiveList.

During the time your ICQ software is connected to any ICQ ActiveList, its participants as well as other users may be aware of your ICQ# online status, even if you chose to be in an Invisible (Privacy) Mode or chose to activate an Invisible (Privacy) mode with respect to certain users.

### To search for an ICQ ActiveList by ID # or ICQ ActiveList title and join the list:

1. In the **ICQ ActiveList Search Wizard**, click the **Search by List ID** radio button. Or, click on the **Search by List Title** radio button.
2. Type the ICQ ActiveList number in the **ID#** field. Or, type the ICQ ActiveList title in the **Name** field.
3. Check the **Show Only Online ActiveLists** box if you want only the ICQ ActiveLists that are currently online to appear in the search results.
4. Click on the **Next** button to search for the relevant ICQ ActiveList.
5. Click on the **More List's Info** button to view more information on the ICQ ActiveList. Alternatively, right-click on the selected list and choose **ICQ ActiveList Info**.
6. Choose from the following options.
  - View details on the specific ICQ ActiveList by choosing the **Main**, **More**, and **Owner** tabs.
  - Click on the **Update** button for updated details, or click on the **Cancel** button to return to the ICQ ActiveList Search Wizard dialog.
7. Click on the **Add List** button, or right-click on the ICQ ActiveList and select Add List to add the ICQ ActiveList to your Window to display the **Join ICQ ActiveList** dialog.
8. Choose from the following options.

**Note:** The following options are made available only if the ICQ ActiveList is online when you try to join. If the ICQ ActiveList is offline, you will receive these options when you click on the ICQ ActiveList in your ICQ ActiveList Window when the ICQ ActiveList is online.

- 1 Click the **Request list membership** radio button to become a member in the ICQ ActiveList. You will be listed on the ICQ ActiveList Contacts Window as a member, and other participants will see your name on their Window each time they connect to the ICQ ActiveList. The events will be stored in your ICQ Message Archive.
- 1 Click the **Login as a guest only** radio button to become an ICQ ActiveList guest. You will only appear on this ICQ ActiveList as a one time participant. Each time you connect to the ICQ ActiveList, you will have to rejoin. The events will not be stored in your ICQ Message Archive.
- 1 Click the **I'm already a member** radio button if you have already joined this particular ICQ ActiveList as member in the

past.

If authorization is not required by the ICQ ActiveList owner/administrator(s), you should be added immediately and the ICQ ActiveList will appear on your ICQ ActiveList Window. If authorization is required, you will be added to this ICQ ActiveList only after your authorization request is approved by the ICQ ActiveList owner/administrator(s). Follow the *To request authorization* instructions at the bottom of this page.

**Note:** The ICQ ActiveLists are created, managed and controlled by the ICQ users and for the ICQ users. ICQ Inc. does not review, control, examine, verify or endorse any of the ICQ ActiveLists.

**Note:** that the options and privileges granted to participants in the ICQ ActiveList are subject to the owner and/or administrator(s) discretion.

9. Click on the **Next** button.
10. Check the **Auto connect to list when its online** box, to automatically connect to the ICQ ActiveList when it is online.
11. Click on the **Done** button to return to the **ICQ ActiveList Search Wizard** dialog.
12. Click on the **Back** button to return to the previous dialog.
13. Click on the **Next** button to search for more lists.
14. Choose from the following options.
  - Select the **Yes, show me how** radio button to search for more ICQ ActiveLists.
  - Select the **No, I will add more later** radio button and click on the **Next** button to close the dialog.
15. Click on the **Cancel** button to close the dialog.

#### **To search the ICQ ActiveList by Category:**

1. From the **ICQ ActiveList Search Wizard**, select the **Search by Category** radio button and click on the **Next** button.
2. Check the **Show Only Online ActiveLists** box if you want only the ICQ ActiveLists that are currently operating to appear in the search results.
3. Check the box next to the **Press to edit Topic/Keywords** button to enable you to search according to topic.
4. Click on the **Press to edit Topic/Keywords** button to open the **Selected Interests** dialog.
5. Choose from the following options.
  - Highlight the interest and general topic that interests you and click on the **Add** button to add to your list of **Select Interests**.
  - In the **Define New Interests/Edit Topic's Keywords** field, enter the topic of keywords that best describe the ICQ ActiveList that you are looking for (optional)
6. Click on the **OK** button.
7. Check the box next to **Language** and select the language of your choice from the drop-down menu.
8. Check the **Show Only Online ActiveLists** (if you have not done so previously) if you want to display only the ICQ ActiveLists that are currently operating.
9. Click on the **Next** button.
10. Select the ICQ ActiveList that you are interested in.
11. Click on the **More List's Info** button to view more information on the ICQ ActiveList. Alternatively, right-click on the selected list and choose **ICQ ActiveList Info**.
12. Choose from the following options.
  - View details on the specific ICQ ActiveList by choosing the **Main**, **More**, and **Owner** tabs.
  - Click on the **Update** button for updated details, or click on the **Cancel** button to go back to the **ICQ ActiveList Search Wizard** dialog.
  - Click on the **Add List** button, or right-click on the ICQ ActiveList and select **Add List** to add the ICQ ActiveList to your Window to display the **Join ICQ ActiveList** dialog.
13. Choose from the following options.

**Note:** The following options are made available only if the ICQ ActiveList is online when you try to join. If the ICQ ActiveList is offline, you will receive these options when you click on the ICQ ActiveList in your ICQ ActiveList Window when the ICQ ActiveList is online.

- Click the **Request list membership** radio button to become a member in the ICQ ActiveList. You will be listed on the ICQ ActiveList Contacts Window as a member, and other participants will see your name on their Window each time they connect to the ICQ ActiveList. The events will be stored in your ICQ Message Archive.

- Click the **Login as a guest only** radio  button to become an ICQ ActiveList guest. You will only appear on this ICQ ActiveList as a one-time participant. Each time you connect to the ICQ ActiveList, you will have to rejoin. The events will not be stored in your [ICQ Message Archive](#).
- Click the **I'm already a member** radio  button if you have already joined this particular ICQ ActiveList as member in the past.

If authorization is not required by the ICQ ActiveList owner/administrator(s), you should be added immediately and the ICQ ActiveList will appear on your ICQ ActiveList Window. If authorization is required, you will be added to this ICQ ActiveList only after your authorization request is approved by the ICQ ActiveList owner/administrator(s). Follow the *To request authorization* instructions at the bottom of this page.

**Note:** The ICQ ActiveLists are created, managed and controlled by the ICQ users and for the ICQ users. ICQ Inc. does not review, control, examine, verify or endorse any of the ICQ ActiveLists.

**Note:** that the options and privileges granted to participants in the ICQ ActiveList are subject to the owner and/or administrator(s) discretion.

14. Click on the **Next** button.
15. Check the **Auto connect to list when its online** box, to automatically connect to the ICQ ActiveList when it is online.
16. Click on the **Done** button to return to the **ICQ ActiveList Search Wizard** dialog.
17. Click on the **Next** button to search for more lists.
18. Choose from the following options.
  - Click the **Yes, show me how** radio  button to search for more ICQ ActiveLists.
  - Click the **No, I will add more later** radio  button to close the dialog.

**To request authorization in order to join an ICQ ActiveList:**

1. In the **Join ICQ ActiveList** dialog, click on the **Next** button to open the **Join ICQ ActiveList – Authorization Required** window.
2. Enter the reason that you want to join the list in the dialog field (optional).
3. Click on the **Next** button.
4. Check the **Auto connect to list when its online** box to automatically connect to the ICQ ActiveList when it is online.

The ICQ ActiveList appears in your ICQ ActiveList Window under the heading **Awaiting Authorization**.

You may receive one of a number of responses from the ICQ ActiveList owner/administrator, either authorizing your request or denying authorization. If you are denied, you may re-request authorization by right-clicking on the ICQ ActiveList and selecting **Ask Authorization**.

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## ICQ ActiveList - Window

The ICQ ActiveList Window appears as an extension to your original Contact List. Familiarize yourself with the different ICQ ActiveList features before you begin using this feature.

The ICQ ActiveList contains the following features:

- | **ICQ ActiveList**  bar: located at the top of your ICQ ActiveList Window. Offers you the options to search for and join an ICQ ActiveList. Through this bar you can choose a specific ICQ ActiveList that you are a participant of and display the ICQ ActiveList Contacts Window
- | **ICQ ActiveList Window**: an extension to your ICQ Contact List Window. Contains the ICQ ActiveLists that you have joined. Includes the ICQ ActiveList bar and Find/Add An ICQ ActiveList button.
- | **ICQ ActiveList Contacts Window**: the Window that replaces your original Contact List. Divided into participants who are Connected and Disconnected to the ICQ ActiveList. You have similar options as you do on the original Contact List (such as sending Messages, URLs, Files, Contacts), in addition to the unique ICQ ActiveList functions.

In addition, you have the following shortcuts (buttons).

- | News
- | Broadcast
- | Chat
  
- | **ActiveList Title**  bar: located at the top of your ICQ ActiveList Contacts Window when opened. Offers you the options to broadcast messages, URLs, chats, post and view news, and more. In addition you may send an ICQ ActiveList invitation to other users.
- | **ICQ List button**: the button that displays your original Contact List. Also, from this button you may search for a regular Contact, add to your list, find a chat partner and view and change your details.
- | **Member In** divider: located in the ICQ ActiveList Window. Shows that you have registered to the list as a member.
- | **Guest In** divider: located in the ICQ ActiveList Window. Shows that you have registered to the list as a guest.
- | **Green bullet**: indicates that the List is operating and that you are connected to the ICQ ActiveList. Also indicates that you appear connected to the list's participants.
- | **Red bullet**: indicates that the List is operating but you are not connected to the ICQ ActiveList. Also indicates that you appear disconnected to the list's participants.
- | **Grey bullet**: indicates that the List is not operating.

**Note:** If you receive an event from a user in your original Contact List while your ICQ ActiveList Contacts Window is opened, the event icon will flash in your desktop tray.

You may open the ICQ ActiveList Window from two different locations.

- | Click on the **ICQ ActiveList** button at the top of your Contact List. Click on the button again to close it.
- | Click on the **Services** button and select **ICQ ActiveList**. Click on **Show ICQ ActiveLists List**.

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## ICQ ActiveList - Participating

After you have added and joined an ICQ ActiveList, you are ready to become an active participant. Switch between your original Contact List and the ICQ ActiveList. Use the ICQ ActiveList News Board to post news on selected forums. Broadcast messages or URLs to ICQ ActiveList participants who are connected to the list or just write a message and share your thoughts with the ICQ ActiveList's owner or administrator(s). Make sure that your ICQ ActiveList Window is open in order to use all of your options.

You may want to view the ICQ ActiveList participants to find out who is connected and who is disconnected from the List. In the ICQ ActiveList Window you may exercise your original options for sending messages, files, URLs, etc. In order to view the Contacts in the ICQ ActiveList, you must temporarily substitute your original Contact List with the ICQ ActiveList Contacts Window.

**Note:** If you receive an event from a user in your original Contact List while your ICQ ActiveList Contacts Window is open, the event icon will flash in your desktop tray.

### To open the ICQ Active List Contacts Window:

You may open the ICQ ActiveList Contacts Window from three different locations.

- Click on the **Services** button, select **ICQ ActiveList** and choose **Show ICQ ActiveLists**.
- Click on the **ICQ ActiveList**  bar at the top of your ICQ ActiveList Window and select **Show ICQ ActiveList**.
- Double-click on the specific ICQ ActiveList in the ICQ ActiveList Window.

The ICQ ActiveList of your choice replaces your original Contact List.

### To return to the ICQ Contact List:

You may return to the ICQ Contact List from two different locations.

- | Click on the **ICQ List** button.
- | Right-click on the **ICQ ActiveList** button and select **Show Contact List**.

### To connect to an ICQ ActiveList:

Double-click on an ICQ ActiveList to change the red (disconnected) bullet to a green (connected) bullet. You are now connected to the list and are viewed as connected to the ICQ ActiveList participants. Alternatively, right-click on the list and choose **Connect**.

**Note:** You may only connect to an ICQ ActiveList that is online. You may notice that an ICQ ActiveList is offline by the gray bullet next to it.

### To access the ICQ ActiveList functions:

Right-click on the online ICQ ActiveList in the ICQ ActiveList Window. Alternatively, click on the **ICQ ActiveList Title** button in the ICQ ActiveList Contacts Window.

You have the following options.

- | **Connect/Disconnect**
- | **Broadcast:** Message, URL, ICQ ActiveList Invitation
- | **Chat:** Join a Chat
- | **News:** Read News
- | **Admin:** Message Administrators
- | **Info:** ICQ ActiveList Info, ICQ ActiveList Preferences, View Message of the Day
- | **Delete:** Remove ICQ ActiveList

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## ICQ ActiveList - Broadcasting and Accepting Events

From the Broadcast Message dialog you can send messages and URLs to all connected participants on the ICQ ActiveList or to individuals that you specify. You may also send an ICQ ActiveList Invitation to users if you want them to join a certain ICQ ActiveList that you participate in.

### Broadcasting a Message

Broadcast a message to all ICQ ActiveList participants who are connected to this ICQ ActiveList or send a message to individuals on the list.

#### To broadcast a message:

1. Click on the ICQ ActiveList and select **Message**. Alternatively, double-click on the ICQ ActiveList. If your ICQ ActiveList Contacts Window is open, click on the **Broadcast** button.
2. Enter the text in the **Enter Message** field.
3. Click on the **Broadcast** button to send the message to all ICQ ActiveList participants who are connected to this ICQ ActiveList, or click **Cancel** to cancel the message. Alternatively, click on the **Specify Recipients** to send the message to specific participant(s) on the list.

### Accepting a Broadcast Message

When an ICQ ActiveList participant broadcasts a message to you or to all of the ICQ ActiveList participants, a flashing **Broadcasting**  icon appears next to the ICQ ActiveList name, on the ICQ ActiveList bar, and next to the Contact's name if the ICQ ActiveList Contacts Window is open.

#### To accept a broadcast message:

Double-click on the flashing **Broadcasting**  icon on the ICQ ActiveList bar, or the ICQ ActiveList in the ICQ ActiveList Window, or next to the sender's name in the ICQ ActiveList Contacts Window. Alternatively, click on the icon and select **Receive**.

Choose from the following options:

- 1 Click on the **Broadcast** button to open the Broadcast Message dialog and send a message.
- 1 Click on the **Close** button to close the message.
- 1 Click on the **More Functions** button to enable Message Archive functions.

### Broadcasting a URL

The URL option allows you to broadcast URLs to all ICQ ActiveList participants or to send a message to individuals on the list. If your ICQ ActiveList Contacts Window is open, click on the **Broadcast** button.

#### To broadcast a URL:

1. Right-click on the ICQ ActiveList and select **URL**. Alternatively, click on the **Broadcast** button.
2. Enter the Web address in the **Select / Enter URL** field.
3. Enter a description of the URL or any message you might have in the **Enter URL Description or Message** field.
4. Click on the **Broadcast** button to send the message to the entire list, or click **Cancel** to cancel the message. Alternatively, click on the **Specify Recipients** to send the message to a specific member or members on the list.

#### To accept a URL:

1. Double-click on the flashing **Broadcasting**  icon in the ICQ ActiveList Window, or next to the sender's name in the ICQ ActiveList Contacts Window, or in your desktop tray.

2. Click on the icon and select **Receive**.

You have the following options.

- 1 Click on the **GoTo URL** button to go directly to the Web site.
- 1 Click on the **Broadcast** button to broadcast a message to the ICQ ActiveList.
- 1 Click on the **Close** button to close the message.

- Click on the **More Functions** button to enable Message Archive functions.

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## ICQ ActiveList - Posting and Viewing News

As an ICQ ActiveList participant you may use the Read News option to post news on selected forums, or view other people's news messages. Make sure that the list is online and that you are connected to the list.

**Note:** Only the Owner of an ICQ ActiveList or anyone appointed by the Owner and/or by the Administrator/s for that purpose, can delete messages posted on the ICQ ActiveList News Boards.

**Note:** that the ICQ ActiveLists, including the ICQ ActiveList News Boards, are created, managed, and controlled by the ICQ users and for the ICQ users. The information available on or through the ICQ ActiveList News Boards is not reviewed, controlled, examined, verified or endorsed by ICQ Inc. in any way.

### To access the news dialog:

1. Right-click on the online ICQ ActiveList and select **Read News**. Alternatively, in the ICQ ActiveList Contacts Window click on the **Title bar** and select **Read News**.
1. If your ICQ ActiveList Contacts Window is open, click on the **News** button.

### To post news on the News Board:

1. In the **News Board** dialog, click on the **Post New** button to display the **Untitled – Message [(ActiveList)]** dialog.
2. Write a subject for your message in the **Subject** field and your message in the **Message** field.
3. Choose from the following options.
  - Click on the **Post** button, to send the message to other users.
  - Click on the **Copy** button, to copy the text you highlighted to a different location.
  - Click on the **Paste** button, to paste the text you highlighted to a different location.
  - Click on the **Cut** button to cut the text you highlighted and paste or copy it to a different location.
4. Click on the **Post** button to send the message, or **Cancel** to exit the dialog without sending the message.

### To reply to a list:

1. In the **News Board** dialog, select the news that you want to reply to.
2. Click on the **Reply to List** button. You get the **Post Message** dialog.
3. Write your message in the blank field.
4. Choose from the following options.
  - Click on the **Post** button to send the message to other users.
  - Click on the **Copy** button to copy the text you highlight to a different location.
  - Click on the **Paste** button to paste the text you highlight to a different location.
  - Click on the **Cut** button to cut the text you highlight and paste or copy it in a different location.
5. Click on the **Post** button to send the message, or **Cancel** to exit the dialog without sending the message.

### To reply to author:

1. In the **News Board** dialog, click on the **Reply to Author** button to display the **ICQ Email** dialog.
2. Follow the instructions concerning [how to send an email](#).

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## ICQ ActiveList - Viewing Information

View the ICQ ActiveList details entered by the List's owner or administrator(s). The ICQ ActiveList Info contains the following three tabs that may contain information about the ICQ ActiveList and its owner.

- **Main:** List ICQ#, List Title, Short Description, List Description, Joining Condition and List's Homepage.
- **More:** List's Acceptance Requirements, List Subject, No. of Members, Connected Participants and List's Spoken Languages.
- **Owner:** ICQ#, Nickname, First Name, Last Name, E-mail and More Info button.

**Note:** The ICQ ActiveLists are created, managed and controlled by the ICQ users and for the ICQ users. ICQ Inc. does not review, control, examine, verify or endorse any of the ICQ ActiveLists.

### To access the ICQ ActiveList Info:

1. Right-click on the online ICQ ActiveList and select **ICQ ActiveList Info**. Alternatively, in the ICQ ActiveList Contacts Window click on the **Title bar** and select **ICQ ActiveList Info**.
2. Click on tabs **Main**, **More**, **Owner** to receive more information on the ICQ ActiveList.
3. Click on the **Update** button to update the information from the server, or **Cancel** to exit the dialog without updating.

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## ICQ ActiveList - Configuring Preferences

You may configure general preferences, such as login to the ICQ ActiveList when the list is online, to automatically join a chat when one begins, to disconnect from the ICQ ActiveList when you are in invisible mode and more.

### To configure general preferences:

1. Right-click on an ICQ ActiveList and select **ICQ ActiveList Preferences**.
2. You have the following options.
  - Check the **Auto login when list is online** box to automatically connect to an ICQ ActiveList when it is online.
  - Check the **Auto join ongoing chat** box to automatically join a chat.
  - Check the **Show disconnection message** box to show a pop-up message asking you if you want to disconnect from the ICQ ActiveList when you try to exit the program.
  - Check the **Disconnect from ICQ ActiveList when in Invisible Mode** box if you would like to be automatically disconnected from the ICQ ActiveList when you are in Invisible mode.
  - Check the **Do not auto login when in Invisible Mode** box when you are in Invisible mode and you do not want to appear connected in the ICQ ActiveList.

**Note:** During the time your ICQ Software is connected to any ICQ ActiveList, the Owner, Administrators, Members, Guests and other participants of the ICQ ActiveList as well as other users, may be aware of your ICQ account online status, even if you chose to be in an Invisible (Privacy) mode.

### To enter a new password (for owner or administrator(s) use only):

1. Enter the new password in the **New Password** field.
2. Click on the **Save** button.

**Owners and Administrators:** Please keep your ICQ ActiveList Password safely. Your ICQ ActiveList may not operate without a password. Also note that the password retrieval service is only available if you have entered your current E-mail address in the E-mail field while joining ICQ or thereafter, and if you send your password retrieval query from that E-mail address.

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## ICQ ActiveList - Viewing a Message of the Day (MOTD)

An owner or administrator may choose to broadcast a message that will appear each time you connect to the ICQ ActiveList. You may also choose to read this message at any time.

**Note:** If you connected to the ICQ ActiveList before a Message of the Day was sent, you may check to see if one was sent by right-clicking the ICQ ActiveList and selecting Disconnect and then Connect. Once you open the Message of the Day for the first time, the option to view it again will be enabled in the list of options. See instructions below.

### To view the Message of the Day:

1. Right-click on a specific ICQ ActiveList and select **View Message Of The Day**.
2. Click on the **URL** button to be led to a URL, if the owner/administrator(s) has attached one. By default, the button will lead you to the ICQ Homepage.
3. Click on the **OK** button to exit the dialog.

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## ICQ ActiveList - Broadcasting to Administrators

You have the option to broadcast a message to the owner/administrator(s) of your ICQ ActiveList.

### To broadcast a message to the owner/administrator(s):

1. Right-click on the ICQ ActiveList and select **Message Administrators**. Alternatively, in the ICQ ActiveList Contacts Window click on the **Title bar** and select **Message Administrators**. (Disabled when list is offline).
2. Enter the text in the **Enter Message** field.
3. Click on the **Broadcast** button to send the message to the entire list, or click on the **Cancel** button to exit the dialog without sending the message. Alternatively, click on the **Specify Recipients** to send the message to a specific administrator if there is more than one.

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## ICQ ActiveList - Joining a Chat

Select the Chat options to join a chat already in session.

### To join a chat session:

1. You may join a chat session from three different locations.
  - Right-click on the ActiveList and select **Join Chat**.
  - In the ICQ ActiveList Contacts Window, click on the **Title bar** and select **Join Chat**.
  - Click on the **Chat** button in your ICQ ActiveList Contacts Window.
2. Follow the steps in the [Chat section](#).

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## ICQ ActiveList - Becoming an Administrator

An ICQ ActiveList Administrator is a participant who has been appointed by the ICQ ActiveList owner to help administer the list. The list owner may appoint as many administrators as he/she sees fit to help manage the list.

For example, if a list owner expects to be away for an extended period of time he/she may appoint a number of other users on the list to manage and handle the regular tasks of an ICQ ActiveList. The owner determines the number and type of administrative actions that the Administrator/s may be responsible for.

Before becoming an ICQ ActiveList Administrator, please carefully read the following:

1. The ICQ ActiveLists are created, managed and controlled by the ICQ users and for the ICQ users. ICQ Inc. does not review, control, examine, verify or endorse any of the ICQ ActiveLists.
2. By transferring owner privileges and/or transferring administrator privileges, you confirm that the user to whom you are transferring Owner privileges and/or the user to whom you are transferring or with whom you are sharing any administrator privileges, has read and agreed to the ICQ Terms of Service available on or through <http://www.icq.com/legal/>  
This transferring or sharing of Owner and/or Administrator Privileges does not derogate from any of your responsibilities towards ICQ Inc. or any other party with respect to this ICQ ActiveList.
3. As in any remote access program, by activating the ICQ ActiveList Server and Manager, you may provide third parties with certain limited remote access to certain files on your computer. You are aware that activating the ICQ ActiveList Server and Manager increases the risk that third parties will be able to tamper with your computer.

Also please note that by activating the ICQ ActiveList Server and Manager you enable third parties to view your IP address.

4. The owner of the ICQ ActiveList must leave the ICQ ActiveList Server online in order for the administrator(s) to have the option to manage the list. The administrator(s) may access the Manager by right-clicking on the ICQ ActiveList and selecting the **Manage List** option.
5. The options and privileges granted to participants in the ICQ ActiveList are subject to the owner and/or administrator(s) discretion.

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## ICQ ActiveList - Becoming an Owner

If you wish to become an owner to your own ICQ ActiveList then you will need to download and install the ICQ ActiveList Server software. Download the ICQ Active List Server software at <http://www.icq.com/download/>.

**Note:** As in any remote access program, by activating the ICQ ActiveList Server and Manager, you may provide third parties with certain limited remote access to certain files on your computer. You are aware that activating the ICQ ActiveList Server and Manager increases the risk that third parties will be able to tamper with your computer.

Also please note that by activating the ICQ ActiveList Server and Manager you enable third parties to view your IP address.

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## ICQ ActiveList - Unregistering or Reregistering

You may un-register from an ICQ ActiveList. When you un-register you will no longer appear on the ICQ ActiveList to other participants the next time the list is activated and you will not receive broadcast messages or other events from the list participants. You do not delete the ICQ ActiveList from your database, and the list may continue to appear in your ICQ ActiveList Window, unless you choose to remove it. So if you want to register to the list in the future, you will only need to repeat the registration process. See instructions below.

### To un-register from an ICQ ActiveList:

1. Right-click on the ICQ ActiveList that you want to un-register and select **Un-register from ActiveList**. Alternatively, in the ICQ ActiveList Contacts Window click on the **Title bar** and select **Un-register from ActiveList**. (Disabled when list is offline).
2. Click **Yes, please unregister me** radio ? button if you want to un-register from the ICQ ActiveList or, **No, please maintain my membership** radio ? button if you want to remain a member.
3. Click on the **Next** button.
4. If you choose to remove the list, choose from the following options.
  - Click the **Yes, please remove the ICQ ActiveList** radio ? button if you want to delete the ICQ ActiveList from the ICQ ActiveList Window.
  - Click the **No, please leave the ICQ ActiveList** radio ? button if you want the ICQ ActiveList to remain in your ICQ ActiveList Window. If you decide to rejoin at a later time, the ICQ ActiveList will be conveniently available to you.

### To re-register to the ICQ ActiveList:

1. Right-click on the ICQ ActiveList and select **Join List** or select **Join As Guest**. Alternatively, in the ICQ ActiveList Contacts Window click on the **Title bar** and select **Join List** and **Join As Guest**. (Disabled when list is offline).
2. Choose your status, whether **Member** of the List or **Guest**.
3. Click on the **Next** button.
4. Click on the **Done** button.

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## ICQ ActiveList - Removing

You may want to remove an ICQ ActiveList from your ICQ ActiveList Window. In this case, you will no longer view the ICQ ActiveList in your ICQ ActiveList Window but you will still appear on the Lists of the other participants in offline status (if you've registered as a member). You will have to join the list again if you wish to connect to it. Removing yourself from a list might be handy if you have only registered as a one-time guest and you no longer wish it to appear in your ICQ ActiveList Window.

### To delete an ICQ ActiveList:

1. Right-click on the list you want to delete. Alternatively, in the ICQ ActiveList Contacts Window, click on the **Title bar** and select **Remove ActiveList**. (Disabled when list is offline).
2. Select **Remove ICQ ActiveList**.
3. Choose from the following options.
  - Click the **Yes, please remove the ICQ ActiveList** radio ? button if you want to remove the ICQ ActiveList from the ICQ ActiveList Window.
  - Click the **No, please leave the ICQ ActiveList** radio ? button if you want the ICQ ActiveList to remain in your ICQ ActiveList Window.
4. Click on the **Next** button.

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## Chat - Opening

### Sending a Chat Invitation

Chatting requires that both the sender and the recipient are online. You may, however, compose a Chat Request while you are offline. The request will be saved in the OutBox until both you and the recipient are online. The request will also be saved in the OutBox if you send a request to an offline user.

**Note:** Double-click on the **System Notice** button and select the **OutBox** tab to view requests stored in your OutBox.

**Please note:** Sending a chat request will enable the recipient and any other user who joins the chat session, to view your IP address.

#### To request a chat:

1. Click a user's name on your Contact List and select **ICQ Chat** to display the **Send Chat Request** dialog. Check the **Auto-Send ChatDirect Request later, when the user is online** box to automatically send the chat request the next time the user goes online.
2. Enter the chat subject in the **Enter Chat Subject** field and click on the **Chat** button. The chat session will begin when the requested party accepts the chat invitation.

If you want to abort the chat request, click on the **Cancel** button to exit the **Send Online Chat Request** dialog.

You may invite one or more users to join in the chat session.

#### To invite a user to join an existing chat session:

1. Click the user on your Contact List and select **ICQ Chat** to display the **Send Online Chat Request** dialog.
2. Click on the **Join Session** button and select the name of the chat session to which you want to invite the user. Alternatively, drag and drop a user's name from your Contact List into the chat window.

If you want to abort the chat request, click on the **Cancel** button to close the **Send Chat Request** dialog.

When the user accepts your request, the user will be added to your existing chat session.

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## Chat - Responding to a Request

You are notified of an incoming Chat Request by a unique sound and by a flashing **Chat Request**  icon in your desktop tray and next to the sender's name on your Contact List.

You may receive two types of Chat Requests—a Regular Chat Request, in which a user wants to chat with you; or a Multiple Chat Request, in which a user wants you to join an ongoing chat session.

The first time you respond to a request after installing ICQ, the **IRC/Split Style** dialog is displayed. Choose the mode in which you would like to chat:

- Click on the **Switch to Split** button so that each character typed is seen in real time.
- Click on the **Switch to IRC** button so that text is sent to your chat partner's window only after you press **Enter**.

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

### To respond to a Chat Request:

1. Double-click on the flashing **Chat Request**  icon in your desktop tray or next to the sender's name on your Contact List. Alternatively, click the sender's name on your Contact List and select **Receive** to display the **Incoming Chat Request** dialog.
2. Choose from the following options:
  - Click on the **More Functions** button for advanced options regarding the Chat Request.
  - Click on the **Accept** button to start the chat session. A chat session dialog is displayed and you may begin the chat. If there is a delay of more than a few minutes, the sender has either cancelled the request or is unavailable.
  - Click on the **Do Not Accept** button if you do not want to participate in the chat session. Choose from the possible responses displayed in the pop-up menu.

If you are already involved in another chat session, the user may participate in your current chat session, provided that the user has requested a regular chat—two multiple chat sessions cannot be combined. You may, however, open two separate chat dialogs and engage in a multiple chat session in each.

### To add a user to a chat already in progress:

1. Click the **Add to Session** button in the **Incoming Chat Request** dialog.
2. Select **Chat session name** to add the user to your existing chat session. Alternatively, drag and drop the user from your Contact List into your chat window.

See [Chat Window](#) for instructions on how to participate in a chat.

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## Chat Window

When a Chat Request is accepted, a chat dialog is displayed for both the sender and recipient of the request.

The default chat style for the chat dialog is IRC style. You may switch to Split style, by selecting the **Layout** menu and then **Split style**.

In Split Style, the chat dialog is divided into two sections:

- The upper section displays the text that you type under the heading **My Chat View**. When you type in text, it will appear on your chat partner's screen almost immediately.
- The lower section displays the chat text that you receive from your chat partners.

Each person participating in the chat session will have his or her own pane of the dialog, in which he or she receives text that the other user types. Your chat partner's name is displayed in the name bar at the top of the user's window for easy identification.

In IRC Style, you have one window and a pane, in which you type in the text. You must press **Enter** for your chat partner to see what you have typed.

The chat dialog also contains the following options on the menu bar:

### File Menu

Select **File** in the Menu bar to display the pull-down menu and choose from the following options.

- Select **Send Focus** and minimize your chat dialog to inform your chat partners when you are not focused on your chat window. If this option is checked, other users will be given an indication that you are away and not reading the chat message. In IRC style, your ICQ user name will appear in italic in your chat partner's Participants List if you are in away from your computer. If this option is not checked when you minimize your chat dialog, your chat partner will assume that you are reading his or her chat message and will not know that your chat dialog is minimized.
- Select **Clear Buffer** to clear the displayed text from the chat windows in your chat dialog only. (This will only clear the text from your view but will not clear the text from your chat partner's view.)
- Select **Log on** to specify that the chat will be saved as a text file. If you select this option before you begin the chat, the entire chat, from start to finish, will be saved. Selecting this option will open a **Save As** dialog in which you specify the file to which you want to save the chat.
- Select **Save Buffer** to save the current chat as a text file. This option enables you to save only what is currently displayed in the chat windows. It opens a **Save As** dialog in which you specify the file name to which you want to save the chat.
- Select **Kick User** to remove a selected chat partner from your chat session as a result of a majority vote.
- Select **Quit** to end a chat session or to save it before closing chat.

### Edit Menu

Select **Edit** on the Menu bar to display the pull-down menu and choose from the following options.

- Select **Copy** to copy selected text to the clipboard.
- Select **Paste** to paste the clipboard text to your chat dialog.

### Layout Menu

Select **Layout** in the Menu bar to display the pull-down menu and choose from the following options.

- Choose **Reset** to reset the window sizes in the chat dialog to the default settings.
- Choose **Vertical** to change the layout of the windows in the chat dialog to vertical layout, displaying the chat windows side by side.
- Choose **Horizontal** to change the layout of the windows in the chat dialog to horizontal layout, displaying the chat windows in a stack.
- Choose **Split** to change the layout of the windows in the chat dialog from the current layout to a horizontally tiled layout.
- Choose **IRC Style** to change the chat layout to the standard IRC style. IRC style displays the text of the conversation in the order that it was entered and presents the name of the person who is communicating next to that person's entered text.

**Note:** Once a chat consists of seven or more people, the chat session will automatically be displayed in IRC style.

- Choose **Tool Bar** to select/deselect the option to display the tool bar.

- Choose **Name Bars** to select/deselect the option to display the name bars.
- Choose **Always on top** to select/deselect the option to keep the chat dialog displayed on top of all other open applications (always showing on your desktop).

### Display Menu

Select **Display** in the Menu bar to display the pull-down menu and choose from the following options.

- Select **Color** to specify the color of the text you type into your chat dialog that you and your chat partners will view.
- Select **Back Color** to specify the background color of the window in which you type text. In your chat partner's chat dialog, the window in which he/she views your text, will have this background color.
- Select **Font** to specify a font for text in *your* chat dialog. The text in your chat partners' chat dialogs will not be affected by your font selection.
- Select **Auto Color** to assign a different color to each user in an IRC style of chat. This option overrides each user's color selection.
- Select **Override Format** to assign your chosen font and color settings to your whole view, including your partner's chat window.

**Tip:** You can combine Override with Auto Color so that each participant in the chat will have a unique color but the text in the chat session will appear in your selected fonts and font sizes.

### Other Menu

Select **Other** in the Menu bar to display the pull-down menu and choose from the following options.

- Choose **Enable Sounds** to activate the Chat Beep in addition to other sounds, such as those that accompany the Chat Actions and Chat Emotions. These sounds can be configured in the [Events](#) settings of your owner preferences.
- Choose **Keystroke Sound** to hear your typing skills in action.
- Choose **Beep Users** (or press **Ctrl+G**) to page all of the other users in the chat by playing a beeping sound.
- Choose **LOL** (or press **Ctrl+L**) to let your chat partners know that you're "laughing out loud".
- Choose **Sleep** (or press **Ctrl+S**) to minimize the chat dialog until you or your chat partner types something.
- Choose **(IRC) Send Line after Enter** if you are in IRC style and you want to send text to your chat session window only after you press **Enter**, if the recipient is in Split screen.
- Choose **(IRC) Send Each Character** if you are in IRC style and you want your text to be immediately visible to other users in the chat session, if they are in Split mode.

### Action Menu

Select **Action** in the Menu bar to display the pull-down menu and choose from the following options.

- Select **Send Action** (or press **CTRL-A**) to send a [Chat Action](#) to the chat session.
- Select **Send Emote** (or press **CTRL-E**) to send a [Chat Emotion](#) to the chat session.

### Help Menu

Select **Help** in the Menu bar to display the pull-down menu and choose from the following options.

- Select **Index** to lead you to online help for working with ICQ Chat.
- Select **About** to display version information about ICQ Chat.

See [Chat Toolbar](#) for more options in the Chat window.

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## Chat Toolbar

The chat dialog contains chat buttons as well as standard Word font settings, as described below.

The settings you use in the Chat toolbar influence how you and your chat partners will view your chat. The following is a list of your Chat Toolbar options.

- Click on the **Sleep**  button to minimize your chat dialog until your chat partner begins typing.
- Click on the **Override font & color format**  button to assign the font and color settings that you chose to be displayed for all participants in chat, on your window. Any changes (in color or font) made by your partner will not be viewed by you.
- Click on the **Background Color**  button to specify the background color of the window in which you type the text (the upper section of your chat dialog). In your chat partner's chat dialog, the window in which he or she views your text, will have this background color unless he/she has chosen to override your settings.
- Click on the **Color**  button to specify the font color of the text you type into your chat dialog that you and your chat partners will view.
- Click on the **Bold**  button to type your chat in bold text.
- Click on the **Italic**  button to type your text in italic.
- Click on the **Underline**  button to underline your text.
- Click on the **Style**  button to change your screen style from Split Screen to IRC, or vice versa.
- Click on the **Sound**  button to hear your typing skills in action.
- Click on the **Action**  button to automatically place words or phrases into your chat session. Choose from many defaults or add your own Actions. See [Chat Actions](#).
- Click on the **Emotions**  button to insert up to nine different animations containing words or a phrase for your chat session. See [Chat Emotions](#).
- Click on the **Set User's Local Time**  button to adjust the other user's time to his or her own time zone. This option is available only in the Split Mode.

The three buttons described below are displayed in your chat partner's name bar, just above his/her chat window. They are only in your chat dialog in Split Mode only.

- Click on the **Menu**  button to open an ICQ menu that enables you to send an event to your chat partner, or to view his/her ICQ Personal Homepage or user details.
- Click on the **Freeze**  button to temporarily stop the receipt of incoming chat so that you can copy the desired text to the clipboard. If you continue to type text while in Freeze, the other chat participant will not be able to see your text until you unfreeze the chat screen.  
**Note:** Be sure to deselect this option as soon as you are finished copying text, in order to view what your chat partner has written to you while you were in **Freeze** mode.
- Select the **Erase**  button to delete all the text that is visible in your chat partner's dialog.

If your chat partner's chat dialog is not active, that person's name bar on your screen indicates that he or she is away and the amount of time that he or she has been away. If you are in IRC style, your chat partner's name will appear in italics. You may prevent the people you chat with from being notified when your chat window is not active, by clicking on the **File** menu and checking **Send Focus**.

**Note:** For LAN users, once you are in a chat, you and/or your chat partner can disconnect from the Internet and continue your chat. This is especially useful if you are having trouble with your Internet Service Provider.

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## Chat Emotions

ICQ Chat Emotions are a great way to express how you feel through a picture and a descriptive word. It's so easy by simply inserting an emotion graphic into your chat. You may add text to accompany your emotion graphic.

### To insert a Chat Emotion into your chat:

1. Click on the **Send Emotion**  button in the **Chat** tool bar to display the **Gesture Event** dialog. Alternatively, select **Action** in the Menu bar and then select **Send Emote**.
2. The left column displays the nine emotion graphics. Select an emotion graphic and enter at least one character in the **Enter Message** field.
3. Click on the **Send** button to display the emotion graphic and your message in the chat dialog, or click on the **Cancel** button to cancel the emotion graphic without sending it.

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## Chat Actions

Chat Actions are words or phrases that represent actions or gestures. They may be inserted into your chat by selecting a Chat Action message from the list of default messages available. The Action icon appears beside your action message. You also have the option to make up your own action messages.

### To insert a Chat Action into your chat:

1. Click on the **Chat Action**  button in the Chat dialog. Alternatively, select **Action** in the Menu bar and then select **Send Action**.
2. Select an action message from one of the default Action Messages and your selection will appear in the chat session (written in third person).

### To edit or add Chat Action Messages:

1. Click on the **Chat Action**  button, and select **Enter New Message**. The **Action Event** dialog is displayed.
2. Enter the text that you want to represent the action in the **Action Description** field. Describe the action that you wish to convey. Write the action message in third person, such as “cries tears of joy.”
3. Click on the **Send** button. Your Action Message automatically appears in the chat windows of the other chat partners, preceded by an action icon and your name, such as “ Sharon cries tears of joy.” Or, click on the **Cancel** button to cancel the action without sending it.

### To edit the preset messages in the Action Messages:

1. Click on the **Edit Presets** button in the **Action Event** dialog to display the **Edit Actions Presets** dialog.
2. Click on the arrow next to the **Preset Label** text field to view the drop-down list of Preset Action messages and select the message that you want to edit.
3. Enter a new description or edit the current description in the **Action Description** field.
4. Click on the **Rename** button to display an **Edit Preset Label** dialog.
5. Enter a new name for the action and click on the **Save** button to save the new name, or click on the **Cancel** button to close the dialog without saving the new name.
6. Click **Save** again to return to the **Action Event** dialog.
7. Click on the **Send** button to send your Action message to your chat screen, or click on the **Cancel** button to close the dialog without sending the Action message.
8. Click on the **Cancel** button to minimize your **Action Messages** dialog.

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## Chat File Player

The ICQ Chat File Player enables you to record, save, and play back all of your chat sessions. This feature is especially useful for times that you would like to remember a long chat with another user or group of users or when you want to continue where you left off in a previous chat.

Your ICQ Chat File Player safely stores on your hard disk all chat details (including the text of your chat, the time and date of the chat, and the chat participants) and plays the chat back to you at a speed that is determined by you. Your chat playback files may be as long as the space available on your hard disk.

**Note:** You must download [ICQ Message Archive](#) to playback your chat sessions.

### To save your chats:

1. When you or your chat partner or partners choose to end the chat (select **Quit** in the File menu, or click on the **X** to end a chat), a dialog will appear with the following options.
  - Select **Quit - Save Chat Session** if you wish to end the chat session and save the chat text in the ICQ Message Archive.
  - Select **Quit - Don't Save Chat Session** if you wish to end the chat session without saving its content.
2. If you decide to quit and save your chat session, a Chat Session Ended dialog is displayed. Your chat session will be automatically saved to your hard disk. This is where your chat sessions are located for retrieval at a later date.
3. Enter a brief description in the **Enter Description** field to help you recognize your different chat sessions in the ICQ Message Archive. The default description of your chat will show the text inserted during your chat request, if no description was entered the default description is **Enter Description Here**.

The following features of this dialog describe details of your chat session.

- **File Size** tells you the size (in bytes) of your chat session file.
  - **Chat Length** tells you the period of time that your chat session lasted.
  - Click on the **Print** button to print a hard copy of your chat.
  - Click on the **Export** button to open two options for exporting your chat to another directory. You may save your chat session as a text file or as a chat playback file.
  - Click on the **Play Chat** button if you would like to play back your chat.
4. Click on the **OK** button to save your chat.

Once you have saved your chat session on your hard disk, it will be stored there until you delete it. You may retrieve it for playback at any time.

### To play back your most recent chat session:

1. Follow the previous instructions for saving your chat session up to Step 3, or after double-clicking on a chat in the ICQ Message Archive Chat folder. After you click on the **Play Chat** button, the ICQ Chat File Player is displayed.
2. Choose from the following features to find out more information about your chat session.
  - The **Description** section of the dialog records the details of your chat, which you defined in the previous dialog.
  - Click on the **View Participants** button to view the names of the participants in your chat. You can right-click on the user's name and choose from the following options - **Add to Contact List**, **Add To Address Book**, **Info**, **Message**, or **View User's ICQ Page**.
  - Click on the **Export** button to open two options for exporting your chat to another directory. You may save your chat session as a text file or as a playback chat file.
  - Click on the **Print** button to print a hard copy of your chat.
  - Click on the **Contract**  button to contract the **ICQ Chat File Player**. Click on this button again to expand the dialog and display further information about your chat session.
  - **File Size** tells you the size (in bytes) of your chat session file.
  - Click on the **Play**  button to begin your chat playback. Choose from the following features to adjust your chat playback.
    - Adjust the **Speed** bar to control the speed of our chat playback.
    - Adjust the **Time Line** to move around in your chat playback.

- Click on the **Rewind**  button to rewind the playback to the beginning.
- Click on the **Stop**  button to interrupt your chat playback.
- Click on the **Fast-forward**  button to forward your chat playback to the end.
- The **Total Time/Position** section of the dialog provides details of the time length of your chat and the time position during playback.

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## Chat With A Friend - Opening

The ICQ Chat With A Friend feature allows you to find other online ICQ users who have made themselves available for random chats.

### To request a Chat With A Friend:

1. In the ICQ Window, click on your **Status**  **Online** bar (in the bottom right corner of the ICQ Window) to display the pop-up menu of Availability-Status modes. Select **Chat With A Friend** to display the pop-up menu of options.

2. Select **Find a Chat Partner** to display a **Chat With A Friend** dialog and begin your search for a random user.

You may also click on the **Chat With A Friend** button at the bottom of your Contact List.

Alternatively, from the **ICQ** button, choose **Add/Invite Users** and select **Chat With A Friend**.

Enter whichever of the following personal details you wish, to enable other users to learn about you and your interests and request chats with you.

- Click on the **Select Group** arrow to display the pull-down menu of chat groups. Select the group within which you want to find a chat partner.
- Enter your first name or nickname in the **Enter Name** field.
- Enter your age in the **Enter Your Age** field.
- Select your gender from the **Gender** pull-down menu.
- Select the language in which you would like to chat from the **Select Language** pull-down menu.
- Select your country in the **Select Country** pull-down menu.
- Enter the URL of your ICQ Personal Homepage or other homepage in the **Home Page** field.
- Enter a few words to describe your interests or hobbies, or describe the topic of your chat, in the **Chat Topic/Interest** field.

**Please note:** Providing any information about yourself on the ICQ Service is voluntary. The more information you provide about yourself the easier it is for your friends to locate you on ICQ. Information you do provide is visible to, and may be obtained and kept by other people.

4. Choose the **Finding** tab.

5. Click on the **Group** arrow to display the pull-down menu of chat groups. Select the group with which you want to be affiliated. (You may select only one group.)

6. Click on the **Find an Online Chat Friend** button to begin your search for a chat partner. Click on the **Stop Search** button if you wish to interrupt the search.

When the ICQ server has located a random chat partner, the user's details will appear in the **Information on Random User** pane of the dialog (if the user entered details in the **Details** tab).

You may choose from the following options.

- Click on the **Request Chat** button to request a chat session with the random user.  
**Please note:** Sending a chat request will enable the recipient and any other user who joins the chat session, to view your IP address.
- Click on the **Send Message** button to send the user an ICQ message.
- Click on the **Send URL** button to send the user a Web page address.
- In addition, you may choose from the following options on this dialog before, during, or after your search.
- Click on the **Chat With A Friend** button to access the ICQ Web site, via your browser, for online information about Random Chat.
- Click on the **Close** button to exit the **Chat With A Friend** dialog.

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## Chat With A Friend - Responding to a Request

Once you have made yourself available for a Chat With A Friend, and a user sends you a Chat request, the user's ICQ# or name will appear on your ICQ Window under the heading Random.

### **To respond to a Chat With A Friend request:**

Double-click on the flashing icon of the random user in your desktop tray or beside the random user's ICQ# or name on your Contact List to accept the incoming event, chat request, message, or Web page address.

**Please 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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## Chat - Making Yourself Unavailable for Chat

You may make yourself unavailable for a Chat With A Friend with any user who searches for a random chat partner. Choosing this option disables the Chat With A Friend feature so that you not receive chat requests from random users.

### To make yourself unavailable Chat With A Friend:

1. Click on the **Chat With A Friend** button at the bottom of your Contact List to display the **Chat With A Friend** dialog.
2. Click on the **Details** tab and un-check the **I want to be available to chat with a friend** box.
3. Click on the **Save** button to save your changes, or click on the **Close** button to exit the dialog box.

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## Web Page Address (URL) - Sending

Sending a Web Page Address (URL) is a way to share your favorite Web sites with other ICQ users.

When a Web Page Address message is received, the user can go directly to the site, via his/her browser.

Web Page Addresses, like messages, can be sent to online or offline users. A message that is sent to an offline user is stored in the ICQ servers and delivered as soon as the user logs on to ICQ.

A Web Page Address composed offline is stored in your OutBox. The message will be sent when you log on, unless you choose to send the message only when the recipient logs on.

### To send a Web Page Address:

1. Click on a user's name in your Contact List and select **Web Page Address (URL)** to display the **Send Online URL Message** dialog.
2. ICQ will automatically place the Web Page Address to which your Web browser is currently open in the **Select/Enter URL** field (as long as you are using your default browser). You may also choose another URL from the drop-down list.
3. You may enter a description of the Web Page Address in the **Enter URL Description:** field.

You may click on the **More** button to expand the dialog and choose from the following options:

- Check the **Send Later, when user(s):** box and choose from the following options.  
Select the **Offline or Online** radio button if you want the URL to be sent whenever you reconnect, whether the user is online or not. If the recipient is offline when you reconnect, the URL will be stored on the ICQ server until the recipient reconnects.  
Select the **Online Only** radio button if you want to send the URL only when both you and the recipient are online (and not via the ICQ server)
  - Check **Email a copy** box if you want to send a copy as an e-mail attachment.
  - Check the **Minimize During Send** box if you want the URL dialog to minimize on your desktop during send.
  - Click on the **Multiple Recipients** button to display a list of the users on your Contact List, and select those users to whom you want to send the file.
4. Click the **Send** button to send the Web Page Address. If you are offline, your message will be saved in your OutBox and will be sent when you reconnect to the ICQ server. Or, click on the **Cancel** button to exit the dialog without sending the Web Page Address.

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## Web Page Address (URL) - Receiving

### Receiving and Responding to an incoming Web Page Address

A Web Page Address (URL) event message contains a link to a Web site. You can launch your web browser to go to the Web Page Address you receive. You can also save it as a bookmark.

You are notified of an incoming Web Page Address event by a unique Web Page Address sound and by a flashing Web Page Address (URL)  icon. The icon will flash in your desktop tray and next to the sender's name in your Contact List. If you have previously selected the Auto Add URL to Bookmarks option on the Events tab of your Owner Preferences, then the Web Page Address that you receive is saved automatically in your Bookmarks file. See [ICQ Incoming Bookmarks](#).

#### To respond to a Web Page Address transfer request:

1. Double-click the flashing **Incoming Web Page Address**  icon in your desktop tray, or next to the sender's name on your Contact List. Alternatively, click on the sender's name and choose **Receive**. An **Incoming URL** message appears displaying the Web page address and a short description of the Web page if the sender entered one.
2. Choose from the following options.
  - Click on the **Reply** button to reply with a message to the sender of the URL.
  - Click on the **Forward** button to forward the Web page address that you received to another ICQ user or users.
  - Click on the **Add To Bookmark** button to add the Web page address to your MS Internet Explorer™ favorites. If your Web browser is MS Internet Explorer™, your incoming bookmarks are saved in a folder called ICQ Incoming Bookmarks. You may view the URLs that you have bookmarked directly from your ICQ Window.
  - Click on the **Go To URL** button to view the Web site in your default Web browser. If your browser is open you may choose to view the page in your current browser window or to open a new window in your browser.
  - Click on the **Read Next** button (if enabled) to display the next incoming event.
  - Click on the **Close** button to exit the dialog without viewing the URL.

**Note:** ICQ is compatible with various Web browsers. ICQ saves your Web page addresses in a file called Bookmarks.html under C:\Program Files\icq\Bookmark. If you have neither Netscape Navigator™ nor MS Internet Explorer™, open this URL in your browser and add it to your bookmarks. If you do have MS Internet Explorer™, the incoming URL will also be added under Program Files\icq\Bookmark\Bookmarks.html

#### To view the URL's you have saved as bookmarks:

1. Click on the **System Notice** button in your ICQ Window and select **Incoming Bookmarks**. Alternatively, click on the **My ICQ** button, select **History** and then select **Incoming Bookmarks**.
2. Choose from the following options.
  - If your Web browser is Internet Explorer you may select a URL you received and automatically launch your browser to view the site.
  - If your browser is Netscape or other, click on the sender's name on your Contact List and select **History**. Then select **View Messages History** and choose the **Incoming** tab and select the URL you wish to view.

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## File - Sending

You may send a file to another user via ICQ. A file can only be transferred when both you and the recipient are online. You can also compose a request to transfer a file when you are offline. This request will be saved in your OutBox and will be sent when both you and the recipient are online.

**Note:** Sending a file transfer will enable the recipient to view your IP address.

### To send a file:

1. Click on the user's name on your Contact List to whom you want to send a file and select **File**.
2. Select the file or files you want to send and click **Open**. A **Send Online File Request** dialog appears, displaying the file name or number of files, and file size. Alternatively, you may click and drag the file to the user name on your Contact List.

The dialog displays the file name or number of files, and file size. You may enter a description of the files in the **Enter File(s) Description** field. You can select more than one file by pressing the **Shift** and **Control** keys while you select the additional files.

3. Click **Send** to send the file transfer request. After the recipient has accepted your request, a dialog is displayed and the file transfer takes place. Or, click on the **Cancel** or the **Abort** button to close the dialog before the recipient answers.

You may choose from the following options during the file transfer:

- Move the **Speed** slider between 0 and Max to increase or decrease the speed of the file transfer. (This option applies to LAN users only, who may wish to expand or minimize the band with when sending a file.)
- Click on the **Skip File** button if more than one file is being transferred and you wish to leave out a particular file after the transfer has begun.
- Click on the **Abort** button if you want to stop the file transfer.
- Monitor the transfer's progress on the **File** and **Batch** progress bars.

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## File - Receiving

In order for you to receive a file, the sender must send you a request and you need to accept the request. This allows you to receive files you want, but protects you from receiving files you don't want. Both you and the sender must be online in order for a file transfer to take place.

You are notified of an incoming file transfer request by a unique Incoming File sound and by a flashing Incoming File  icon in your desktop tray area and next to the sender's name on your Contact List.

**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.

### To respond to a File request:

1. Double-click the flashing **Incoming File**  icon in your desktop tray or next to the sender's name on your Contact List. Alternatively, click on the sender's name on your Contact List and select **Receive** to display the **Incoming File Request** dialog. The dialog displays the file name or number of files, the total file(s) size, and a description of the files if the sender entered one.
2. You may choose to accept or refuse the file transfer request. You may also click on the **Reply** button to send the sender a message.

### To accept the File Transfer request and receive the file:

1. Click the **Save As** button to start transferring the file(s). The files will be saved in the ICQ default directory: C:\Program Files\ICQ\Received Files\[User's Name].  
Alternatively, click the **Save As** button and select a location if you want to save the files in a different directory. The file transfer begins.
2. You may choose from the following options while the file is being transferred.
  - Move the **Speed** slider between 0 and Max to increase or decrease the speed of the file transfer. (This option is only available to LAN users, who may wish to expand or minimize the bandwidth when sending a file.)
  - Click on the **Skip File** button if more than one file is being transferred and you do not wish to accept a particular file in the batch.
  - Click on the **Abort** button if you want to stop the file transfer.
  - Monitor the file transfers progress on the **File** and **Batch** progress bars.
3. When the file(s) have been transferred, a dialog is displayed informing you that the transfer was successful. Choose from the following options.
  - Click on the **Open** button to open the received file.
  - Click on the **GoDir** button to view the folder in the window dialog in the directory where it was saved.
  - Click on the **System Notice** button in your ICQ Window, and select **Incoming Files Folder** to view the file that you received in the **Received Files Folder**. Alternatively, click on the **My ICQ** button, then click on **History** and select **Incoming File Folder**.
  - Click on the **OK** button to open the file at a later time.

### To refuse the file request:

1. Click on the **Decline** button to refuse the file transfer request.
2. Choose from the responses to be sent directly to the sender or select **Enter your reason to decline** to open a dialog in which you can enter your own reason for declining the request.

If a file was not transferred successfully, for example, if the phone line disconnected during the file transfer, you can continue downloading, receiving, or sending the file from the point at which the transfer had been aborted.

### To recover an interrupted file transfer:

1. Ask the sender to re-send the file(s). If the file or batch is sent under the same name and saved in the same place, an **ICQ File Transfer Confirm/Reply/Resume** dialog is displayed.

2. Choose from the following options.

- Click on the **Resume** or **Resume All** button to recover the file transfer and transfer the file from the breaking point rather than from the beginning.
- Click on the **Replace** (or **Replace All**) button to start the file(s) transfer from the beginning.
- Click on the **Save As** button to save your file in a different directory or under a different name.
- Click on the **Skip** (or **Skip All**) button to decline the file or batch transfer
- Click on the **Abort** button to cancel the file transfer.

**Tip:** To automatically receive files sent from an ICQ user that you designate, check **Auto Receive Files** on the **Accept** tab of the **Alert/Accept** modes. To automatically receive files sent from all ICQ users, select **Accept all incoming File Requests automatically** on the **File** tab of the **Events** settings in your Owner Preferences.

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## Internet Externals - Launching

ICQ is perfect for launching Internet Telephony/Games/Voice Chat applications, or any other external application utilizing direct user connection. ICQ may be configured to accommodate a vast number of external applications. In order to launch an external application that utilizes direct user connection with another ICQ user, you both must have the application installed on your computer. In addition you must send a request to the other user.

An Internet Telephony/Games/Voice Chat request can only be sent when both you and the recipient are online. If you compose a request when either you or the recipient is offline, the request will be saved in your OutBox and will be sent when both of you are online. Double-click the **System Notice** button in your ICQ window and select the **OutBox** tab to view the requests that haven't been sent.

Please read [Important Notice: Links to Third Parties' Services](#)

### To launch external applications:

The ICQ program will be periodically updated to run new external applications. So in most cases you do not have to configure an external application yourself.

Generally, multi-player games can also be played through ICQ, depending on the game's connection settings. You might want to consult the game's developer for more information.

1. In order to launch an external application with an online user, select the user's name on your Contact List to display the pop-up menu of options.
2. Under the **Invite** heading, select **Other**.
3. Choose an application under the heading **Installed** to display the **Send Online Phone/Video/Data request** dialog.
4. Enter a subject in the **Enter subject for external program session request:** dialog and click **Send**. If the recipient is offline, the request will be stored in your **OutBox** until the recipient logs on.

**Note:** Sending this event will enable the recipient, and may enable others who join this session, to view your IP address.

If the game you want to launch does not appear on this list, either you have not downloaded and installed it, or ICQ does not recognize it. If you have not downloaded and installed the application continue on to step 5. If you have installed it, but it still does not appear on the Installed list, skip to step 6.

5. Select **View List - Download** and choose an application from the pop-up menu of options to be led (via your browser) to the Web site of the application. Download the application and install it on your hard drive, noting the directory. Continue with step 6.
6. Click on the **ICQ** button and select **Preferences**.
7. Click the **Internet Externals** icon.
8. Choose from the following options.
  - Click on the **New External** button to enter a new external application in the **Define New External Application** dialog. 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.
  - 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.
9. Click on the **Apply** button and click on the **OK** button again to set your changes. When you view the list of applications in the **Internet Externals** tab, a unique icon appears next to the installed application. Now you may repeat steps 1 – 3.

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## Internet Externals - Receiving a Request

Launching an external application begins with an Internet Telephony/Game/Voice Chat request. Both sender and recipient must be online for an external application to be launched. In addition, both sender and receiver must have installed the application on their computers.

You are notified of an External Application request by a unique sound and a flashing **Internet Telephony/Game**  icon. The icon will flash in your desktop tray and next to the sender's name on your Contact List.

Please read [Important Notice: Links to Third Parties' Services](#)

### To respond to an Internet Telephony/Games request:

1. Double-click on the flashing **Internet Telephony/Games**  icon in your desktop tray or next to the sender's name on your Contact List. Alternatively, click the sender's name on your Contact List and select **Receive** to display an **Incoming Phone/Video/Data Request** dialog.

**Note:** Accepting this event will enable the sender, and may enable others who join this session, to view your IP address.

2. The dialog displays the name of the external program that the sender wants to launch with you. You may choose from the following options.
  - Select **Do Not Accept** to refuse the external application event. Choose a response from the pop-up menu.
  - Select **Accept** to accept the request and launch the Internet Telephony/Games application.
  - Click on the **I Don't Have It** button if the application is not installed on your computer. The sender will be notified that you do not have the application.
  - Click on the **More Functions** button to choose from options to print or save the request.

You may accept the request only if you have the external application downloaded and installed on your computer. If you don't, or if you haven't configured the application in your Owner Preferences, ICQ can't locate the application automatically, you will receive a **Can't launch external application** dialog.

If the sender has sent you a request for an application that exists in the ICQ list, you may download it from there - select a user on your Contact List and then **select Internet/Telephony Games**. Select **Other**, then choose **View List - Download** and choose the application from the pop-up menu of options to be led (via your browser) to the Web site of the application. Download the application and install it on your hard drive, noting the directory. Now you must configure the application into your owner Preferences. See [Internet Externals Settings](#).

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## Phone - "Follow Me" - Introduction

The Phone-"Follow Me" feature allows you to send another user a phone call request and let your program dial for you. This feature enables you to receive the telephone number in which the user is currently located and coordinate a convenient time for the phone call to take place. Before you initiate a Phone Call Request, you may add your telephone details to the telephone directory in your user details. Note that providing information about yourself on the ICQ Service is voluntary.

See [Phone - "Follow Me"—Entering Your Phone Numbers](#) to make yourself available by phone.

See [Phone Request—Sending](#) to send a phone request to someone on your Contact List.

See [Phone - "Follow Me"—Direct Dialing](#) to dial up a user who is available by phone.

See [Phone Request—Receiving](#) to either accept or decline an incoming phone request from another user.

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## Phone - "Follow Me" - Entering Your Phone Numbers

### Entering Your Phone Numbers

The Phone - "Follow Me" Tab enables you to enter several phone numbers so that selected users may contact you by phone at any given time. You specify which users you allow to retrieve the phone numbers that you choose to enter in this category. You may enter a selection of phone numbers and then choose from them to specify your current location as often as you wish. You may also select which users have access to these numbers. The phone numbers you enter in this dialog do not appear in the ICQ Global Directory. You may also configure the dialer settings so that you may use this feature to dial the phone numbers that another user has entered as his or her Phone - "Follow Me" information. You may set the dialer to dial at a specified speed.

#### To add a phone number to the Phone - "Follow Me" tab:

1. Click on the **ICQ** button and select **View/Change My Details**.
2. The **ICQ Global Directory-My Details: [User Name]** dialog is displayed. This dialog has ten tabs and is very similar to the dialog that other users will see when they view your user information. They will be able to view any changes once they have updated your details.
3. Click on the **Phone - "Follow Me"** tab.
4. Click on the **Add** button to display the **Add/Edit Phone & Fax Number** dialog.
5. Enter details in the **Location** (i.e., home, work, etc.), **Country**, **City/Area Code**, **Local Number**, and **Extension** fields.
5. Click on the **OK** button to return to the **Add/Edit Phone & Fax Number** dialog, or, click on the **Cancel** button to return to the **ICQ Global Directory-My Details: [User]** dialog without saving the changes.
6. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

Please note that providing information on the ICQ Service is voluntary.

#### To make yourself available for phone dial-up:

1. Click on the **ICQ** button and select **View/Change My Details**.
2. The **ICQ Global Directory-My Details: [User Name]** dialog is displayed. This dialog has ten tabs and is very similar to the dialog that other users will see when they view your user information. They will be able to view any changes once they have updated your details.
3. Click on the **Phone - "Follow Me"** tab.
4. Highlight the number where you can currently be reached and click on the **Set Current Location #** button.  
Please note that providing information on the ICQ Service is voluntary.
5. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

#### To edit a phone number you have entered in the Phone-"Follow Me" tab:

1. Select the phone number you wish to edit and click on the **Edit** button to display the **Add/Edit Phone & Fax Number** dialog.
2. Edit the phone number as you wish it to appear.
3. Click on the **OK** button to return to the **Add/Edit Phone & Fax Number** dialog or, click on the **Cancel** button to return to the **ICQ Global Directory-My Details: [User]** dialog without saving the editing.
4. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

#### To delete a phone number you have entered in the Phone-"Follow Me" tab:

1. Select the number that you wish to delete and click on the **Delete** button to display the **Confirm Number Delete** dialog.
2. Click on the **Yes** button to delete the selected number, or click on the **No** button to return to the **ICQ Global Directory-My Details: [User Name]** dialog without deleting the number.
3. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

#### Dialer Timing Preset

The Dialer Timing Preset allows you to configure the dialer to dial the phone number of the selected user at a certain speed.

#### To set your Dialer time settings:

1. Click on the **Timing Preset** to display the **Dialer Settings** dialog.
2. Select the country you are dialing from in the drop-down list in the **Country:** field.
3. Enter the area code in the **Area Code:** field.
4. Insert a dialing prefix in the **Local**, **Long Distance** and **International** fields.
5. Select the **Custom** option from the drop-down list in the **Timing Prefix** field, if the other presets don't work for you.
6. Click on the **Edit** button to display a **Customs DTMF Settings** dialog.
7. Enter a suitable combination of numbers. The following settings are standard and should work for your telephone:
  - Tone Time: **50**
  - Break Time: **40**
  - Pause Time: **500**
  - Pause Character: ,
8. Enter a telephone number you'd like to try calling in the **Test Number** field. Click on the **Play DTMF** button, holding your telephone receiver to your speaker to test your settings. Adjust the numbers you've entered in the other fields if the test didn't work.
9. Click on the **OK** button to return to the **ICQ Global Directory-My Details: [User]** dialog.
10. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

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## Phone Request - Sending

You have the option to send another user a phone call request and let your program dial for you. This feature allows you to receive the telephone number at which you the user is currently located, and coordinate a convenient time for the call to take place. This feature also includes the option to retrieve and edit telephone numbers in your directory and to search the Internet telephone directories through the Web Guide link.

Before you initiate a Phone Call request, you need to add your own telephone details to the Phone "Follow Me" tab in the ICQ Global Directory or via the Services button. This will allow other ICQ users the option to contact you. See [User's Details—Updating](#).

**Note:** Entering your phone details will allow other ICQ users to view them. You may update any phone numbers that have changed, add numbers, or erase numbers that you previously entered. Providing any information on the ICQ Services is voluntary.

### To send an Online Phone Call Request:

1. Click the Online user that you want to call and select **Phone - "Follow Me"** from the ICQ plugins.
2. Select **Send Phone Call Request** to display the **Send Online Phone - "Follow Me"** dialog.
3. Choose from the following options:
  - Click the **May I Call You?** radio button if you want to make the call.
  - Click the **Please Call Me** radio button if you want the other person to call you and choose from the following options.
    - Click the **Each of my available phone numbers** radio button to request that the user call you at a specified time.
    - Click **The following number or** radio button and select from the drop-down menu the number that you want the user to call.
4. Enter a subject for your phone call in the **Enter subject for the phone call request** field.
5. Click on the **Send** button. Your phone request has been sent to your specified ICQ user.
6. If the user sends you a reply to your phone call request, you will either receive a phone call or a dialog indicating when he or she would like the call to take place. You may choose to accept the other user's request, or simply dial by holding a phone receiver to your computer speaker and clicking on the **Click to Dial** button.

**Note:** To actually speak to another party, after initiating a phone request, you must be in possession of second telephone line and hand set. (This feature does not work with mobile phones).

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## Phone Request - Receiving

When you receive a phone call request from another user on your Contact List a flashing Phone  icon will appear beside the user's name, accompanied by a ringing sound.

### To respond to a Phone Call Request:

1. Double-click on the flashing **Phone**  icon on your Contact List. Alternatively, click on the user name and select **Receive** from the pop-up menu. An **Incoming Call Request** dialog is displayed.

In the user's **Call Request** field, the dialog displays whether you are requested to initiate the call or whether the other user wants to initiate it.

2. You may choose from the following options.

**Note:** One of the buttons will blink, depending on the sender's preference that you call him/her or that he/she calls you.

- Click the **Please Call Me** radio  button if you want the user requesting the call to reach you. Select a time for the user to call you from the drop-down menu of options.
  - Click the **I Will Call You**  button if you want to call the other user. Select the time you want to call the user from the drop-down menu of options.
3. You may choose from the following options.
    - Click on the **Reply** button to send another event form this dialog.
    - Click on the **Preferences** button to reconfigure your settings from this dialog.
    - Click on the **Decline** button and choose a reason from the drop-down menu to decline the request.
    - Click on the **Accept** button to accept the request.
  4. Click on the **Close** button to exit the dialog without accepting the request.

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## Phone - "Follow Me" - Direct Dialing

**To directly dial another ICQ user's telephone number or any telephone number:**

1. Click on a user's name on your Contact List, and choose **Phone – "Follow Me"**.
2. Select **Find Phone # and Dial** to display the **Find Phone# and Dial** dialog.
3. Select the phone number you wish to dial from the **Phone/Fax Details List**, or manually enter the telephone number of the user you want to call in the **Enter Number To Dial** field.
4. Pick up a phone receiver and place it in front of your computer speakers.
5. Click on the **Dial** button to dial the phone number you specified, or click on the **Close** button to exit the dialog without dialing the number.

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## Contacts - Sending

### Sending Contacts to Another User

You may send parts or all of your Contact List to other users so that they may add your contacts to their own Contacts List.

#### To send your Contact List or part of your Contact List:

1. On your Contact List, click on the user's name to whom you wish to send your list (or part of it).
2. Under the **Send** heading, select **Contacts** to display the **Export users on your Contacts List to a member** dialog.
3. A list of the users on your Contact List will be displayed in the **Select from your Contact List** field. Double-click on the contact that you would like to send, or select the contact that you would like to send and click on the **Select** button.  
You may select multiple contacts by pressing the **Control** key while you click on the contacts. You may also select blocks of contacts (or the whole list) by pressing the **Shift** key while selecting contacts.
4. The contacts that you have selected will appear on the right in the **Contacts to Send** field. You may select more contacts to send by repeating step 3.

You have the following options:

- To remove a contact from the **Contacts to Send List** field, double-click on the contact, or select the contact and click on the **Remove** button.
- To send your contacts to multiple recipients, click on the **More** button and click on the **Multiple Recipients** button. Check the boxes beside the ICQ users' names that you want to receive your contacts.

If you are offline, the dialog will expand. Check the **Send later, when recipients(s):** box and choose from the following options.

- Click the **Offline or Online** radio button if you want the contacts to be sent when you reconnect, whether the recipient is online or not. If the recipient is offline when you reconnect, the contacts will be stored on the ICQ server until the recipient reconnects.
  - Select the **Online Only** radio button if you want the contacts to be sent only when both you and the recipient are online.
5. Click on the **Send** button to send the contacts, or click on the **Cancel** button to exit the dialog without sending.

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## Contacts - Receiving

You may receive contacts from the Contact List of another user and add them to your own Contact List. You will be notified of incoming contacts by a flashing Contact  icon next to the sender's name in your Contact List and in your desktop tray. If authorization is required by the user to add him or her to the Contact List, you will also have to request that user's authorization.

### To receive contacts from a user:

1. Double-click on the flashing **Contact**  icon next to the sender's name in your Contact List or in your desktop tray. Alternatively, click on the sender's name and choose **Receive** to display the **Incoming Contacts** dialog.
2. Click on one of the contacts and choose from the following options.
  - Click on the **Send Message** button to display the **Send Message** dialog if you wish to only send a message to that contact.
  - Click on the **Get User Info** button to display the contact's **ICQ Global Directory-User Info On: [User]** dialog, to check information about the contact. See [User Details—Viewing](#).
  - Click on the **Add To Contact List** button to add the contact to your Contact List.
  - Click on the **More** button to expand the dialog and your options.
3. Click on the **Close** button to exit the dialog.

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## Plugins - Introduction

ICQ plugins are external applications that can be added to your ICQ program to expand and enhance the functions of ICQ. Your ICQ 2000a program comes with *pre-installed* plugins. You don't need to install these plugins—ICQ has done the work for you and included these features as options within your program. In addition, ICQ enables you to set your own configurations for these plugins, so that you may decide how they fit into your use of the program.

**To access the plugins preferences in order to add future ICQ Plugins and configure your plugin settings:**

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

See [Plugins—Configuring Preferences](#), and [Receiving an Unknown Plugin](#).

See also [Greeting Card Plugin](#), [Voice Message Plugin](#), [IrCQ-Net Invitation Plugin](#), [ICQ ActiveList Invitation Plugin](#), and [ICQ Message Archive](#).

**Caution!** By downloading, installing, activating or using any software component for ICQ (“ICQ Plugin”) developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Plugins - Configuring Preferences

You may add a new plugin or configure the settings of the pre-installed plugins from the ICQ button in your ICQ Window.

### To access the plugins preferences in order to add future ICQ Plugins and configure your plugin settings:

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

### To set your preferences for a plugin:

5. Click on the **ICQ** button and select **Preferences**.
6. Select the plugin you want to configure.
7. Choose from the following options.
  - Check the **Play Sound** box to set ICQ to play a sound every time you receive a plugin 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 **Set ICQ to display a response dialog** radio  button.
  - Select the **Set ICQ to automatically accept** radio  button.
  - Select the **Set ICQ to automatically decline** radio  button.
  - Check the **Set ICQ to automatically decline from users who are not on my Contact List** box.

**Note:** The above options may not all be available to all plugins.

### To add ICQ Plugins:

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

### To disable a plugin:

Select the plugin you want to disable and click on the **Remove** button.

### To reactivate a disabled plugin:

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

### To remove a plugin from your program:

Select the plugin you wish to remove and shut down ICQ.

In order to retrieve a removed plugin, you will need to download it from the [ICQ Plugin Center](#).

In addition to configuring your general preferences for plugins, you may configure specific preferences for each user on your Contact List. See [Plugins Tab](#) of Alert/Accept Modes.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Unknown Plugins - Receiving

If you receive a plugin that you have removed or disabled from your owner preferences, or one that you have not downloaded or activated, ICQ will not recognize the plugin that was sent to you and you will have to download it or re-activate it. To download plugins developed by ICQ, please refer to the [ICQ Plug-in Center](#).

When you receive a Download Plugin Request for a plugin you don't have installed or activated, you will be notified by a flashing **Unknown Plugin**  icon next to the sender's name on your Contact List and in your desktop tray.

### To accept an unknown plugin:

1. Double-click on the flashing **Unknown plugin**  icon next to the sender's name on your Contact List and in your desktop tray. Alternatively, select the sender's name on your Contact List and then select **Receive** to display the **Incoming Unknown Message** dialog.
2. Choose from the following options.
  - Click on the **Reply** button to send the sender an event directly from this dialog. Choose an event from the pull-down menu of options.
  - Click on the **Preferences** button to access your Owner Preferences to add or restore this plugin from another directory on your computer (usually C://Program Files/icq/Plugins if the plugin is a preinstalled plugin that you have removed or disabled.) See [Plugins—Configuring Preferences](#) for instructions to configure this tab.
  - Click on the **Download/Get Info on Plugins developed by ICQ Inc.** to read about or download plugins developed by ICQ Inc. from the ICQ Plugin Center.

If you received a preinstalled plugin that you have removed, you may usually locate it in C://Program Files/icq/Plugins or download it from the ICQ Plug-In Center. Once you have downloaded it, check your directories to locate the file and then install it. Then see [Plugins—Configuring Preferences](#).

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

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## Greeting Card Plugin - Introduction

The ICQ Greeting Card feature enables you to make and send creative greetings for every occasion. Making ICQ Greeting Cards is simple and fun to use—the virtual alternative to expensive paper cards and postage stamps, and to a sometimes unreliable and slow mail delivery system. You no longer have to remember special occasions, weeks in advance, you can now prepare and send greetings instantly.

See [Greeting Cards—Sending](#) and [Greeting Cards—Receiving](#).

See also [Plugins—Introduction](#) and [Plugins—Configuring Preferences](#).

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## Greeting Card Plugin - Sending to ICQ Users

Sending ICQ Greeting Cards to other ICQ users is easy and convenient. Creating a card begins by choosing a user directly from your Contact List, and is as simple as sending a message. If a user on your Contact List entered his/her date of birth in their User Details, ICQ automatically reminds you two days before of his/her birthday, and again on the day of his/her birthday by displaying a balloon  icon next to the user's name on your Contact List. You no longer will forget to send a card on time – ICQ Greeting Cards arrive just moments after you have sent them.

### Sending Ready-made Cards to ICQ Users

ICQ provides you with a wide variety of ready-made designs for greetings, allowing you to choose a design quickly and send an appropriate and attractive greeting.

#### To design and send a ready-made greeting card to an ICQ user:

1. Click on the name of a user on your Contact List to whom you wish to send a Greeting Card.
2. Select **Greeting Card** to display the **Send Online Greeting Card** dialog (or the **Send Offline Greeting Card** dialog).
3. Select the **Pick out a card from the ready made collection provided** radio button.
4. Select an occasion or theme from the list **Select a theme from list** field.
5. Select a more specific occasion or theme from the list **Select a card title** field.
6. Click on the **Next** button.
7. Enter the text you want in the **Title** field if you wish to give your card a title different from the default one displayed.
8. Enter the name of the person to whom you're sending the greeting in the **Receiver** field if you wish the name to appear differently than it does on your Contact List.
9. Enter a personal greeting in the **Message** field.
10. Enter your name in the **Sender** field if you wish to change the name that appears as the default.
11. Click on the **Next** button.
12. Click on the **Preview The Card On Your Browser** button to see a full preview of the **Greeting Card** that the recipient will receive.
13. Close or minimize your browser to return to the **Send Online/Offline Greeting Card** dialog.
14. Click on the **Back** button if you want to change the design of your card.
15. Click on the **Send** button to send your **Greeting Card** or click on the **Cancel** button to close the dialog without sending the greeting card.

#### To send an American Greetings Card:

1. Click on the user's name on your Contact List to whom you wish to send an American Greetings Card.
2. Select **Greeting Card** to display the **Send Online Greeting Card** dialog (or the **Send Offline Greeting Card** dialog).
3. Click on the **More Greetings** button to open the American Greetings Web site via your Web browser.

### Creating Your Own Cards and Sending Them to ICQ Users

You also have the option to design your own cards to send to ICQ users using the online ICQ Greetings Gallery.

#### To create your own card and send it to an ICQ user:

1. Click on the user's name on your Contact List to whom you wish to send a Greeting Card.
2. Select **Greeting Card** to display the **Send Online Greeting Card** dialog (or the **Send Offline Greeting Card** dialog).
3. Select the **Create Your Own Card** radio button.
4. Read the message from ICQ explaining that you will create the card by going to the ICQ Greetings Gallery via your browser, and click **OK** if you wish to proceed.
5. Click on the **Click to Create** button to go to the **ICQ Greetings Gallery**.

6. In the **ICQ Greetings Gallery**, select colors for the following.
  - Page Background Color
  - Card Background Color
  - Title Font Head (select color)
  - Text Color
7. Click on the radio buttons next to the fonts you would like for the **Title Font** and **Message Font**.
8. Check the **Preview** box next to **Card Border**. Browse and select a border from the pull-down menu.
9. Check the **Preview** box next to **Image**. Browse and select an image from the pull-down menu.
10. Click on the **Preview Your Card Design** button to see your card. Read the **Security Alert** dialog and click **Yes** if you wish to proceed.
11. If you want to change the design of your card, click on the **Back to Card Generator** button. If you are satisfied with the design, click on the **Save Design** button. Read the **Security Alert** dialog and click **Yes** if you wish to proceed.
12. Note the **Design Number** of your card and close or minimize your browser to return to the **Online/Offline Greeting Card** dialog.
13. Enter your card's design number in the **Design Number** field and click **Next**.
14. Enter a title for your greeting in the **Title** field.
15. Enter the name of the person to whom you'd like to send the greeting in the **Receiver** field if you want to change the name that appears.
16. Enter a message for the main body of your Greeting Card in the **Message** field.
17. Click on the **Next** button to see the text you've just entered. Click on the **Back** button if you wish to edit the text.
18. Click **Preview The Card On Your Browser** to view your finished card (text and graphics). Close or minimize your browser to return to the **Send Online/Offline Greeting Card** dialog.
19. Click on the **Send** button to send the greeting card or click **Cancel** to close the dialog without sending.

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## Greeting Card Plugin - Sending by E-mail

You may also use the ICQ Greeting Gallery of the ICQ Web site to send cards to e-mail account holders who have not yet registered with ICQ. Cards will arrive to their e-mail addresses. You may also send cards to the e-mail addresses of other ICQ users. Cards sent to e-mail addresses will arrive as Internet links to the card you designed, as opposed to sending cards by ICQ, which arrive directly to the recipients' Contact Lists.

### To send a Greeting Card by e-mail:

1. Go directly to the [ICQ Greetings Gallery](#). Alternatively, go to the [ICQ Web site](#) and click on the link to the ICQ Greetings Gallery.
2. At the ICQ Greetings Gallery Web site, choose the link **Create Your Own Greeting Card** to design and create a card, or choose the link **Browse Our Online Collection** to send an ICQ-designed card.

If you chose to create your own card, follow the step by step instructions on the site for choosing colors, font, text, and graphics. Preview your card design, and enter the recipient's e-mail address, then send.

If you chose a ready-made design, follow the instructions on the site for entering a text message, entering the recipient's e-mail address, and sending the card.

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## Greeting Card Plugin - Receiving

When you receive an ICQ Greeting Card it will either arrive directly to your ICQ Window or to your e-mail address. If it arrives to your e-mail, it will come as a link to a URL and you must go to the site using your Internet browser. If the card was sent to you through ICQ, you will be notified by a flashing Greeting Card  icon next to the sender's name on your Contact List and in your desktop tray.

### To receive an ICQ Greeting Card:

1. Double-click on the flashing **Greeting Card**  icon next to the sender's name on your Contact List or in your desktop tray. Alternatively, click on the sender's name on your Contact List and select **Receive**.
2. Click on the **Click here to see the card in your Web browser** button to view your card.
3. Choose from the following options on the Web site.
  - Click on the **Reply with an ICQ Greeting** button to send a Greeting Card back to the sender. Follow the instructions on the site.
  - Click on the **Send an ICQ Greeting** button to send a Greeting Card to someone else. Follow the instructions on the site.
4. Minimize or close your browser and choose from the following options.
  - Click on the **Reply** button to send the sender an event directly from this dialog. Choose an event from the pull-down menu of options.
  - Click on the **Preferences** button to be led to the **Plugins** tab of the **Alert/Accept** dialog to change your **Greeting Card** preferences for the sender. See [Plugins Tab](#) of Alert/Accept Modes for more information.
  - Click on the **Close** button to exit the **Incoming Greeting Card** dialog.

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## Voice Message Plugin - Introduction

The Voice Message plugin enables you to record voice messages of up to fifteen seconds in length (120kb) and attach text messages as well. You may send voice messages to other ICQ users, when both you and the recipient are online. All you need to send a voice message is a computer microphone. You may also use the Voice Message plugin to send a Wave sound file, for which you do not need a computer microphone.

See [Voice Message—Sending](#) and [Voice Message—Receiving](#).

See [Plugins—Introduction](#) and [Plugins—Configuring Preferences](#).

**Note:** Exchanging this event will enable the other party to view your IP address.

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## Voice Message Plugin - Sending to ICQ Users

### Sending a Voice Message or Wave File

You may send voice messages to other ICQ users, when both you and the recipient are online. All you need to send a voice message is a computer microphone.

You may also use the Voice Message plugin to send a Wave sound file, for which you do not need a computer microphone.

**Note:** Sending this event will enable the recipient to view your IP address.

#### To send an online voice message to another user:

1. Click on the name of an *online* user on your Contact List to whom you wish to send a voice message.
2. Under the **ICQ Plugins** heading, select **Voice Message** to display **Send Online Voice Message** dialog.
3. Make sure your microphone is correctly attached to your computer system.
4. Select the **Send: Voice Message** radio button.
5. Click on the **Record**  button or press **Ctrl+R** and clearly speak your message into your microphone. Keep your message within 15 seconds.
6. Click on the **Play**  button or press **Ctrl+P** to play back the message that you recorded. Choose from the following options.
  - Click on the **User Information**  button to view the details the recipient entered upon registration with ICQ.
  - Adjust the **Volume** level to your preference.
  - Click on the **Forward**  and **Backwards**  buttons to move through your playback.
  - Click on the **Forward**  and **Backwards**  buttons to jump to the beginning or end of your voice message.
  - Click on the **Stop**  button or press **Ctrl+S** to stop playing or recording your message.
  - Click on the **LoopPlay**  button to play your voice message continually. Click on this button again to disable **LoopPlay**.
  - Check the **Save Outgoing Voice Message** box to save the file in the outgoing folder.  
Click on the **Outgoing Folder** button to view the folder containing voice messages you have sent.  
Click on the **Incoming Folder** button to view a folder containing voice messages you have received.

You may add a text message to your voice message in the **Additional Text:** dialog.

7. Click on the **Send** button to send your voice message, or click on the **Cancel** button to exit the dialog without sending.

#### To send a wave file:

1. Select the **Send Wave File** radio button in the **Send Online Voice Message** dialog.
2. Click on the **Import** button to select a wave sound file from another directory of your hard disk.
3. Click on the **Play** button or press **Ctrl+P** to play back the sound file that you selected. Then you may choose from the following options.
  - Click on the **Stop** button or press **Ctrl+S** to stop playing the wave file.
  - Check the **Save Outgoing Voice Message** box to save the file in the outgoing folder.  
Click on the **Incoming Folder** button to view a folder containing sound files you have received.  
Click on the **Outgoing Folder** button to view the folder containing sound files you have sent.
4. Click on the **Send** button to send the sound file, or click on the **Cancel** button to exit the dialog without sending the file.

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## Voice Message Plugin - Receiving

When you receive a voice message from another user a flashing Voice Message/Sound File  icon will appear beside the sender's name on your Contact List and in your desktop tray.

**Note:** Accepting this event 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.

### To begin downloading your incoming voice message or sound file:

1. Double-click on the flashing **Voice Message/sound file**  icons next to the sender's name on your Contact List or in your desktop tray to display the **Incoming Voice Message** dialog. Alternatively, right-click on the sender's name on your Contact List and select **Receive**.

**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.

2. Choose from the following options.
  - Click on the **Reply** button to send the sender an event directly from this dialog. Choose an event from the pull-down menu of options.
  - Click on the **Preferences** button to open the Plugins tab in the Alert/Accept Settings feature to configure plugin settings for the specific user. See [Plugins—Configuring Your Preferences](#).
  - Click on the **Decline** button to decline the request without giving a reason, or choose from the other responses available to you.
  - Click on the **Accept** button to begin the transfer of the incoming voice message or sound file to display the **Voice Message** dialog and the transfer begins.

### To play your voice message or sound file:

1. After you've accepted the voice message or sound file, click on the **Play** button to play back the voice message or sound file.
2. Choose from the following options.
  - Check the **Save Incoming Voice Message** box to save the voice message or sound file in your Incoming Folder.
  - Click on the **Reply** button to send the sender a voice message in return.
  - Click on the **Save To File** button to save the incoming message to another directory on your hard disk.
  - Click on the **Outgoing Folder** button to view the folder containing voice messages you have sent.
  - Click on the **Incoming Folder** button to view a folder containing voice messages you have received.
  - Click on the **Close** button to exit the dialog.

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## IrCQ-Net Invitation Plugin - Introduction

With the IrCQ-Net Invitation plugin, you can invite your friends to your or to others' IrCQ-Net (ICQ IRC Services) Chat room from your ICQ Window.

You may configure the settings of the IrCQ-Net Invitation in your Owner Preferences. See [Plugins—Configuring Preferences](#) and [Plugins—Introduction](#).

See also [IrCQ-Net Invitation Plugin—Sending](#) and [IrCQ-Net Invitation Plugin—Receiving](#).

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## IrCQ-Net Invitation Plugin - Sending

Invite your friends to join any of the various IrCQ-Net (ICQ IRC Services) chat rooms, or ask them to join a chat room that you create on the topic of your choice.

### To join an existing Chat room and send an IrCQ-Net Invitation to another user:

1. Click on a user name on your Contact List to whom you wish to send an IrCQ-Net Invitation.
2. Under the **ICQ Plugins** heading, select on **IrCQ-Net Invitation** to display the **Send Online IrCQ-Net Invitation** dialog (or the **Send Offline IrCQ-Net Invitation** dialog).
3. Select the **Select a Chat Room** radio button to select a chat room and enable the following specification options.
  - In the **Categories** field, select the general category that interests you using the drop-down menu. (The **Favorites** category is usually chosen to create a new chat room. See instructions below.)
  - In the **Chat Rooms** field, select the specific chat room topic that you wish to join or invite the other user to join using the drop-down menu.

**Note:** The default **Categories: Favorites** and **Chat Rooms: ICQ** will lead you to the IrCQ-Net Web page with existing chat rooms.

4. You may choose from the following additional options.
  - If you wish to change the Nickname that you will be identified with on the Net, enter a different Nickname in the **Publish My Nickname** field. This field must be filled in order to register to a chat room. (Enter a minimum of three characters.) Please note that this information will be available to all visitors of the IrCQ-Net chat room you choose to enter.
  - You may leave the **Publish My Additional Info** box checked if you want to make your E-mail address, that you provided during registration to ICQ or thereafter or your ICQ# available to other visitors of the IrCQ-Net chat room you choose to enter. (You may only choose one).  
Select the **Email** or **ICQ#** radio button depending on your choice. Otherwise, you can uncheck the **Also Publish Additional Info** box to disable these options.
  - Click on the **View Details** button to view the information about yourself that will be available to all visitors of the IrCQ-Net chat room that you choose to enter.  
**Note:** Including your ICQ# or E-mail address in your IrCQ-Net Info (displayed by clicking on the **View Details** button in the **Warning** dialog) is optional. This information will be available to all visitors of the IrCQ-Net chat room that you choose to enter and may help others to communicate with you over ICQ and E-mail as well as over the IrCQ-Net. If you wish to change your IrCQ-Net information, you can do so in the panes contained in the **Warning** dialog.
  - Click on the **IrCQ-Net Web Help** button to be led to the IrCQ-Net page on the Web for additional information.  
You may enter text in the **Invitation Message** box to be sent to the user that you would like to join you in the chat room.
  - Click on the **Enter Chat Room on New Browser Window** button if you wish to launch the chat in a separate browser window or join the chat room without sending an invitation to another user. You will receive a **Warning** dialog from which you can review and change the information you provided. Click **OK** to be led to the chat room on the Net.
  - Click on the **More** button if you want to send an invitation to multiple users on your Contact List.
5. Click on the **Send** button to send your IrCQ-Net Invitation, or click on the **Cancel** button to close the dialog without sending your IrCQ-Net Invitation.

### To create a new chat room and send an IrCQ-Net Invitation:

1. Click on a user name on your Contact List to whom you wish to send an IrCQ-Net Invitation.
2. Under the **ICQ Plugins** heading, select on **IrCQ-Net Invitation** to display the **Send Online IrCQ-Net Invitation** dialog (or the **Send Offline IrCQ-Net Invitation** dialog).
3. Click on the **Create your Own Chat Room** radio button.
4. In the **Enter New Chat Room** field, type in a name for your chat room (a minimum of three characters).
5. You may choose from the following options.
  - Click on the **Add to "Favorites" category** button to add the name of the chat room that you created to the **Favorites** category. A dialog appears.  
Click on the **Yes** button if you want the room to be added, or click on the **No** button if you don't want the room to be added to the **Favorites** category.

**Note:** The chat room will be saved only if you add it to the **Favorites** category. If you choose not to add it, the chat room will not be accessible the next time you open the program.

- Once the chat room has been added to the **Favorites** category, you may click on the **Rename "Favorites" Room** button to change the name of the chat room.
- If you wish to change the Nickname that you will be identified with on the Net, enter a different Nickname in the **Publish My Nickname** field. This field must be filled in order to register to a chat room. (Enter a minimum of three characters.) Please note that this information will be available to all visitors of the IrCQ-Net chat room you choose to enter.
- You can also leave the **Publish My Additional Info** box checked if you want to make your E-mail address, that you provided during registration to ICQ or thereafter or your ICQ# available to other visitors of the IrCQ-Net chat room your choose to enter (You may only choose one).

Select the **Email** or **ICQ#** radio button depending on your choice. Otherwise, you can uncheck the **Also Publish Additional Info** box to disable these options.

- Click on the **View Details** button to view the information about yourself that will be available to all visitors of the IrCQ-Net chat room that you choose to enter.

**Note:** Including your ICQ# or E-mail address in your IrCQ-Net Info (displayed by clicking on the **View Details** button in the **Warning** dialog) is optional. This information will be available to all visitors of the IrCQ-Net chat room that you choose to enter and may help others to communicate with you over ICQ and E-mail as well as over the IrCQ-Net. If you wish to change your IrCQ-Net information, you can do so in the panes contained in the **Warning** dialog.

- Click on the **More** button if you want to send an invitation to multiple users on your Contact List.
- Click on the **Enter Chat Room on New Browser Window** button to launch the chat in a separate browser window or join the chat room without sending an invitation to another user.

You will receive a **Warning** dialog from which you can review and change the information you provided. Click **OK** to be led to the chat room on the Net.

6. Click on the **Send** button to send your IrCQ-Net Invitation, or click on the **Cancel** button to exit the dialog without sending the your IrCQ-Net Invitation.

**Note:** If you send the plugin to a user who does not have the IrCQ-Net installed, you will receive a message notifying you that the user cannot accept your invitation.

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## IrCQ-Net Invitation Plugin - Receiving

When you receive an IrCQ-Net Invitation the flashing IrCQ-Net icon will appear on your Contact List.

### To receive an IrCQ-Net Invitation from another user:

1. Click on the flashing **IrCQ-Net** icon on your Contact List. The **Incoming IrCQ-Net Invitation** dialog is displayed. Alternatively, right-click on the flashing icon and select **Receive**.
2. Choose from the following options:
  - Click on the **Add To "Favorites"** button to add the chat room name to your Favorites directory list.
  - Enter a different Nickname that you will be identified with on the Net in the **Publish My Nickname** field. You may leave the default Nickname that includes your ICQ Nickname and account number unchanged.  
**Note:** This field must be filled in order to register to a chat room. (Enter a minimum of three characters.) Keep in mind that this information will be available to all visitors of the IrCQ-Net chat room you choose to enter.
  - Click on the **Save Nick** button to save the new nickname.
  - You can also leave the **Publish My Additional Info** box checked if you want to make your E-mail address, that you provided during registration to ICQ or thereafter, or your ICQ# available to other visitors of the IrCQ-Net chat room you choose to enter (You may only choose one). Select the **Email** or **ICQ#** radio button depending on your choice. Otherwise, you can uncheck the **Also Publish Additional Info** box to disable these options.
  - Click on the **View Details** button to view the information about yourself that will be available to all visitors of the IrCQ-Net chat room that you choose to enter.  
**Note:** Including your ICQ# or E-mail address in your IrCQ-Net Info (displayed by clicking on the **View Details** button in the **Warning** dialog) is optional. This information will be available to all visitors of the IrCQ-Net chat room that you choose to enter and may help others to communicate with you over ICQ and E-mail as well as over the IrCQ-Net. If you wish to change your IrCQ-Net information, you can do so in the panes contained in the **Warning** dialog.
  - Click on the **Reply** button to view a list of options for making contact with the sender of the IrCQ-Net Invitation.
  - Click on the **Preferences** button to view the [Plugins tab](#) (no options available here), and to configure other settings in the Alert/Accept Settings feature.
3. Click on the **Join Chat Room** button if you want to begin your chat room session.
4. Click on the **OK** button to be led to the chat room on the Net.

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## ICQ ActiveList Invitation Plugin - Introduction

The ICQ ActiveList Invitation Plugin allows you to send and receive the details of ICQ ActiveList(s) that you and your friends or associates are participants of and easily join the ICQ ActiveList(s). The ICQ ActiveList Registration Wizard appears as soon as you accept the invitation, and there you may choose to add the list to your ICQ ActiveList Window or just view the information on that ICQ ActiveList.

Configure your ICQ ActiveList Invitation preferences, to alert you of incoming invitations by an accompanied sound to the flashing ICQ ActiveList Invitation icon. See [Plugins—Configuring Preferences](#).

See [ICQ ActiveList Invitation Plugin—Sending](#) and [ICQ ActiveList Invitation Plugin—Receiving](#).

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## ICQ ActiveList Invitation Plugin - Sending

Invite your friends or associates to join ICQ ActiveLists that you participate in and enjoy using the ICQ ActiveList feature. The ICQ ActiveList Invitation plugin allows you to conveniently send ICQ ActiveList(s) to ICQ users.

You need to be a participant in the ICQ ActiveLists that you are sending in order to invite other users to join these lists.

### To send an ICQ ActiveList Invitation:

1. From your ICQ ActiveList Window, right-click on an ICQ ActiveList and select **ICQ ActiveList Invitation**. Alternatively, select a user on your Contact List to whom you want to send the invitation and choose **ICQ ActiveList Invitation**.
2. Check the box of the ICQ ActiveList(s) that you want to invite the user to join.
3. From the list of Contacts on the right pane, select the user or users that you want to send the ICQ ActiveList(s) Invitation.  
If you have accessed the ICQ ActiveList Invitation from your Contact List, you may add more recipients by clicking on the **More** button, then click on the **Multiple Recipients** button and then select the users that you want to invite.
4. Click on the **Send** button to send the invitation, or click on the **Cancel** button to exit the dialog without sending.

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## ICQ ActiveList Invitation Plugin - Receiving

When you receive an ICQ ActiveList Invitation from a user on your Contact List, a flashing ICQ **ActiveList Invitation**  icon will appear next to the sender's name on your Contact List.

### To receive an ICQ ActiveList Invitation:

1. Double-click on the flashing ICQ ActiveList Invitation  icon. Alternatively, click on the icon and select **Receive**.
2. Choose from the following options.
  - Click on the **Reply** button to choose from a number of options to reply to the sender.
  - Click on the Preferences button to configure the preferences for this plugin or any other plugin. See the [ICQ ActiveList Invitation-Configuring Preferences](#) section.
  - Highlight the ICQ ActiveList that you want to add to your list and click on the **Add an ICQ ActiveList** button.
3. You have the following options.
  - Click on the **More List's Info** button to view more information on the ICQ ActiveList. Alternatively, right-click on the selected list and choose ActiveList Info.  
View details on the specific ICQ ActiveList by choosing the Main, More and Owner tabs.  
Click on the **Update** button for updated details, or click on the **Cancel** button to go back to the ICQ Directory dialog.  
**Please note:** ICQ ActiveLists are created, managed and controlled by the ICQ users and for the ICQ users. ICQ Inc. does not review, control, examine, verify or endorse any of the ICQ ActiveLists.
  - Click on the **Add List** button, or right-click on the ICQ ActiveList and select **Add List** to add the ICQ ActiveList to your Window. Click **OK**. Choose from the following options.

**Note:** These options are made available only if the ICQ ActiveList is online when you try to join it. If the ICQ ActiveList is offline, you will receive these options when you click on the ICQ ActiveList in your ICQ ActiveList Window when the ICQ ActiveList is online.

1. Click the **Request List Membership** radio  button to become a member in the ICQ ActiveList. You will be listed on the ICQ ActiveList Contacts Window as a member and other participants will see your name on their Window each time they connect to the list. The events will be stored in your ICQ Message Archive.
1. Click the **Login as a Guest only** radio  button to become a list guest. You will only appear on this ICQ ActiveList as a one time participant. Each time you connect to the ICQ ActiveList, you will have to join again. The events will not be stored in your ICQ Message Archive.
1. Click the **I'm Already a Member** radio  button if you have already joined this particular ICQ ActiveList as a member in the past.

If authorization is not required by the ICQ ActiveList owner/administrator, you will be added immediately and the ICQ ActiveList will appear on your ICQ ActiveList Window. If authorization is required, you will be added to this ICQ ActiveList only after your authorization request will be approved by the ICQ ActiveList owner/administrator. Follow the *To request authorization* instructions at the bottom of this page.

**Please note:** ICQ ActiveLists are created, managed and controlled by ICQ users and for ICQ users. The information and material available on or through ICQ ActiveLists are not reviewed, controlled, examined, verified or endorsed by ICQ Inc. in any way.

By joining an ICQ ActiveList, you may be subject to various security and privacy risks, including providing participants of that ICQ ActiveList as well as other users with information pertaining to your usage of that ICQ ActiveList. During the time your ICQ software is connected to any ICQ ActiveList, its participants as well as other users may be aware of your ICQ account online status, even if you chose to be in an Invisible (Privacy) Mode or chose to activate an Invisible (Privacy) mode with respect to certain users.

**Also please note:** Joining an ICQ ActiveList will enable its participants as well as other users to view your IP address.

- Click on the **Next** button.
- Check the **Auto connect to list when its online** box, to automatically connect to the list when it is online.
- Click on the **Done** button.

- Click on the **Back** button to return to the previous dialog.
- Click on the **Next** button to search for more lists. Choose from the following options.  
Click the **Yes, show we how** radio button to search for more ICQ ActiveLists.  
Click the **No, I will add more later** radio button to close the dialog.

**To request authorization in order to join an ICQ ActiveList:**

1. In the **Join List-Authorization required** dialog, enter the reason that you want to join the list in the dialog field. (Optional).
2. Click on the **Next** button.
3. Check the **Auto Connect to List** box to automatically connect to list upon ICQ connection.

The ICQ ActiveList appears in your ICQ ActiveList Window under the heading **Awaiting Authorization**.

You may receive one of a number of responses from the ICQ ActiveList Owner/Administrator, either authorizing your request or denying authorization. If you are denied, you may re-request authorization, by right-clicking the ICQ ActiveList and selecting **Ask Authorization**.

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## Picture Plugin - Introduction

The Picture plugin enables you to display any photos for other users to view. It puts a face behind the name. You may access the pictures in the user's details. See [User's Details-Viewing](#).

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## ICQmail - Introduction

ICQ offers you a free Web based email account. All you have to do is sign up and you will have your free email account. See [ICQmail – Signing Up](#). You may access your free ICQmail account from the ICQmail button or from the ICQ Web site at <http://www.icq.com/icqmail/>.

When you receive email to your ICQmail account, a special ICQmail  icon will appear on your Contact List.

In addition to sending and receiving mail, you may use the Web services to manage your email.

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## ICQmail - Signing Up

You may sign up for one or more ICQmail accounts. You may do so from the ICQmail button in the ICQ program, or from the ICQmail Web site at <http://www.icq.com/icqmail/client.html>.

### To sign up for an ICQmail account:

1. Click on the **ICQmail** button and select **Register New Account**. You will be led to the registration Web page.
2. Follow the step-by-step instructions. Once you have completed the registration process, you will receive a welcome mail. If you are online, a flashing **ICQmail**  icon will appear on your Contact List.
3. Double-click the flashing **ICQmail**  icon. An **Incoming ICQmail** dialog appears.
4. Choose from the following options.
  - Select **Read This Mail** to read a welcome letter from the ICQ support, introducing you to the ICQmail.
  - Select **Write Mail** to write an e-mail.
  - Select the **ICQmail Preferences** to configure settings for your ICQmail account(s).
  - Click on the **ICQmail Web Help** button to view the tutorials on the Web.
  - Click on the **Close** button to exit the dialog.

You will now be able to access your ICQmail account directly from the Web site at <http://www.icq.com/icqmail> or from the ICQmail button in your ICQ program. See [ICQmail – Checking](#).

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## ICQmail - Checking and Receiving Mail

You may access your ICQmail account(s) directly from the Web site at <http://www.icq.com/icqmail> or from the ICQmail button in your ICQ program. Mail from non-ICQ users will appear in your inbox on the Web. You will receive a flashing **ICQmail**  icon next to the name of ICQ users or non-ICQ users if you have configured their account settings in the [Accounts tab](#) of your Preferences.

### To check your ICQmail account(s):

1. Click on the **ICQmail** button and select **Read Mail (inbox)**. Alternatively, click on the flashing **ICQmail** icon on your Contact List or next to the sender's name.
2. Choose the account that you want to check (you may have more than one account). You are led to the ICQmail Web site.
3. If you choose to access the account directly from the Web site (<http://www.icq.com/icqmail>), enter your e-mail address and ICQ password in the appropriate fields and then click on the **Login** button.
4. You may choose from the following options.
  - Click on the **Select All** button if you want to move all e-mails to the **Trash**, **Sent** or any other folder you may have created.
  - Click on the **Unselect All** button if you do not want to move all e-mails to the **Trash** or to the **Sent** folder.
  - Place a check mark in the box next to the e-mail that you want to choose.
  - Click on the **Move To** button and select the location to which you want to move the selected e-mails from the drop down menu.
5. Select the subject that you wish to read.
6. In the Message window, choose from the following options.
  - Click on the **Reply** button to reply to the sender
  - Click on the **Reply All** button to reply to all senders.
  - Click on the **Forward** button to forward the e-mail to another address.
  - Click on the **Move To** button and choose the location to which you want to move the selected e-mails from the drop down menu.

### To receive an e-mail on your Contact List:

**Note:** You will receive a flashing **ICQmail**  icon next to the name of ICQ users or non-ICQ users if you have configured their account settings in the [Email Alerts](#) of your Preferences.

1. Double-click on the flashing **ICQmail**  icon next to the sender's name. An **Incoming ICQmail** dialog appears.
2. Choose from the following options.
  - Click on the pull-down menu and select a name on the Contact List to whom you want to assign the incoming account. Click on the **Assign** button. The next time you receive an e-mail from that contact, the flashing icon will appear next to the contact's name on your Contact List.

**Note:** This option will be available if the sender is an ICQ user who appears on your Contact List.
  - Click on the **Search user in Email directories** button to find more information on the sender or add him/her to your Contact List.
  - Click on the **Invite user to join ICQ** button to send an invitation to the user to join ICQ.
  - Check the **Auto launch when new Email arrives** to automatically launch the browser upon receipt of an incoming email.
  - Click on the **Publish Email** button to publish the email account in directories.
  - Click on the **Add This Account to Email Check** button to activate the [email check](#) whenever you receive an email from this particular user.
  - Click on the **Read this mail** button to read the whole content of the email.

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## ICQmail - Sending an E-mail

### To send an e-mail:

1. Click on the **ICQmail** button and select **Write mail**.
2. Select the mail account from which you want to send the e-mail. You will be led to your account on the Web site.
3. Fill in the information in the appropriate fields.
4. Type in the e-mail in the blank field.
5. Choose from the following options.
  - Click on the **Attachments** button if you wish to send an attachment with your e-mail.
  - Click on the **Addresses** button if you wish to open up your [address book](#) and select the address of the recipient from the list. When you click on a specific recipient, his or her address will automatically appear in the **To** field of your e-mail.
  - Click on the **Spell Check** button to enable the spelling option to check your document.
6. Click on the **Send** button to send your e-mail, or click on the **Cancel** button to reset the form.

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## ICQmail - Configuring Preferences

This option allows you to configure your ICQmail preferences.

### To access your ICQmail Preferences:

1. Click on the **ICQmail** button and select **Email Preferences**.
2. Choose the account that you wish to reconfigure. You will be led to the ICQmail Web site.
3. You have the following options.
  - Click on the **Forward** option to configure your e-mail to forward incoming mail to another account.
  - Click on the **Vacation** option to configure your e-mail to automatically answer incoming mail with a standard message. This may be useful when you are away and want to inform others about it.
  - Click on the **External Mail** option to configure your e-mail to consolidate your ICQ e-mail with the other e-mails accounts. All e-mails will then be received in the ICQ e-mail account.
  - Click on the **Settings** option to configure settings for the appearance and operation of your e-mail account.
  - Click on the **Personalities & Signatures** option to create different signatures for different people, or change the e-mail address as viewed by other people.
  - Click on the **Colors** option to customize the mail's appearance.

### To access your incoming ICQmail alert preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Email** and choose the [ICQmail Message tab](#).

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## ICQ Email - Introduction

ICQ comes with its own ICQ Email feature, allowing you to send e-mail to the users on your Contact List, as well as to other e-mail account holders, directly from your ICQ Window using your own e-mail address and e-mail server. You may also set ICQ's [Enhanced Email Check](#) to automatically check if you have received new e-mail messages. ICQ Email uses your regular e-mail address and e-mail server combined with an ICQ dialog to enable you to send and check e-mail directly and easily from your ICQ Window. This feature also allows you to send voice message attachments and other file attachments.

Other e-mail account holders (including non-ICQ users or users away from their ICQ programs) may use Email Express to send you a message from their e-mail to your ICQ. When you receive an Email Express message event, a blinking icon under the heading Web Message will appear on your Contact List and in your desktop tray. In addition, you may use Email Express to send an e-mail message and notify the recipient by ICQ.

You may also integrate any other e-mail program to work with ICQ and send and check messages directly from your ICQ Window.

See [Email Preferences](#) to configure your free Web based e-mail to work with ICQ. Take notice of the special VIP feature in your Enhanced E-mail Check where you can isolate important accounts from others for easy access to their incoming mail.

You may also want to register an ICQ free e-mail account. See [ICQmail—Signing Up](#).

**Note:** ICQ Email comes as an integral part of your ICQ program, but may also be downloaded as a separate plugin, if you have chosen to remove it from your program.

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## ICQ Email - Configuring Preferences

### 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 [Check Email](#) tab to configure your options for checking e-mail through ICQ.
  - Select the [Notifications](#) tab to configure your settings for visual alerts, sound alerts, and other preferences for checking e-mail through ICQ.
  - Select the [Email Alerts](#) 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 [VIP](#) tab to enable ICQ to distinguish incoming e-mail from accounts that you designate as V.I.P.
  - Select the [Send Email Options](#) tab to select ICQ Email or another e-mail program you wish to use for sending e-mail.
  - Select the [Email Message](#) tab to configure your incoming e-mail settings.
  - Select the [ICQmail Message](#) 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.

See [Email—Introduction](#) and [EEC—Introduction](#) for more information about ICQ Email.

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## ICQ Email - Sending to ICQ Users on Your Contact List

Once you have configured ICQ Email (See [Email—Preferences](#)) you may send ICQ Email to ICQ users on your Contact List or to any other e-mail address, directly from the ICQ Window. (If you chose to integrate another e-mail program to work with ICQ, follow steps 1 and 2 of these instructions, then follow the instructions of your e-mail program for composing and sending a message).

### To send e-mail to a user on your Contact List using ICQ Email:

1. Click on a user's name on your Contact List and select **Email**.
2. Select **Send Email** to display the **ICQ Email** dialog. If the **Send Email** option is disabled for the selected user, he/she did not enter an e-mail address upon registration. If you know his/her e-mail address, see [Email—Sending to Non-ICQ Users](#).
3. The ICQ Email program is launched and the selected user's e-mail address appears in the **To:** field of the dialog. Choose from the following options.
  - Enter another e-mail address (or several other e-mail addresses) in the **CC:** field if you would like to send copies of this e-mail to others. You may also enter other addresses in the **To:** field. Separate addresses with a semi-colon (;) or with whatever other sign you designated on the Email tab of your owner preferences.
  - Click on the **To:** or **CC:**, to display the **Select Names** dialog. A list of all users on your Contact List who entered their e-mail address, from which you may select the name(s) to whom you wish to send the e-mail, is displayed. Select the name or names to whom you want to send the e-mail. Press the **Shift** key to select a few names.

Click on the **Arrow**  button to move the name to the relevant field (**To:** or **Cc:**).

If you would like to send a copy of this e-mail to a person whose e-mail address is unknown, click on the **Find** button to do an [LDAP Search](#).

Click on the **OK** button to return to the **ICQ Email** dialog with the selected e-mail addresses appearing in the relevant fields. Or, select **Cancel** to return to the **ICQ Email** dialog without the selected names in the relevant fields.

4. Enter a title for your e-mail in the **Subject:** field.
5. Compose your message in the **Message** field.
6. Click on the **Send** button if you would like to send the e-mail as is. Click on the **Cancel** button to cancel sending this e-mail. If there was an error in the e-mail address, you will receive an error message.

**Note:** No record is kept of e-mails that you send using ICQ Email.

ICQ Email also gives you the option to send e-mail with an attached voice message or file.

### To attach a voice message to your ICQ Email:

1. Follow steps 1 through 4 in the instructions above. If you want to send a voice message through ICQ Email, but you don't wish to send a text message, follow steps 1 through 3.
2. Click on the **Voice Message** button to expand the **ICQ Email** dialog.
3. Click on the **Record**  button and clearly record your message. Voice messages have a maximum length of 15 seconds (120kb).
4. Click on the **Stop**  button to stop recording your message before 15 seconds are up.
5. Choose from the following options.
  - Click on the **Play**  button to play back the message that you recorded.
  - Click on the **Forward** and **Backward**  buttons to move your playback progressively.
  - Click on the **Stop**  button to stop your playback.
  - Click on the **Delete**  button to delete your voice message.

You may also send any other type of file attachment with your ICQ Email.

### To attach a file to your ICQ Email:

1. Follow steps 1 through 4 in the **To send e-mail to a user on your Contact List using ICQ Email:** instructions above, then continue with step 2 below.
2. Click on the **File Attachment** button to expand the **ICQ Email** dialog.
3. Click on the **Browse** button to display the standard Windows **Open** dialog.

4. Select the file you wish to send and click on the **Open** button.  
Alternatively, select a file from your desktop or any other directory and drag it into the white **File Attachment** field.
5. Click on the **Send** button to send the e-mail.

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## ICQ Email - Sending to Non-ICQ Users

You may also send ICQ Email through the Services button on your ICQ Window (or whatever e-mail program you have configured to work with ICQ) to non-ICQ users, to ICQ users not on your Contact List, or to a user on your Contact List who did not register his or her address with ICQ.

### To send e-mail to non-ICQ users:

1. Click on the **Services** button and select **Email**.
  2. Select **Send Email** to display the **ICQ Email** dialog.
  3. Enter the person's email address in the **To:** field.
  4. Choose from the following options.
    - Enter another e-mail address (or several other e-mail addresses) in the **CC:** field if you would like to send copies of this e-mail to others. You may also enter other addresses in the **To:** field. Separate addresses with a semi-colon (;) or with whatever other sign you designated on the Email tab of your owner preferences.
    - Click on the **To:** or **CC:**, to display a list of all users on your Contact List who entered their e-mail address, from which you may select the name(s) to whom you wish to send the e-mail. The **Select Names** dialog is displayed. Select the name or names to whom you want to send the e-mail. Press the **Shift** key to select a few names.
- Click on the **Arrow**  button to move the name to the relevant field (**To:** or **Cc:**).
- If you would like to send a copy of this e-mail to a person whose e-mail address is unknown, click on the **Find** button to do an [LDAP Search](#).
- Click **OK** to return to the **ICQ Email** dialog with the selected e-mail addresses appearing in the relevant fields. Or, select **Cancel** to return to the **ICQ Email** dialog without the selected names in the relevant fields.- 5. Enter a title for your e-mail in the **Subject:** field.
- 6. Compose your message in the **Message** field.
- 7. Click on the **Send** button if you would like to send the e-mail as is. Click on the **Cancel** button to cancel sending this e-mail. If there was an error in the e-mail address, you will receive an error message.

**Note:** No record is kept of e-mails that you send using ICQ Email.

ICQ Email also gives you the option to send e-mail with an attached voice message or file.

### To attach a voice message to your ICQ Email:

1. Follow steps **1** through **5** in the instructions above. If you want to send a voice message through ICQ Email, but you don't wish to send a text message, follow steps **1** through **3**.
2. Click on the **Voice Message** button to expand the **ICQ Email** dialog.
3. Click on the **Record**  button and clearly record your message. Voice messages have a maximum length of 15 seconds (120kb).
4. Click on the **Stop**  button to stop recording your message before 15 seconds are up.
5. Choose from the following options.
  - Click on the **Play**  button to play back the message that you recorded.
  - Click on the **Forward** and **Backward**   buttons to move your playback progressively.
  - Click on the **Stop**  button to stop your playback.
  - Click on the **Delete**  button to delete your voice message.

You may also send any other type of file attachment with your ICQ Email.

### To attach a file to your ICQ Email:

1. Follow steps **1** through **5** in the **To send e-mail to non-ICQ users:** instructions above, then continue with step **2** below.
2. Click on the **File Attachment** button to expand the **ICQ Email** dialog.
3. Click on the **Browse** button to display the standard Windows **Open** dialog.
4. Select the file you wish to send and click on the **Open** button.

Alternatively, select a file from your desktop or any other directory and drag it into the white **File Attachment** field.

5. Click on the **Send** button to send the e-mail.

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## Email Express

ICQ Email Express gives you the option to receive e-mail messages to your ICQ Window from users who have access to an e-mail account, but not necessarily to ICQ. Give out your Email Express address to e-mail account holders that are not registered to ICQ. You may also use this feature to keep in touch with other ICQ users when you don't have access to ICQ.

Email Express sends e-mail to the recipient's ICQ and notifies the recipient by a flashing icon on his or her Contact List and desktop tray. Online users will be instantly alerted. Only 450 characters of the e-mail may be sent. Longer e-mails must be sent both to the recipient's e-mail address and to their ICQ. Recipients will receive the first 450 characters by Email Express and the entire message by e-mail.

### To retrieve your own Email Express address:

Your Email Express address consists of your ICQ#, the at symbol (@), and then **pager.icq.com**. For example, if your ICQ# was **0001**, your Email Express address would be: **0001@pager.icq.com**.

### To send an ICQ Email Express to a user on your Contact List:

1. Click on a user's name on your Contact List and select **Email**.
2. Select **Send Email + Notify by ICQ** to display an **ICQ Email** dialog. (If the **Send Email + Notify by ICQ** option is disabled for the selected user, he/she did not enter an e-mail address upon registration. If you know his/her e-mail address, see [Email—Sending to Non-ICQ Users](#).) This will send the message from your e-mail to the recipient's e-mail address and ICQ, allowing you to send up to 450 characters by ICQ and an unlimited message to the recipient's e-mail.
3. See [Email—Sending to ICQ Users on Your Contact List](#) for instructions on sending ICQ Email and attaching files.

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## EEC - Introduction

The ICQ Enhanced Email Check has a number of special features. For instance, the ability to check more than a single e-mail account and to delete incoming e-mail messages at the server of origin. This can be very beneficial when you receive large file attachments with your e-mail message, allowing you to avoid long download time. You can configure the number of lines that appear (up to 99) in the e-mail header message and decide if you want to delete the mail or download it in your e-mail program. When you view the message headers, the messages are still located on your ISP server and have not yet been downloaded to your computer. By deleting these e-mails, you will completely erase them from your e-mail server without an opportunity to later restore such emails.

In case an e-mail was sent from an e-mail address specified in the ICQ directories or on your Contact List for an ICQ account on your Contact List, such an ICQ account number and online/offline status will be listed in the list of incoming e-mails. In addition, you can also choose that upon receiving such an e-mail, a special icon will flash beside this ICQ account on your Contact List.

After you check an e-mail account, you can view the last date and time that the server was checked for e-mail. You can configure general sounds and animation files to notify you of incoming e-mail for all users or for specific users in your [VIP accounts](#). The VIP feature allows you to isolate some accounts from others, for easy access of its incoming email.

See [EEC—Configuring the Email Alerts Tab](#) for configuring ICQ to send and check your e-mail.

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## EEC - Checking Your E-mail

Once you have configured the ICQ Enhanced Email Check (account settings), you may check your account directly from you ICQ Window.

**Note:** Go to the [Email Alerts tab](#) to configure your Email Check settings.

### To activate the ICQ Enhanced Email Check:

1. Click on the **Services** button in your ICQ window and select **Email**.
2. Select **Check New Email** (or press **Ctrl+Shift+C**) to display the **ICQ Enhanced Email Check** dialog. This dialog contains the necessary tools to check your e-mail and configure your preferences for receiving and downloading e-mail from more than one e-mail account.
3. Headers for your incoming e-mail messages will appear in a pane on the right side of the dialog. An **envelope**  icon beside the headers indicates new e-mails. You may right-click on an e-mail header and choose from the following options.
  - Select **Send Message** to send an ICQ message to the sender of the e-mail, if he or she is an ICQ user and an ICQ number has been assigned to him or her in the EEC feature.
  - Select **Invite a friend to ICQ** to send an [invitation to join ICQ](#) if the sender is not an ICQ user.
  - Select **Move to VIP** to move this user into your [VIP](#) list, so that e-mails from him or her will appear in the VIP mailbox.
  - Select **Remove from VIP** to remove the sender from your [VIP](#) list.
  - Select **Preview** to preview the beginning lines of the e-mail message (up to 99, depending on what you've configured in your [Email Preferences](#).)
  - Select **Delete** to delete the e-mail from the server.

**Note:** Deleting these e-mails will completely erase them from your e-mail server without an opportunity to later restore them.

**Note:** Sometimes e-mail messages arrive in HTML format and will therefore appear as an attachment in the message.

4. The pane on the left side of the dialog lists the mailboxes you have configured into your [Email preferences](#), as well as the [VIP](#) mailbox. The numbers beside each mailbox indicate how many messages have been downloaded, out of the total number of message waiting on the server for that mailbox. Right-click on one of the mailboxes to choose from the following options.
  - Select **Delete All Messages** to delete all the messages in that mailbox.

**Note:** Deleting these e-mails will completely erase them from your e-mail server without an opportunity to later restore them.

- Select **Check Account** to check or recheck e-mails in that mailbox.
- Select **Stop Check** to stop the e-mail check in progress.

5. You may choose from these additional options in the **ICQ Enhanced Email Check** dialog.
  - Click on the **Preview** button to preview the beginning lines of the selected e-mail message (up to 99, depending on what you've configured in your [Email Preferences](#).)
  - Click on the **Reply** button to open your e-mail program (if you've configured it into your Email preferences) and reply to the sender.
  - Click on the **Move to VIP** button to move the sender of the selected onto your [VIP](#) list.
  - Click on the **Delete** button to delete the selected e-mail from the server.
  - Click on the **Delete All** button to move all e-mails listed in the dialog from the server.

**Note:** Deleting these e-mails will completely erase them from your e-mail server without an opportunity to later restore them.

- Click on the **Re-Check Mailboxes** button to recheck your e-mail.
- Click on the **Stop Check** button to stop the Enhanced Email Check in progress
- Click on the **Preferences** button to configure your [Email preferences](#).

- Click on the **Start My E-Mail Client** button to open your e-mail program if you've configured it into your [Email preferences](#).
- Click on the **Close** button to close the Enhanced Email Check dialog and stop the check in progress.

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## EEC - Configuring the Check Email Tab

In the Check Email tab you may configure your preferences for visual alerts, sound alerts, and other receive settings.

### To access the Check Email tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences**.
3. Click on **Email** and select the **Check Email** tab.

### To configure Check Email options:

Choose from the following options.

- Check the **Show only new Emails** box to view only the new emails that enter your mailbox.
- Check the **Check for new Email messages every X minute(s)** box to enter the interval of minutes you wish the program to check for new Emails.
- Check the **Launch Email Check at startup** box to receive a visual alert upon startup of the ICQ Check Email feature.
- Check the **Auto launch default Email program upon receipt of a new Email message** box to automatically launch the Email program when upon incoming mail.

### To configure Email display settings:

Choose from the following options:

- Check the **Display Email notification on Contact List if Email is assigned to user** box to display an incoming email icon next to the sender's name on the Contact List if you have previously assigned an email account to that user in the email response dialog or the ICQmail notification dialog.
- Check the **Display Email body with headers** box to show the email body text with headers.

Enter the number of the e-mail message that you want to preview before downloading in the **Display only \_\_ lines when previewing an Email** field. The maximum number of lines that may be viewed is 99. The more lines you preview, the longer it takes to preview.

See [Email preferences](#) for configuring the other tabs of your Email Preferences.

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## EEC - Configuring the Notifications Tab

In the Notifications tab you may configure your options for notification of your incoming e-mail.

### To access the Notifications tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences**.
3. Click **Email** and select the **Notifications** tab.

### To configure your sound notifications settings:

- Check the **Play WAV file when Email enters the mailbox** box if you want a sound file played each time new e-mail headers arrive.
  - Click on the **Browse** button to select a WAV file you have saved, and then click on the **Test** button to see it.

See [Email preferences](#) for configuring the other tabs of your Email Preferences.

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## EEC - Configuring the Email Alerts Tab

The Email Alerts tab enables you to configure the details for your different e-mail accounts for which you want to receive e-mail headers, so that you may send and check your e-mail through ICQ.

### To access the Email Alerts tab:

1. Click on the **Services** button and select **Email**.
2. Choose **Preferences** to open the **Owner Preferences For: [User]** dialog.
3. Click on **Email** and select the **Email Alerts** tab.

### To configure the Email Alerts tab:

1. Click on the **Add** button to add an e-mail account. Select your type of mailbox from the pull-down menu. You have two choices.
  - Select **POP3** for a normal mail protocol.
  - Select **Critical Path** for an ICQmail account.
2. Enter a name for the e-mail account you would like to configure in the **Description:** field.
3. Choose the mail box type from the drop-down menu if you have not previously done so in the **Mailbox Type:** field.
4. Enter the address details of your mail server in the **Mail Server:** field.
5. Enter your e-mail user name that you use to connect to the server in the **Username:** field.
6. Enter your password for retrieving e-mail in the **Password:** field.

See [Email preferences](#) for configuring the other tabs of your Email Preferences.

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## EEC - Configuring the VIP Tab

The VIP tab allows you to set ICQ to sort your e-mail for you, isolating incoming mail from accounts that you consider to be VIP. You may add an account to your VIP list in two ways—via the VIP tab, and on the ICQ Enhanced Email Check dialog as mail arrives. See [EEC—Checking Your E-mail](#) to learn how to add an account to your VIP list via on the ICQ Enhanced Email Check dialog.

### To access the VIP tab:

1. Click on the **Services** button and select **Email**.
2. Choose **Preferences** and click on the **VIP** tab.

### To add an e-mail account to your VIP list:

1. You may choose from the following options.
  - Click the **ICQ Users** radio button and enter the name of the ICQ user whose account you wish to place on the VIP tab in the **ICQ Users** field.
  - Click the **Other Users** radio button and enter the name of other users whose account you wish to place on the VIP tab in the **Other Users** field.
2. Click on the **Add** button to add the account to the VIP List or click on the **Remove** button to remove the account from the VIP list.

You may click on the **Remove** button to remove an account from the VIP list.

### To configure VIP Email Alerts:

- Check the **Play WAV** box to set ICQ to sound a WAV file alert you have saved when you receive mail from a VIP account. Click on the **Browse** button to select the WAV file of your choice, and then click on the **Test** button to hear it.

See [Email preferences](#) for configuring the other tabs of your Email Preferences.

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## EEC - Configuring the Send Email Options Tab

In the Send Email Options tab you select the e-mail program that you wish to use for sending e-mail.

### To access the Send Email tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences** and then choose the **Send Email Options** tab.

### To configure the Send Email tab:

1. Choose from the following options.
  - Select the **Use ICQ Email Client** radio button to use the ICQ Email within the ICQ program for sending your e-mail.
  - Select the **Use current registered Windows Email client** radio button if you use Internet Explorer Mail or MS Exchange.
  - Select the **Use specified Email client** radio button if you use an e-mail program other than Internet Explorer Mail or MS Exchange, such as Netscape. Click on the **Browse** button to locate the path of the e-mail program. Enter your e-mail command line in the **Command Line:** field. For most e-mail programs, including Netscape, you may leave this as **mailto:%e**. Click on the **Add EMail** to add the e-mail variable.
2. Define the sign that you wish to use as a separator between two e-mail addresses in the To: or CC: fields in the **Use the sign \_\_\_ As separator between two email addresses** field.
3. Enter your outgoing e-mail server in the **SMTP Server** field. If you do not know your SMTP server information, contact your Internet service provider, or click on the **SMTP Setup Help** button for online help.  
You may click on the **Web Information** button to learn more about ICQ Email.

See [Email preferences](#) for configuring the other tabs of your Email Preferences.

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## Enhanced Email Check - Configuring the Email Message Tab

In the Email Message tab you configure the alert settings for an incoming email message.

### To access the Email Message tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences** and then choose the **Email Message** tab.

### To configure the Email Message tab:

Check the **Play Sound** box to play a sound every time you receive an Email message. Select the path and the sound file from the  button.

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## EEC - Configuring the ICQmail Message Tab

In the ICQmail Message tab you configure the alert settings for an incoming ICQmail message.

**To access the ICQmail Message tab:**

3. Click on the **Services** button and select **Email**.
4. Select **Preferences** and then choose the **ICQmail Message** tab.

**To configure the ICQmail Message tab:**

Check the **Play Sound** box to play a sound every time you receive an ICQmail message. Select the path and the sound file from the  button.

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## Archive - Introduction

The ICQ Message Archive must first be downloaded from the [ICQ Download Center](#) before accessing. Once you download the ICQ Message Archive, you may centralize all of your incoming and outgoing communications on ICQ into this one single database and customize the organization of your events or use ICQ's default settings. You may create folders to categorize your events, and you may move events from the default folders into your customized folders by a simple click of your mouse.

The Deleted Items folder provides an easy way to keep events you don't want stored in the ICQ Message Archive, so you may permanently delete them or later restore them to a folder in the archive. You can also run your ICQ Chat File Playback feature from the ICQ Message Archive.

The ICQ Message Archive also gives you the option to convert events in the archive into [ToDo](#) items, [Notes](#) and [Reminders](#).

### To download the ICQ Message Archive:

1. Click on the **My ICQ** button on your ICQ Window.
2. Select **Message Archive** to display the **ICQ Message Archive** dialog.
3. Click on **Download** and install the **ICQ Message Archive** button to open your Web browser and follow the instructions inside.

See [Archive—Accessing](#) and [Archive—Address Book](#)

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## Archive - Accessing

Once you have downloaded the ICQ Message Archive, you may access and begin to organize your events.

### To access the ICQ Message Archive:

1. Click on the **My ICQ** button on your ICQ Window.
2. Select **Message Archive** to display the **ICQ Message Archive**.

The ICQ Message Archive is divided into three different parts:

- The main folders and sub-folders.
  - The list of events within the selected folder.
  - The text of the selected events when appropriate. The dialogs within the ICQ Message Archive may be expanded and contracted to suit your needs.
3. Double-click the folders to open or close them. Alternatively, right-click and select **Open** or **Close**.
  4. Select **Open All Items** or **Close All Items** to open or close all folders and sub-folders in the Archive.

You may right-click on any of the folders, sub-folders, or events to choose from advanced options.

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## Archive - Address Book

Your ICQ Message Archive contains an Address Book—a collection of information about the users on your Contact List. You can use your personal address book to quick reference details of user's that you want to make contact with on the ICQ Network. It also contains information about those users who have been deleted from your Contact List, but still remain in your address book.

When a user is added to your Contact List, the user is automatically entered into your address book. All the identifying information that each user provided to ICQ upon registration can be viewed in your address book.

The Address Book contains a folder for each user on your Contact List. Each sub-folder contains the information that the user entered upon registration.

### To access the Address Book:

1. Click on the **My ICQ** button and select **Message Archive**.
2. Select **Address Book** to display your personal address book in your ICQ Message Archive.

### To use the Address Book:

1. Double-click on the **Address Book** icon to view a list of the folders of each user on your Contact List.
2. Right-click on the **Address Book** icon and choose from the following options.
  - Choose **Import Address Book** to import an address book file, previously exported, into your Address Book.
  - Choose **Export Address Book** to save your Address Book in another location on your hard disk.
3. Click on one of the user's folders to view that user's details.
4. Right-click on a name in your address book and choose from the following options.
  - Select **Send Email** to send an email to the selected user directly from this archive.
  - Select **Rename** to enter this user under a different nickname in your Address Book. The new name will also appear on your Contact List.
  - Select **Delete** to delete the user from the Contact List with all his/her related history.

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## Notes - Introduction

The Notes feature helps you organize and manage your time more efficiently. No more jotting down information on scraps of paper. This feature allows you to write yourself notes and leave them on your desktop.

From the My ICQ button in your ICQ Window, you may create new Notes. You may also access these features from your [ICQ Message Archive](#) where you can create them from existing events.

**Note:** You may store the notes for retrieval at a later time only if you have downloaded the ICQ Message Archive.

See [Notes—Viewing](#).

See [Notes—Creating](#).

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## Notes - Viewing

After you create your note(s), you may easily view them.

**Note:** The **Open Notes List** option is only available if you have downloaded the [ICQ Message Archive](#).

### To view the notes that you've created:

Click on the **My ICQ** button and select **Notes**. Choose from the following options.

- Choose **Open Notes List** to refer to the Notes folder in the [ICQ Message Archive](#) where all of your notes are stored.
- Choose **Open** and select a note from the list of the latest notes that you have created to display that note on your desktop.
- Choose **Close** and a specific note from the list of latest notes that you have created that you wish to close.
- Choose **Close All** to close all the notes that appear on your screen.
- Choose **Bring All To Front** to display the notes in front of all applications or documents that you are working on.

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## Notes - Creating

You may create new Notes to be accessed from your desktop or, you may hide them and open them at a later time.

**Note:** Some of the options may not be accessible unless you have downloaded the [ICQ Message Archive](#).

### To create a new Note:

1. Click on the **My ICQ** button in the ICQ Window and select **Notes**.
2. Select **New Notes** to create a note to be displayed on your desktop.
3. Type in your text.  
You may change the size of the box by clicking the frame and adjusting the width or length.
4. Click on the **X** in the top right corner of your note or, right-click anywhere on the note to display a pop-up menu. Choose from the following options.
  - Select **Hide** to remove the note from your screen but save it in the [ICQ Message Archive](#).
  - Check the **Always On Top** to display the note on top of all other applications or documents that you are working on. If this option is unchecked, the note will be hidden behind the last application you were working on.
  - Choose **New** to open a new note.
  - Choose **Delete Note** to move the note to the Deleted Items folder in the ICQ Message Archive.
  - Choose **Text** and select **Cut**, **Copy**, **Paste**, **Delete** or **Select All**. You may cut, copy or paste text from other documents and put them into notes, or vice-versa.
  - Choose **Appearance** and choose from the following options.  
Select **Set Font** to change the font style, size or color.  
Select **Font Color** to change the color of your font.  
Select **Set Background Color** to change the background color of your note.
  - Choose **Print As Text** to display the **Print** dialog and print your note.
  - Choose **File** and choose from the following options.  
Select **Import** to transfer the text of a file from another directory into your note.  
Select **Export** to transfer the text of your note into another file or directory.
  - Choose **Add to Reminder** to create a Reminder for the note. You will be alerted at the designated hour by a blinking alarm clock on your **System Notice** button. See [Reminders—Receiving](#).
  - Choose **Send To Someone** to send the note as a message to a user or users on your Contact List.
  - Choose **Snap To Content** to minimize or maximize the size of your note dialog to include your text only.
  - Choose **Bring All To Top** to place all the notes that you have created in the front of the applications or documents you are working on.

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## Reminders - Introduction

The Reminder feature allows you to write yourself reminders and preset the date and time you would like to receive them. A flashing Alarm Clock icon will appear on your System Notice button and in your desktop tray, accompanied by an alarm sound, reminding you of that important errand you must not forget.

If you have downloaded the [ICQ Message Archive](#), the reminders are stored there until you receive the alert in your ICQ Window.

See [Reminders – Opening and Presetting the Time of Alert](#).

See [Reminders – Viewing](#).

See [Reminders – Receiving](#).

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## Reminders - Receiving

Once you have set the reminder to alert you, you will receive the alert on the designated date and time. A flashing Alarm Clock  icon will appear on your System Notice button and in your desktop tray, accompanied by an alarm sound.

### To receive your reminder:

1. Double-click on the flashing **Alarm Clock** icon on your **System Notice** button or in your desktop tray. Alternatively, click on the **Alarm Clock** icon and choose **Receive**.
2. Choose from the following options.
  - Click on the **Dismiss** button to close the dialog. The reminder will automatically be deleted.
  - Click on the **Remind Again in** button and select the number of minutes, hours or days, from the pull-down menu, in which you would like the reminder to be sent to you again.

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## Reminders - Viewing

You may view the reminders that you have created before they are sent to you as an alarm.

**Note:** The **Open Reminders List** option is only available if you have downloaded the [ICQ Message Archive](#).

### To view the reminders that have not yet been sent:

1. Click on the **My ICQ** button from your ICQ Window.
2. Select **Reminder** and choose from the following options.
  - Select **View Reminder** to display a pop-up menu of reminders that have not been sent yet. Choose the reminder you wish to view.
  - Select **Open Reminders List** to view the list of reminders in the ICQ Message Archive that have not been sent yet.

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## Reminders - Opening and Preseting the Time of Alert

The Reminder feature allows you to write yourself reminders and preset the date and time you would like to receive them. If you have downloaded the [ICQ Message Archive](#), the reminders are stored there until you receive the alert in your ICQ Window.

### To open a new reminder and preset the time of alert:

1. Click on the **My ICQ** button in your ICQ Window and select **Reminder**.
2. Select **New Reminder** to display the **Add To Reminder** dialog.
3. Choose from one of the following options.
  - Click on the **Trigger On Time & Date** radio button.  
Click on the arrow button next to the **Date** field to display a calendar. Select the date you wish to receive the reminder or select **Today**.  
Click on the arrow button next to the **Time** field and choose the hour you wish to receive the reminder.
  - Click on the **Trigger When User is Online** radio button if you want to receive a reminder when one of the users on your Contact List logs online. This is useful if you want to remind yourself to send a message to a certain person.  
Click on the arrow button next to the blank field and from the pull-down menu, choose the user from your Contact List whose online presence you wish to trigger the reminder.  
You may check the **Trigger reminder also when moving out of away or N/A** box to trigger the reminder alarm when the user you have selected changes his or her status from Away or N/A modes to Online/Available mode.
4. You may choose from the following options.
  - Enter your reminder in the **Reminder Note** field.
  - Click on the **Select Preset Reminder Note** button to choose a text from the drop-down list of preset options.
  - If you wish to edit a Preset Reminder and add it to the Preset Menu, so that you may use it again, click on the **Select Preset Reminder Note** button and select the **Edit Messages** option to display the **Edit Reminder Presets** dialog.  
Click on the arrow button in the **Select Preset** field and choose the Preset Reminder that you wish to change.  
Click on the **Rename Label** button to display the **Edit Preset Label** dialog. Enter the label you wish to give the new Preset Reminder.  
Click on the **Save** button to save the new Preset Reminder Label and return to the **Edit Reminder Presets** dialog or click on the **Cancel** button to cancel the changes.  
Enter the new text in the **Preset Action Description:** field and click on the **Save** button to save your changes and return to the **Add To Reminder** dialog, or click on the **Close** button to return to the **Add To Reminder** dialog without saving your changes.
5. Click on the **Add To Reminder** button to register the reminder, or click on the **Cancel** button to exit the dialog without creating the Reminder.

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## ToDo - Introduction

The ToDo feature gives you the option to mark events as important or things that you should deal with, or to create a ToDo from an existing event in the [ICQ Message Archive](#). The ToDo  icon in your desktop tray serves as a convenient reminder for you.

**Note:** To create a ToDo from another event in your ICQ Message Archive, you must first download the [ICQ Message Archive](#).

See [ToDo—Creating](#).

See [ToDo—Viewing](#).

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## ToDo - Creating

You may create a new ToDo item. The ToDo icon will appear in your desktop tray to remind you of your upcoming tasks.

### To create a new ToDo item:

1. Click on the **My ICQ** button.
2. Select **ToDo** and click on **New**.
3. You may choose from the following options.
  - Enter your text in the **To Do Note** field.
  - Click on the **Select Preset To Do Note** button and select a message from the existing options in the pull-down menu.
4. Enter the new text in the **Preset Action Description** field and click **Save** to save your changes and return to the **Add To Do Event** dialog. Or, click **Close** to return to the **Add ToDo Event** dialog without saving your changes.
5. Click on the **Add To Do** button to register the reminder, or click on the **Cancel** button to exit the dialog without creating the ToDo item.

### To edit a Preset Reminder:

1. In the **Add ToDo Event** dialog, click on the **Select Preset To Do Note** and select the **Edit Messages** option to display the **Edit Reminder Presets** dialog.
2. Click on the arrow button next to **Select Preset** and select the Preset that you wish to change.
3. Click on the **Rename Label** button to display the **Edit Preset Label** dialog.
4. Enter the label you wish to give the new preset.
5. Click **Save** to save the new preset label and return to the **Edit Reminder Presets** dialog or click **Cancel** to return to **Edit Reminder Presets** dialog the without saving your changes.

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## ToDo - Viewing

You may view your created ToDo items either from your My ICQ button or your desktop tray.

**Note:** To view your ToDo items from your desktop tray, you must first download the [ICQ Message Archive](#).

### To open a ToDo event:

1. Right-click the ToDo icon in your desktop tray. Alternatively, click on the **My ICQ** button and choose **ToDo**.
2. Select **Open** and choose the relevant ToDo item to display the entire message.
  - If you have downloaded the ICQ Message Archive, you may choose **Open ToDo List** to view your ToDo List. Click on the **Chat** folder to view chats that were created in the ICQ Message Archive.

### To view an event from your desktop tray:

1. Once you've opened a ToDo item, you will receive the **History Event: Message** dialog.
2. You may choose from the following options (some options may be disabled depending on the type of event you marked as ToDo).
  - Click on the **File** menu and select **Page Setup** or **Print**.
  - Click on the **Edit** menu and choose from the following options.
    - Select **Copy** to copy the text into a different file.
    - Select **Move To** to display the **Move To** dialog, and then move the message into another folder in the ICQ Message Archive. This option exists only for a ToDo item that was created from an event and not a personal ToDo event.
    - Select **Copy To** to display the **Copy To** dialog and then copy the message into another folder in the ICQ Message Archive.
  - Select **Unmark ToDo** to delete the message from the **ToDo** folder in the ICQ Message Archive.
  - Click on the **View** menu and select **Font** to change the font style, size or color and select **Background** to choose another background color of the ToDo message.

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## ICQ Web Front - Introduction

The ICQ Web Front is a simple, tool to fashion and create your own Web site, and host it on your own computer. The pages of your ICQ Web Front are stored in your PC, which acts as mini server (host) when you are connected to the Internet, providing access to other ICQ users and to the Internet community at large. As soon as you log online, Internet users around the world will be able to access your ICQ Web Front. The ICQ Web Front enables you to provide your Web visitors with whatever information you would like them to know about you and about the topics that interest you. Internet users may contact you at your ICQ Web Front on the Web and you may reply directly from the site.

You may enable Internet users to request a chat with you, send you ICQ messages, view your personal details including your picture, and even view and download pre-defined files from your hard disk. This may all be achieved directly from your ICQ Web Front, even though they are not ICQ users.

The ICQ Web Front makes it easy and fun to create an interesting and attractive homepage. The many icons, fonts, and colors to choose from, along with the option to use external layouts, give you many design possibilities. You may place downloadable files on the File Server module of your ICQ Web Front. You may choose a password to limit access to those files or to your entire ICQ Web Front. The ICQ Web Front also allows you to manage and monitor your homepage with a visitor counter, time statistics, and DNS statistics.

**Please note:** As in any remote access program, by activating the ICQ Web Front and allowing third parties remote access to certain files on your computer, you increase the risk that someone will be able to tamper with your computer.

The ICQ Web Front comes as a separate plugin, so you need to download it from the [ICQ Plugin Center](#).

### To download the ICQ Web Front:

1. Click on the **Services** button and select **ICQ Web Front** to display the **Homepage** dialog.
2. Click on the **Download** button to install the **ICQ Web Front Feature** and follow the step-by-step instructions on the Web site.

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## ICQ Interests - Introduction

The Interests option is another way to make your Web experience more personal and immediate. Use this feature to find out what's happening on ICQ right now. Discover the coolest and newest ICQ communities on the Internet. Meet other people who share your interests by joining an ICQ User Created Chat, User Created List, Message Board, or Interest Group on a specific topic. Enjoy relevant information, products, and services provided by Interests sponsors and content partners. Or participate by building your own ICQ community.

The Interests button, located in your ICQ Window, connects you to the expansive system of ICQ Networks. ICQ Networks are ICQ users grouped and listed by many topics including similar interests, professions, age groups, hobbies, and locations. These groups and lists are interconnected to make up an enormous community of ICQ users.

You may use the Interests button to be led to Web sites where you may join specific parts of the ICQ Networks, thereby making yourself more accessible to be contacted by other ICQ users. Or you may use the Networks to find other users that you would like to contact. You may use the feature to simply view what's going on in various Networks, by reading message boards for example, or to take a more active role by posting a message or joining a chat session. You may also create your own community within the ICQ Networks.

ICQ Networks come in the forms of ICQ Chat Rooms, ICQ ChatRequests, ICQ Interest Groups, ICQ User Created Lists, ICQ Message Boards, and ICQ GameRequests, as well as the ICQ *PeopleSpace* Directory.

Interests helps you get connected to ICQ's most popular virtual communities.

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## ICQ Channels

### ICQ Channels

The ICQ Channels can be easily accessed from your ICQ program.

ICQ Channels are the best ICQ way to get your music, movies, sports, games, tech and world news, while meeting ICQ friends who share your interests.

Get the latest news from around the world, including sports and travel. Get the latest stock market updates and job offers.

The Entertainment Channel offers movie reviews, the latest gossip on your favorite celebrities and fans around the world! Visit the Music Channel where you can download the hottest MP3s, listen to live music, read music reviews and join ICQ music chats.

At Shop@ICQ you can get good deals on cool products! Get greetings, flowers, music, clothes, books and more!

For relationship advice, new romance, new friends and all the people and places that fit your lifestyle go to the ICQ Life&Love Channel!

Come in to the best place on the web to find not only the news you need, but also interesting people to chat with you!

#### **To access the ICQ Channels:**

Click on the **Services** button and select **ICQ Channels**.

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## ICQ Web Search - Introduction

The ICQ Web Search makes searching the Web quick and easy. The Web Search is located in the ICQ Window providing a gateway to the Web, right on your desktop. Just enter a search query and press **Enter** and you are led to the search results on ICQ's own search engine. No need to open your browser, no need to find the homepage of a search engine and only then enter your query...and wait—the ICQ Web Search requires just two quick steps to fast, accurate search results! It offers a wide choice of options, including many advanced options to narrow your search to find exactly what you're looking for as well as several options to search for other ICQ users. Even when your ICQ Window is minimized you may use the ICQ Web Search floating panel to search the Web from your desktop, as you work on other applications.

The ICQ Web Search also offers specialized searches that enable you to narrow your search results to a specific field of news, providing you with relevant, up-to-date results.

In addition, you may also use the ICQ Web Search for direct access to many popular search engines and services, which ICQ frequently updates and adds to. Simply enter your query and choose a search engine or service, right from your ICQ Window, and you are immediately provided with the results. Again—no need to open your browser, find the search engine's homepage, and only then enter your query and wait for the results. Other unique options include specialized search engines and services related to news, weather, and more, as well as reference and translation services that translate an entire Web page or document.

The ICQ Web Search also provides a bridge to ICQ's Web site, and to the many ICQ communities. Tools for Webmasters and site builders are also readily available.

You may also use the [Web Search floating panel](#) for even more easy access to the Web. You may access the floating panel from the Services button and control your gateway to the Web from any location on your desktop. You may minimize the floating panel onto your desktop tray when not in use.

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## ICQ Web Search - Using ICQ iT!

**Note:** Use the instructions and descriptions in this Help File as a guide. ICQ is frequently updating the Web Search feature to better suit your needs. The menu options described in these instructions may not be exactly the same menu options that appear on the Web Search menu of your version of ICQ, as the Web Search feature is updated. In addition, the search engines and services linked to the menu options described here may not be exactly the same ones that appear on the Web Search menu of your version of ICQ, as the Web Search feature is updated. The Web Search menus will be updated dynamically—you do not have to download any new files. These updates will be announced by ICQ system messages.

ICQ's own search engine is the default search engine for the Web Search feature. The ICQ search engine can be launched through the ICQiT! and allows you to search the Web directly from your ICQ Window, providing you with search results, quickly and easily.

### To search the World Wide Web using the ICQ Web Search and ICQ iT!:

1. Enter your search query in the **Web Search** field in your ICQ Window.

**Tip:** Press **Ctrl+Shift+S** to have your cursor jump to the Web Search field.

By default, ICQ iT! will display search results containing all of the words you entered; therefore, entering more words should provide you with more specific results. If you want to search for an exact phrase (words in the order you have entered them), enclose the words in quotation marks. A search for ICQ 2000a, for example will return sites containing the exact phrase ICQ 2000a but not the phrase ICQ Version 2000a.

You may use a plus sign ( + ) directly in front of a word or phrase to require that all returned pages contain that search term. For example, the search query 2000a +ICQ will return only pages mentioning ICQ, but pages that also mention 2000a will be ranked higher in the results.

You may use a minus sign ( - ) directly in front of a word or phrase to exclude all documents containing that search term. For example, searching for **Jordan -Michael -Bulls** will help you find Web pages about the country without getting articles about the basketball star.

2. Press **Enter** or click on the **Go** button in your ICQ Window.
3. The ICQ iT! search engine returns a list of URLs in your Web browser matching your search query. Click on the link of one of the results to go to that Web site.

If you would like to modify your search query to receive more specific results, click on the **Revise This Search** link on the results page. You may also click on the **Advanced Search** link to do an ICQ iT! advanced search. Go to the **Expert Search Expressions and Advice Page** at [http://www.icq.com/redirect/book/icqit\\_expert\\_help.html](http://www.icq.com/redirect/book/icqit_expert_help.html) for explanations of these features and for general tips to improve your search results.

**Shortcut:** If you know the URL of a Web site you would like to visit that begins with www. and end with .com, you may enter the name of the site (the word after the www. and before the .com) and press **Control + Enter** to go directly to that site. For example, you may enter **icq** in the Web Search field and then press **Control + Enter** to go directly to [www.icq.com](http://www.icq.com).

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## ICQ Web Search - Returning to a Recent Search

You may also use the Web Search to search for queries you've recently used, in order to return to a past search or use a different search engine or service.

### To return to recent search results:

1. Click on the **Arrow**  button beside the Web Search field to display the pop-up menu of options. Alternatively, press the **Tab** key when the cursor is inside the Web Search field to display the Web Search menu options.
2. Select **Recent Searches** to display your past Web Search queries. Select a query to return to those search results.

**Tip:** You may also use the **up** and **down** arrow keys when your cursor is in the **Web Search** field to browse recent search queries.

The ICQ Web Search returns the original search results for that query. Click on the link of one of the results to go to that page.

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## ICQ Web Search - Using the ICQ Web Search Floating Panel

### To activate the ICQ Web Search floating panel:

1. Click on the **Services** button and select **Search The Web**. A floating panel will appear.
2. Choose from the following options at any point during your search.
  - You may expand and contract the panel by clicking and dragging on the side borders.
  - Click on the **Arrows**  button to contract the panel to show only the search subject, or to expand the panel to show the search engine as well as the search subject.
  - Click on the **minus (-)** sign in the top right corner of the panel to minimize the panel, or right-click on the **iT!**  icon in your desktop tray and select **Minimize**. Double-click on the **iT!**  icon in your desktop tray to maximize the panel again, or right-click on the **iT!**  icon in your desktop tray and select **Restore**.
  - Click on the **X (x)** sign in the top right corner of the panel to close the panel, or right-click on the **iT!**  icon in your desktop tray and select **Close**.
  - Click on the **Question** mark (?) in the top right corner of the panel (or right-click on the **iT!**  icon in your desktop tray and select **Help**) to be led, via your browser, to the ICQ Web Search help page of the ICQ Web site.
  - Click on the **ICQ iT!** button to choose from the following options.
    - Check **Always on Top** to set the floating panel to appear on top of all other open applications.
    - Select **Docking To Browser** to display another pop-up menu of options and to select the position of the panel related to your Internet browser. Choose from the following options.
      - Check the **Not Docking** option to return the panel to its pre-docked state.
      - Check the **Docking To Top** option to set the panel to float just above your browser when your browser is open and to minimize when your browser is minimized, but to return the panel to its pre-docked state when you close your browser.
      - Check the **Docking To Bottom** option to set the panel to float just below your browser when your browser is open and to minimize when your browser is minimized, but to return the panel to its pre-docked state when you close your browser.
    - Select **About ICQ It!** to view version and copyright information about ICQ iT!
    - Select **Web Search Help Page** to be led, via your browser, to the ICQ Web Search help page of the ICQ Web site.
    - Select **New Search** to clear the fields in the panel so you may enter another search query.
    - Select **Clear Recent Searches** to clear the recent ICQ Web Search queries from the ICQ Web Search history.
    - Select **Auto Submit Query** to start the search immediately upon selecting a new search engine or service (based on the search query last entered).
    - Select **Minimize** to minimize the floating panel, or right-click on the **iT!**  icon in your desktop tray and select **Minimize**. Double-click on the **iT!**  icon in your desktop tray to maximize the panel again, or right-click on the icon and select **Restore**.
    - Select **Close** to close the floating panel.
3. Enter your search query in the **For:** field or click on the arrow and select a recent search from the pull-down menu.

**Tip:** You may also use the **up** and **down** arrow keys when your cursor is in the **Web Search** field to browse recent search queries.

4. Then click on the arrow next to the **Search:** field and select a type of search or service from the pull-down menu.

In some cases, a third field will appear. Click on the arrow to display another pull-down menu, and select a specific search engine or service.

Alternatively, make your selections in any combination of the fields and click on the **GO!** button—search results will be based on the most recent selections in the other fields.

You may also click **GO!** after selecting a search engine or service to go to its homepage and begin your search there.

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## ICQ Surf - Introduction

ICQ Surf is a remarkable Internet tool that offers an exciting way to browse Web pages on the Internet. Using ICQ Surf, you may ramble the vast Internet highways with fellow Internet travelers while mutually enjoying fun and interesting Web browsing adventures.

Download the ICQ Surf from the ICQ Web site at <http://www.icq.com/icqsurf>. Once you download the ICQ Surf, its Help File should be available to you!

ICQ Surf allows you to communicate through public chat and personal instant messages with other ICQ Surf users simultaneously browsing the same Web page.

With ICQ Surf you may surf alone or in a group and you can always invite friends on your ICQ Contact List to join a Web browsing session.

ICQ Surf Hot Places is the location where you can find listings for the most popular sites from all the interests categories which currently have chat rooms open. The Hot Places feature is a super tool for discovering new and interesting Web sites many of them in different languages and covering lots of varied topics. You can open up to ten different chat rooms simultaneously and provide different details for each one. You also have the option to lock into one specific chat room and continue to browse the Internet.

ICQ Surf is therefore, the perfect way to increase your social contacts and generally be among friends. ICQ Surf is great for discovering others who share your interests or hobbies. It's the ideal way to share your knowledge and experiences, receive and transfer to other users' tips and ideas as you browse from Web page to Web page discovering all that the Internet has to offer.

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## System Message - Receiving

System messages are messages sent by the ICQ servers to update you on server information and ICQ news. You are notified of an incoming system message by a unique sound and a System Message icon. After you have viewed a system message, it is saved in the [History of Events](#) of the ICQ server.

Double-click the **System Notice** button in the ICQ Window to view a log of the messages sent to you by the system.

**Note:** If you have downloaded the [ICQ Message Archive](#), system messages are also stored in the System folder of the ICQ Message Archive.

### To receive a System Message:

Double-click the flashing **System Message**  icon in your desktop tray or on the **System Notice** button in the ICQ window. Alternatively, click on the **System Notice** button in the ICQ Window and select **Receive**.

You may receive the following types of **System Messages** :

- **Authorize User** requests your permission to add your ICQ# to another user's Contact List.
- **Authorize User Reply Message** informs you of the reply to your request to add a user to your Contact List. A flashing icon appears under the **Waiting Authorization** heading on your Contact List.
- **Notify Message** notifies you when a user in the **Future Users Watch** section of your contact List has registered.
- **You Were Added** informs you that you have been added to a user's Contact List.
- **Automatically Add to List Request** requests a user to be automatically added to a Contact List when he/she registers with ICQ.
- **Server Message** displays messages generated by the ICQ servers.
- **Network Status** launches the **View Network Status** page in your default browser, in which you can check information about the ICQ Network Status if ICQ cannot establish connection to an ICQ server.

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## Events History - Introduction

The History of Events feature allows you to view the history of incoming and outgoing events (Messages, URLs, Files) quickly and easily. You may check events from a specific user on your Contact List and view messages that you have received from the ICQ System.

See [History of Events—Users on Your Contact List](#), [History of Events—System](#), [Incoming Files Folder](#) and [Incoming Bookmarks](#).

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## History of Events - Users on Your Contact List

The History of Events feature is ideal for making a quick check of the events that were sent to a specific user without searching the more expansive [ICQ Message Archive](#). Each user on your Contact List has an individual history of events, in which you are able to view a selection of the events that the user sent to you and a selection of the events that you sent to the user. By clicking on an incoming event you also have options to copy, forward, reply to that event.

Similarly, when the ICQ server sends you a message, it is logged for subsequent retrieval in a history of events file for the ICQ server.

The History of Events feature automatically logs a selection of incoming and outgoing events for each person on your Contact List. This option can be disabled in the [Accept tab](#) in your Owner Preferences, if you do not wish to log events.

### To view a user's history of events:

1. Click on a user's name on your Contact List and select **History**.
2. Select **View Messages History** and choose from the following options.
  - Click on the **Incoming** tab to view incoming events from the user.
  - Click on the **Outgoing** tab to view a list of the outgoing events sent to the user.
  - Click on the **MessageDialog** tab to view the messages that transpired between you and the user.
  - Click on the **Close** button to close the dialog.
  - Check the **Display Last Event First** box to display the last incoming or outgoing event first on the list. This option is available only when the **MessageDialog** tab is displayed.
  - Click on the **Date**  button to view the time and date that the events were sent or received. This option is available only when the **MessageDialog** tab is displayed.
  - Click on the **Find** button to search all the messages for specified text. This option is available only when the **MessageDialog** tab is displayed.
  - Click on the **Save As** button to save the incoming and outgoing events in simple text format. The file can then be viewed in any text editor, such as Notepad.
  - Select an event and click on the **Delete** button to remove the event from the database to the Deleted Items folder in the [ICQ Message Archive](#).
  - Select the **Delete All** button to permanently remove all the events from the database to the Deleted Items folder in the [ICQ Message Archive](#).
  - Right-click on the header of a **Message, File, Chat or URL** to choose from options regarding the selected event.

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## History of Events - System

ICQ automatically logs all incoming and outgoing events for the ICQ server.

### To view the system history of events:

1. You may choose from one of the following ways to open the **History Of Events: The ICQ Server** dialog.
  - Click on the **System Notice** button in the ICQ Window and select **History & OutBox**.
  - Double-click on the **System Notice** button.
  - Click on the **My ICQ** button and select **History**. Then select **History & OutBox**.
2. Choose from the following tabs.
  - Choose the **System** tab to display a list of events received from the ICQ server.
  - Choose the **OutBox** tab, to show the events that you sent while you were offline or to users who were offline at the time you sent the events. Events are stored in the OutBox until you connect to an ICQ server, unless the event requires an online recipient.
3. Double-click on a message to get a dialog to display the contents of that message.
4. Choose from the following options.
  - Click on the **Close** button to close the dialog.
  - Click on the **Previous** button to show the previous message on the list.
  - Click on the **Next** button to view the next message on the list.
5. Right-click on a **System Message** for options regarding the selected message.

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## Incoming Files Folder

The files that you have received from a user are stored in a folder matching that user's name, in the Incoming Files Folder.

**To view the files received by users:**

1. Click on the **System Notice** button in your ICQ Window, and select **Incoming Files Folder**. Alternatively, click on the **My ICQ** button and select **Incoming Files Folder**.
2. Double-click on the folder that you wish to open.

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## Incoming Bookmarks

The Incoming URLs that you have saved as bookmarks are stored in your Incoming Bookmarks. This option opens up your browser and allows you to view all of your incoming URLs.

**Note:** ICQ is compatible with various Web browsers. ICQ saves your Web page address in a file called Bookmarks.html under C:\Program Files\icq.Bookmark. If you have neither Netscape Navigator™ nor MS Internet Explorer™, open this URL in your browser and add it to your bookmarks. See [Web Page Address \(URL\)—Receiving](#). If you do have MS Internet Explorer™, the URL will also be added under C:\Program Files\icq.Bookmark\Bookmarks.html.

### To view your incoming bookmarks:

1. Click on the **System Notice** button and select **Incoming Bookmarks**. Alternatively, click on the **My ICQ** button and select **History** and then select **Incoming Bookmarks**. Your browser will appear.
2. Choose from the following options.
  - If your Web browser is Internet Explorer you may select a URL you received and automatically launch your browser to view the site.
  - If your browser is Netscape or other, click on the sender's name on your Contact List and select **History**. Then select **View Messages History** and choose the **Incoming** tab and select the URL you wish to view.

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## ICQ Web Site - Introduction

The ICQ Web site is homebase to ICQ's expansive and diverse virtual community, including millions of registrants from all over the world. ICQ's users share a closeness like no other community in history, finding and contacting one another quickly and easily. The ICQ Web site is the perfect starting point to becoming a part of this unique group of people made up of millions of potential new friends. All ICQ users - from those new to the Internet or even new to computers, to ICQ experts or even professional Web masters - can find a home at the ICQ Web site.

Choose from the following Help File Links for further explanation of what's available on the ICQ Web site and for links to various areas of the site:

[Get Started on ICQ Through the ICQ Web Site](#): These sections of the ICQ Web site enable you to download the latest versions of ICQ and guide you through installation and registration, providing you with tutorials and troubleshooting pages.

[Find Old Friends and Make New Ones](#): Use these parts of the ICQ Web site to enter the ICQ virtual community by finding old friends and making new ones and then communicating with them directly from the Web site.

[Personal Communication Center](#): Your ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site.

[Get to Know ICQ from the ICQ Web Site](#): Use these sections of the Web site to get acquainted with ICQ and with the many new features of ICQ 2000a.

[Newsletter](#): Subscribe to the ICQ Newsletter to get additional, useful information on ICQ by e-mail.

[Give and Get Back From the ICQ Community](#): Once you've used the site to learn all about ICQ, or if you're already an ICQ user—use the ICQ site for taking your ICQ experience a step higher. Participate in the many different ways of communicating from the ICQ Web site, create a virtual community of your own, and enhance and empower your own site.

[Get Technical Support](#): Visit ICQ Technical Support for help with the options and features of ICQ.

Please review [Important Notice: Links to Third Parties' Services](#)

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## ICQ Web Site - Get Started

These sections of the ICQ Web site enable you to download the latest versions of ICQ and to guide you through installation and registration, providing you with tutorials and troubleshooting pages.

- **Download ICQ:** ICQ's [Download](#) page provides you with links to download the latest version of ICQ appropriate for your system. Return to this page if you need downloading instructions.
- **Install ICQ:** Visit the [Installation Troubleshooting](#) page for detailed instructions to guide you through the installation process for your system, FAQs related to installation, and troubleshooting for problems you may run into while installing ICQ 2000a.
- **Register With ICQ:** Visit the [Registration Troubleshooting](#) page for detailed instructions and online help to guide you through the registration process.
- **Get ICQ Support:** You may visit [ICQ Technical Support](#) for troubleshooting, FAQs, tutorials, and options to contact the ICQ support team by submitting an e-mail query.
- **Learn ICQ's Security and Privacy Features:** Learn all about ICQ's security and privacy features at the [ICQ Security and Privacy Center](#).
- **Your Four ICQ Contact Addresses:** As an ICQ user, you now have four addresses by which users and non-ICQ users may contact you. Visit this site to find your [four addresses](#) and to learn the different ways others may contact you using these addresses. Use this site to find the four addresses of other ICQ users to expand your options for contacting them. You may also access the Four Addresses from the My ICQ button in your ICQ program.

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## Web Site - Find Friends

### Find Old Friends and Make New Ones through the ICQ Web Site

Use these parts of the ICQ Web site to enter the ICQ virtual community by finding old friends and making new ones and then communicating with them directly from the Web site.

- Look up friends or colleagues by name, nickname, and/or e-mail address, and build your Contact List by accessing [ICQ's PeopleSpace Directory](#)—a collection of all the ways you may use the ICQ Web site to find people. Or, find their ICQ Web-pager addresses and contact them directly from the Internet.
- Visit the [Lost Relatives and Family Finder](#) to search for long lost family members in one of the ICQ directories or on the Where are You? Message Boards.
- Go to the [ICQ White Pages](#) to search for an ICQ user by keyword, location, occupation, past background, or personal interest. Or make yourself available to be found by publishing your own details there.
- Visit the ICQ [Web Directories](#) for a comprehensive list of links to many ICQ Search directories as well as to many popular World Wide Web people search directories.
- Visit the [ICQ Networks](#) for a comprehensive list of the many ICQ Networks—including Music, Games, Internet, Romance, Science and Technology, Entertainment, Computer, and many more.
- Not sure where to find a certain topic? Try the [ICQ AtoZ Topics Index](#) to search for your topic by name, and receive a list of all the categories of Networks in which it appears.
- Visit the [ICQ People Navigator](#) to select an ICQ Network by topic, and then choose from the ways of communicating within that topic.
- Visit [ICQ User Created Lists](#) for a complete list of ICQ User Lists. Join or create a list of your own.
- Visit [ICQ Interest Groups](#) for a list of the ICQ Interest Groups. Join or create a group of your own.
- Visit [ICQ User Created Chat Rooms](#) for a complete list of the ICQ Chat Rooms. You may view a chat, participate in one, or create your own.
- Go to the [ICQ Message Boards](#) for a complete list of message board topics. Choose a topic that interests you and enter the board to see what other ICQ users have had to say on the subject. Or, post your own messages on the boards.
- View a current list of ICQ users wishing to play multi-player games on [ICQ Game Request](#). Select a link to a game that you have installed on your computer and configured in your [ICQ preferences](#) to view users interested in playing. You may send a game request to users on this list, directly from this page. Game requests are posted for up to 90 minutes. Games are changed and added to this page all the time.
- View a list of ICQ users wishing to chat on [Internet Telephony and Chat Request](#). Requests stay posted for up to 90 minutes. You may add users to your Contact Lists and chat through ICQ, or you may send a message (directly from the site) to the person who posted the chat request.
- Use the [ICQ Phone Number Search](#) to find the phone number of an ICQ user or, add your own details to this directory so that other users may find you.
- Search for other users by viewing their homepages in the [ICQ Homepages Gallery](#).

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## Web Site - Get to Know ICQ

Visit [A Guided Tour to ICQ](#) for a comprehensive list of ICQ tutorials and tours. Use these sections of the Web site to get acquainted with ICQ. Follow simple tutorials to learn how to use all the features, basic and advanced, of your program and to ensure that you're taking full advantage of all the features of your program. Keep up-to-date on new uses for your ICQ program and on tips and shortcuts of advanced features. Use these pages as a supplement to this Help File when you are setting your user Preferences and Privacy & Security settings. Keep your ICQ Window open as you surf these pages, and try out the features as you learn them.

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## Web Site - ICQ Community

### Give and Get Back From the ICQ Community on the ICQ Web Site

Once you've used the site to learn all about ICQ, or if you're already an ICQ user—use the ICQ site for taking your ICQ experience a step higher.

#### Participate

- View and post messages on the [ICQ Message Boards](#).
- Add yourself to an [ICQ User Created List](#) and contact the users in the list or visit their homepages.
- View the [ICQ Interest Groups](#) and contact the users in the group or visit their homepages.
- Find an [Open ICQ User Created Chat Room](#) to add to your Contact List and then join. Then create and lead your own Chat Room.

#### Create

- Visit the [ICQ Site Creators Network](#) to learn how to create your own community within the ICQ community, including ICQ Interest Groups, ICQ User Created Lists, ICQ User Created Chat Rooms, Web sites enhanced with ICQ tools, ICQ People rings, and help sites.
- Learn how to create your ICQ Web Front through Free ICQ [ICQ Web Front Tutorials](#), explanations of the security features of your homepage, design schemes to download. No HTML knowledge is necessary to create an ICQ Personal Homepage; however, if you do know HTML you may use it to further enhance the homepage to suit your needs.
- Visit the [ICQ Site Creators Network](#) to learn how to create your own Web site with the help of ICQ tools, icons, and indicator panels.

#### Enhance

- Visit [Useful Resources to Empower Your Site](#). You'll find tools for beginners who want to add to their ICQ Personal Homepage, as well as for professional site builders and Webmasters, including online indicators, communication panels, counters, banners, guest books, and more. You'll also find links to Web hosting services so you may post your site for free. Visit the Power Tools area of this page for ICQ communication panels and online indicators you may add to your Web site. Depending on the panel you choose, visitors may see your online status, send you a chat request, send you an ICQ message, page you, send you an EmailExpress, and more.
- Visit [Create Your Email Signature](#) to enhance your e-mails by adding an ICQ signature to the bottom of your e-mails, indicating when you are online, enabling others to contact you by ICQ, and even providing a link to download the ICQ program.
- Subscribe to the [ICQ Newsletter](#) that keeps you up-to-date with ICQ's new uses by e-mail. Access the ICQ Newsletter subscription page and back issues either from the Web site or from the **Services** button in your ICQ program.

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## Web Site - Personal Communication Center

Your ICQ Personal Communication Center is an ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site. Visitors may contact you through your ICQ Window or e-mail address (if you entered one upon registration). Visit the [site](#) to learn more about the Personal Communication Center. You may also access your Personal Communication Center from the **Services** button in your ICQ program.

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## Web Site - 4 Addresses

As an ICQ user, you now have four addresses by which users and non-users may contact you. By visiting this site, you can find your four addresses and learn the different ways others may contact you using these addresses. (You may access the Four Addresses Web site from the ICQ program). Also use this site to find the four addresses of other ICQ users to expand your options for contacting them.

- Your **ICQ#** allows other ICQ users to contact you by adding you to their Contact List.
- Your [ICQ Personal Communication Center](#) is an ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site.
- Your **ICQ Personal Homepage** is a Web site that you may design, create, and host your own computer.
- Your **ICQ EmailExpress** address allows any Internet user (with an email account) to send you a short email directly to your ICQ Window.

### To send your four ICQ addresses to a friend:

1. Click on the **My ICQ** button and select **Send My Four ICQ Addresses** to display the **Send My Four ICQ Addresses T...** dialog.
2. Click on the **View My Personal Communication Center** button if you wish to view your Personal Communication Center.
3. Enter an email address in the **Enter the recipient's address below** field to send a letter informing others of your four ICQ addresses.
4. Choose from the following options
  - Click on the **Add a personal message** button to send a personal message inside the letter.
  - Click on the **Preview Email** button to view how your letter will appear to others.
  - Click on the **Search User's Email in Other Directories** button to search for an email address.
5. Click on the **Send Email** button to send the event.
6. Click on the **Cancel** button to cancel the event.

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## Web Site - Technical Support

Visit [ICQ Technical Support](#) for help with all the options and features of ICQ, including troubleshooting, FAQs, tutorials, and options to contact the ICQ support team by submitting an e-mail query.

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## About Help - Introduction

ICQ provides you with help tools to manage the ICQ program more easily and more efficiently.

You have the following options.

- [Help Cards](#) give you the opportunity to get acquainted with ICQ, quickly and easily.
- **Help Index** opens up the ICQ Help File where you may find explanations on the different features of the program.
- [ICQ Announcements](#) provides messages from the ICQ server and links to some of ICQ's Web services.
- **Instructions; ICQ F.A.Q; User to User Help; Tutorials, Help, Support;** and **Obtain ICQ Manual**, lead you to specific ICQ Web sites where you can get more information on the ICQ program and the [ICQ User's Guide](#).
- **About** provides you with information on the ICQ version and build that you are using.
- **Reactivate Help Dialogs** gives you the option to reactivate dialogs and notices to appear automatically, if you have disabled them.

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## Help Cards - Introduction

Help Cards give you the opportunity to get acquainted with ICQ, quickly and easily. Help Cards have been constructed for the most commonly used features on ICQ. They also include links to the ICQ Help File for further explanation.

See [Help Cards—Displaying and Selecting](#).

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## Help Cards - Displaying and Selecting

### To display ICQ Help Cards:

1. Click on the **ICQ** button and select **Help**.
2. Select **Help Cards** to display the **Help Card Main Menu** dialog.
3. Choose from the listed topics.
4. A Help Card dialog will open on your desktop explaining briefly the task you wish to perform.
5. Choose one of the following options:
  - Click on the **Topics** button to return to the Help Card Main Menu.
  - Click on the **Web Help** button to lead you to an online tour of ICQ via your Web browser.
  - Click on the **Next** button to display the next Help Card topic.
  - Click on the **Back** button to display the previous Help Card topic.
6. Click on the **Close** button to exit the dialog.

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## Standby - Activating

As a modem user, you may launch the [NetDetect Agent](#) by activating the Stand By Mode from your ICQ button. Make sure that the Connection settings in your Owner Preferences is configured for a modem user. See [Preferences—Connections](#).

### To initiate standby mode:

1. Click on the **ICQ** button on your ICQ Window.
2. Select **Standby** to display the **Confirm Standby Mode** dialog notifying you that sleep mode will be activated.
3. Click on the **Yes** button to activate Standby mode, or click on the **No** button to close the dialog without activating. The **ICQ NetDetect Agent** icon replaces the **ICQ** icon displayed in your desktop tray.

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## Shutting Down ICQ

**To close your ICQ Program:**

1. Click on the **ICQ** button.
2. Select **Shut Down**. ICQ will automatically disconnect.

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