

## 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 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 and most importantly, it allows communication behind a firewall! 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.

This Help File including the Help Cards relates to the Simple Mode options of the ICQ program. The Simple mode options are limited and provide you with the basic functions of ICQ. If you want to switch to the Advanced ICQ features, go to the [Working Mode](#) section of this Help File.

**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 including the Help Cards relates to the ICQ 2000a version software only and refers to the Simple mode options. ICQ assumes no responsibility for, and there is no guarantee that this Help File including Help Cards 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 Help File, the ICQ User's Guide, ICQ Software and the [ICQ Terms of Service](#) documents.

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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.

Use of expat - XML Parser Toolkit in the ICQ End-User software is covered by the Mozilla Public License (MPL) version 1.1. The source code of expat - XML Parser Toolkit can be obtained at [www.mozilla.org](http://www.mozilla.org)

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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 when you log on to the ICQ Network. 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 whom ICQ notifies you when they are logged onto the ICQ Network, and whom you may quickly and easily contact. Once you know who's online, all it takes is a click of your mouse to send messages, invite others to join ICQ, view user details and more.

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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## ICQ User's Guide

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

- A free demo CD-ROM\* with the free beta software version 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.

Here 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:** Leads you to the Web to display information on that particular partner.

**Contact List:** This list, which you compile of your friends and associates who use ICQ, automatically notifies you the status (online/offline/away/occupied/do not disturb/free for chat) of the people on your Contact List.

**Help Cards button:** Leads you to the Help Cards that will provide you short instructions on significant features.

**To Advanced Mode button:** Allows you to change your working mode to Advanced, where you can take advantage of ICQ's many functions.

**Chat With a Friend button:** Allows you to find a random chat partner.

**System Notice button:** Displays the History of Events you exchanged with the ICQ server as well as your OutBox of ICQ events; your incoming files and URLs.

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

**ICQ button:** Displays the ICQ Main Menu, which enables you to view and change your details, invite friends to join ICQ and to adjust user and system settings.

**Status bar:** Indicates your online/offline ICQ Status.

**ICQ Web Search and ICQ iT!:** Provide you with a gateway to the Web.

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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 links you 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 - 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. In Advanced Mode, you may use all of the ICQ features. (The mode that you are currently using, Simple Mode, is the default.)

### To select your working mode:

1. Click on the **ICQ** button or on the **System Notice** button and select **Advanced Mode** or **Simple Mode** (only one appears, depending on your current mode) in your ICQ window. Alternatively, click on the **To Advanced Mode** button on your Contact List.
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.
3. Click on the **Close Window** button to close the dialog without switching to a different working mode.

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## Status Modes – Selecting

ICQ Status Modes let others know whether you are online, offline or away from your computer. You may also view the Availability Status of other users on your Contact List, and decide which events to send when. See [Status Modes - Options](#) for an explanation of each option.

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. You may find more Availability-Status Modes in the [Advanced Working Mode](#).

### 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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## Status Modes – Options

Your Status modes are accessed by clicking on the ICQ Status bar on the bottom right hand corner of your ICQ Window.

 **Available/Connect** - indicates to other users that you are online, connected to the ICQ Network and available for contact; or, if you are disconnected, this enables you to connect to the ICQ servers. 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.

 **Offline/Disconnect** - indicates you have disconnected from the ICQ Network; 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. However, if you want to close ICQ, while you are still on the Internet, select **Offline/Disconnect**, or click on the **X** button on the top right side of your ICQ Window.

 **Away** - indicates to other users that you are online, but away from your computer when they try to send you an event. Your status mode will automatically change to the Away status after 20 minutes of being away from your computer. Once you begin working again, your status will change to Online status. You may also edit your Away message for other user's the view by choosing Away and changing the preset message.

The following list of additional Availability-Status Modes may be viewed on your online Contact List next to the users' names. These Status-Modes are available to users working in Advanced Mode. See [Working Mode](#) for more information about changing your working mode.

 **N/A Extended Away** - indicates that the user is online, but away for an extended period of time.

 **Occupied (Urgent Msgs)** - indicates that the user is online, yet occupied when you try to send an event. You may send an event by marking it urgent.

 **DND (Do Not Disturb)** - indicates that the user is online, but does not wish to receive events. If you send an event, you will receive a message that the user does not wish to be disturbed.

 **Free For Chat** - indicates that the user would like to open a chat with you. The user may specify a subject about which he/she would like to chat.

 **Privacy (Invisible)** - indicates to other users that the user appears offline when in fact the user is online. If the user decides to send an event to you while in the Invisible mode or if user added you to his/her [Visible List](#), you will see the user on your online list with a Privacy icon next to his name. You will therefore be aware of the user's online/invisible status. You will also be able to send events to the user.

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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 will 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](#), [Searching for Users Using the ICQ Global Directory—Contact List Wizard](#) and [Searching for E-mail Addresses Using the LDAP Search](#)

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## Add/Invite User's Button

The Add/Invite Users button in your ICQ Window offers you an easy way to search for users on the ICQ Directories.

### To search for users using the Add/Invite Users button:

1. Click on the **Add/Invite Users** button.
2. Enter the details of the user in one of the following fields.
  - Enter the user's e-mail address in the **Email** field.
  - Enter the user's **Nickname**, **First Name** and **Last Name** in the appropriate fields.
  - Enter the user's ICQ# in the **ICQ number** field.
3. Click on the **Search** button to conduct a search based on the details you have entered.
4. If the user was found on the ICQ directories, you will receive the **ICQ Global Directory Search Engine** dialog. Double-click on the name of the user that you wish to add to your Contact List, or highlight a user name and click on the **Add User** button.
5. If your search is unsuccessful, you will receive a dialog allowing you to begin your search again or to invite the user to join ICQ. You may choose from the following options.
  - Click the **Email**, **Details**, **ICQ#** or **Interests** tab tabs if you wish to try and search the user by other details. Enter the relevant information in the appropriate fields. Click on the **New Search** button to clear the fields and begin a new search. You may stop the search at any time by clicking on the **Stop Search** button.
  - Enter an E-mail address in the blank field if you wish to send your friend an invitation to join ICQ. If you don't have the person's e-mail address, click on the Search Your Friend's E-mail in Other Directories button to search for his/her e-mail through the [LDAP search](#).
  - You may add a message that you want to send in the **Add a Personal Message** field.
  - Click on the **Preview Letter** button to preview the message before sending an email invitation.
  - Click on the **Send Invitation** button to send the email invitation.

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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 eight 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:** All information posted onto the ICQ Directories is provided voluntarily by the users. Furthermore, this information is automatically posted and is not reviewed, controlled, examined, verified nor endorsed by ICQ Inc. in any way. Users can decide to provide information, to change the information already provided or to erase it.

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

1. From the [ICQ Global Directory](#), click on the **White Pages** button.  
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 currently 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 will 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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## ICQ Global Directory - Contact List Wizard

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. 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 users 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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## LDAP Search

The LDAP Search enables you to search for the e-mail address of a person, company, or organization using Internet search engines. You may access the LDAP search by the Add/Invite 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 or her an [invitation to join ICQ](#).

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

1. Click on the **ICQ** button in your ICQ Window and select **Add/Invite Users**. Follow the instructions in the [Add/Invite Users button](#) section. If your search has not acquired any results, the **ICQ Global Directory Search Engine** dialog appears.
2. Click on the **Search Other Directories** button; the **LDAP Search** dialog is displayed.
3. Enter the name or part of the e-mail address 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.
4. 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.
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 you will see a results dialog.
6. 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.
7. Right-click on a name in the search dialog, to a dialog of advanced options. Alternatively, click on the four buttons on the right of the results list to carry out the first four options. You may 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 **Info** to view more [information](#) about the selected person.
  - Select **Copy Email Address** to copy the selected e-mail address if you wish to send the person an e-mail. Once you open your ICQ Email or other e-mail program, click on the relevant field and then right-click. Choose **Paste** to copy the address.

You may also add other external search engines to your LDAP Search.

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

1. Click on the **Add/Invite Users** 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. Click on the **OK** button or click on the **Cancel** button to exit the dialog.
4. Double-click on a directory name in the list under the **Select Directory Service** heading in order to change or edit the directory details.

### 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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## Contact List - Introduction

The Contact List is the backbone of the ICQ program. Messages and chats will be sent or received from the users on your Contact List, or from users on whose Contact List you appear.

See [Searching for Users To Add To Your Contact List](#) section to find ways to add new users to your list. See also [Deleting a User On Your Contact List](#) and [Renaming a User On Your Contact List](#) sections.

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## Contact List - Renaming a User

### Renaming a User on Your Contact List

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 and select **Rename**. The user's name is highlighted and a box appears around it.
2. 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 User Details of a User on Your Contact List](#).

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## Contact List - Deleting a User

### Deleting a User on Your Contact List

You may delete users from your Contact List.

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

1. Click a user on your Contact List and select **Delete**. A **Confirm Delete User** dialog appears.
2. Click **Yes** to delete the user from your Contact List. Or, click **No** to cancel the deletion.

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## User ToolTips - Introduction

The ToolTips 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
- Phone numbers
- Email address

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 by default 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**.
2. Click the **Contact List** icon. A dialog is displayed.
3. Uncheck the **Show user Tool-Tip** box.

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## Invitation to Join ICQ - Sending

### Sending an Invitation to Use ICQ 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.
  - 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.

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

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

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## DBConverter

### Updating Your Database

In order to upgrade to ICQ 2000a 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 supplied to ICQ servers. You can also update a user's details, which will automatically change the information about that user in your address book. You may also update your own user details. Your user details dialog will include the following similar fields. See [User Details – Updating](#).

**Note:** The information available on the User Details dialogs 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** to display the **User Details For [User]** dialog.
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 and 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 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.
  - Click on the **Copy**  button if you wish to copy the user's details onto a notepad or document.

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 must update. Click on the **Update From Database** button at the bottom of the dialog to update the most recent information.

See [Updating Your User Information](#).

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## User Details - Updating

Once you have registered to ICQ, you may wish to update or change your User Details.

**Note:** Providing any information about yourself on the ICQ service is voluntary. The more information you provide, 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 account on their Contact List will be required to update your user details by clicking on the **Update From Database** button in order to view the new or revised details or information entered.)

**Also Please 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** button and select **View/Change My Details**. The **ICQ Global Directory-My Details** dialog is displayed. 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 click on the **Update From Database** button in your User Details dialog.
2. 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 (on whose Contact List you appear) of your birthday by displaying a balloon beside your name. Other users may also view your horoscope from this tab. You may also select the **View Horoscope** button to be led, via your browser, to an online daily horoscope.

**Note:** If you enter your birth date and check the relevant box in the dialog, a red balloon  icon appears beside your name on other ICQ users' Contact Lists in which you are listed 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 and save it.

- 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.
3. 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, except for your ICQ#.
    - Click on the **Publicize Your Details in ICQ Web-Directories** button to link yourself to the ICQ Web site.
    - Select **Retrieve** to overwrite your details with the most recent details saved on the server (and therefore entered in the ICQ database).
    - Select **Cancel** to exit the dialog without saving your changes.
    - Select **Save** to save your changes.

- Select **Done** after you've saved the changes, to exit the dialog.

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## Preferences - Introduction

The 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.

### To access the Preferences:

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

The **Owner Prefs For [User Name]** dialog includes the following five options:

- [Contact List](#) enables you to customize the appearance and settings of your Contact List.
- [Connections](#) enables you to specify the ICQ server to which you are connected.
- [Events](#) enables you to specify parameters for the incoming file transfers, ICQ chats, URLs, and sound configurations.
- [Security & Privacy](#) enables you to set certain security and privacy preferences.

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## Preferences - Contact List Settings – Options Tab

### Configuring your Contact List Settings

The Contact List option enables you to customize the appearance and settings of your Contact List.

#### To configure your Contact List settings:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon.
3. Choose from the following options.
  - 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 **Global online alert** 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.
  - 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 **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 **Show ICQ announcements** box to enable the ICQ Announcements to be displayed upon start-up of the program.
  - Check the **Show Contact List buttons** box to show the tabs that appear at the bottom of your Contact List. These include the Instructions, the To Simple/Advanced Mode, and the Chat With A Friend buttons.
  - Check the **Show user ToolTip** box to show the ICQ Tool Tips.
  - 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 - Connections Settings – General Tab

### Configuring the General Tab

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

#### To specify your Internet connection type:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **General** tab.
3. Choose from the following options.
  - Select the **Modem (dialup connection)** radio  button if you are connected through a modem or any other dialup device.
  - Select the **Permanent (LAN, Cable Modem, etc.)** radio  button if you are connected through a LAN.
  - Check the **Launch ICQ on startup** box to launch the NetDetect Agent when you start your computer, which will automatically launch ICQ when you connect to the Internet.
  - Check the **Launch default Web browser when connection is detected** box to automatically launch your Web browser upon connection to ICQ or to the Internet.
  - Check the **Automatically activate sleep mode upon disconnection** box to put the NetDetect Agent in your desktop so that ICQ is launched upon connection to the Internet. (If you've disconnected from the Internet and closed ICQ, once you re-connect to the Internet again, this option will launch your ICQ.)
  - Click on the **Edit Launch List** button if you wish to launch other applications upon connection to the Internet.  
Click on the **Add** button to display the **NetDetect Launch Application** dialog.  
Enter the name of the application in the **Enter Application Name** field.  
Enter the executable file (\*.exe) in the **Application Executable Path** field, or click on the **Browse** button to locate the file.  
Enter the command line in the **Command Line Parameters** field.  
Enter the directory path in the **StartUp Path** field, or click on the **Browse** button that specifies the folder that contains the original item or some related files. Sometimes, folders need to use files from other locations. You may need to specify the folder where these files are located so that ICQ can locate the program.
4. Choose from the following options if you have problems communicating with other users.
  - Click the **Always use Internal IP** radio  button to use your internal IP number.
  - Click the **ICQ will determine the IP automatically** radio  button to allow ICQ to choose whether to use your real IP or internal IP to establish the best connection.
  - Click the **Always use real IP** radio  button to use your 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 - Connections Settings - Server Tab

### Configuring the Server Tab

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

#### To change the configurations of your ICQ server:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **Servers** 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 - Connections Settings - Firewall Tab

### Configuring the Firewall Tab

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

#### To define your Proxy:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **Proxies/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 - Connections Settings - User Tab

### Configuring the User Tab

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

#### To change the incoming ports:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **User** tab.
3. Choose from the following options:
  - Click the **Use server**
  - Click the **Not Using Proxy** radio button 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 \_\_ From \_\_** 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 **Apply** button to incorporate the changes.
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 - Events Settings - General Tab

### Configuring the General Tab

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

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

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **General** tab.
3. Choose from the following options.
  - Check the **Pop up response dialog on your desktop without having to double-click on the incoming event icon** box if you want a response dialog to automatically display upon receipt of the selected 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 selected on your Contact List upon receipt of the selected event from that user.
  - Check the **Automatically send messages through server if direct connection fails** box to automatically send the selected event through the ICQ server if direct connection fails.
  - Check the **Configure ICQ to play a sound upon receipt of an event** radio button to automatically be alerted by a sound upon receipt of incoming events.
  - Check the **Do not log event history** box to disable the [History of Events](#) feature that automatically saves all incoming events.

**Note:** The **Default Incoming File(s) Path:** field specifies the default location in which incoming files will be saved if you do not specify a different location. The ICQ default location is **C:/Program Files/ICQ/Received Files**.

4. Click on the **Save** button to incorporate the changes.

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## Preferences - Security & Privacy

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. Please note that 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 **Simple 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 99b, 99a Windows CE, the Macintosh versions or the Java versions of ICQ. Also note that the privacy and security issues described in this Help File may not apply to the Advanced Mode options of ICQ 2000a. You are, therefore, advised to carefully study the relevant and applicable security and privacy features before using each such different version.

### To configure your security and privacy settings:

1. Click on the **ICQ** button and select **Preferences**. Alternatively, click on the **ICQ** button and select **Security & Privacy**.
2. Select **Security & Privacy**.
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 account from an ICQ account 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.
  - 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 incorporate the changes.

See also [Status Modes](#)

\*\*\*\*\*

### IMPORTANT NOTICE

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

- Exposure to **objectionable material and/or parties**, including without limitation, contaminated files.
- Unauthorized invasion of your privacy during, or as a result of, your use or another's use of the system.
- Spoofing, eavesdropping, sniffing, spamming, breaking passwords, harassment, fraud, forgery, "imposturing", electronic trespassing, tampering, hacking, nuking, system contamination including without limitation use of viruses, worms and Trojan horses causing unauthorized, damaging or harmful access and/or retrieval of information and data on your computer and other forms of activity that may even be considered unlawful.
- Unauthorized exposure of information and material you listed or sent, on or through the ICQ system to other users, the general public or any other

specific entities for which the information and material was not intended by you.

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

Please note that in each and every Internet application, the IP address of the sender is an integral part of the TCP/IP standard protocol of the Internet, and can be found by using certain software and/or hardware.

Also please note that all plugins for ICQ and especially plugins which were not developed by ICQ Inc. and/or not downloaded by you directly from or through the ICQ Web site may be harmful and may cause extreme damage to your system. By downloading, installing, activating or using any plugin for ICQ, you may be subject to various immediate and long-term risks, including without limitation, the risks provided herein. If you do not wish to be subjected to these risks, you are strongly advised not to download or use any plugin for ICQ.

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

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## Security & 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. Please note that 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 **Simple 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 99b, 99a Windows CE, the Macintosh versions or the Java versions of ICQ. Also note that the privacy and security issues described in this Help File may not apply to the Advanced 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:

5. Click on the **ICQ** button and select **Preferences**. Alternatively, click on the **ICQ** button and select **Security & Privacy**.
6. Select **Security & Privacy**.
7. 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 account from an ICQ account on your Ignore List. You may also use this tab to choose whether to accept messages only from users on you 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.
  - 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.
8. Click on the **Save** button to incorporate the changes.

See also [Availability-Status Modes](#)

\*\*\*\*\*

### IMPORTANT NOTICE

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

- Exposure to **objectionable material and/or parties**, including without limitation, contaminated files.
- Unauthorized invasion of your privacy during, or as a result of, your use or another's use of the system.
- Spoofing, eavesdropping, sniffing, spamming, breaking passwords, harassment, fraud, forgery, "imposturing", electronic trespassing, tampering, hacking, nuking, system contamination including without limitation use of viruses, worms and Trojan horses causing unauthorized, damaging or harmful access and/or retrieval of information and data on your computer and other forms of activity that may even be considered unlawful.
- Unauthorized exposure of information and material you listed or sent, on or through the ICQ system to other users, the general public or any other specific entities for which the information and material was not intended by you.

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

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

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

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## Security & Privacy - General

### Configuring the General Tab

The General tab allows you to determine if users need your authorization to add you to their Contact Lists, select your security level and determine whether or not others can see your online/offline status on the World Wide Web.

**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 a pop-up menu of options. Alternatively, select **Preferences**, click **Security & Privacy** and choose **General** tab.

#### **Changing Your Contact List Authorization Mode**

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 online/offline status. See [Authorization Mode – Changing](#).

#### **Selecting Your Security Level**

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. For example, to change User Details. If others may have access to your computer, you can 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. See [Security Level – Selecting](#).

#### **Activating Web Aware**

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 ICQ# online or offline status. See [Web Aware - Activating](#).

2. Click **Save** to save your changes, or click **Cancel** to exit the dialog without saving your changes. You may click on the **More About ICQ Security** button to be led, via your browser, to [ICQ's online Security and Privacy Center](#).

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## Security & Privacy - Words List

### 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 ICQ Chat With A Friend 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. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options.
2. Select the **Words List** tab.
3. Click on the **Unlock (Enter Protection Password)** button to display a **Password Verification** dialog.
4. Enter your password in the **Password** field.
5. 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 on the word 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** under the heading **Objectionable words**.
5. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving 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.
  - Click on the **Web Help** button for additional information on the Words List.
2. Click on the **Save** button to save your settings, or click on the **Cancel** button to cancel your changes and exit the dialog.

#### 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. Choose from the following filter actions under the heading **Filter Action** on the Words tab.
  - 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 this 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 on the **Save** button to save your settings. Or, click on the **Cancel** button to exit the dialog without saving your changes.

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## Security & Privacy - Ignore

### Configuring the Ignore tab

The Ignore tab enables you to set ICQ to ignore messages, chat or authorization requests, and other ICQ events sent to your ICQ# from an ICQ# on your Ignore List. 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 or she is sending are not displayed to you. 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.

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

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options. Alternatively, click **Preferences** and choose **Security & Privacy**.
2. Select 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 settings, or click on the **Cancel** to exit the dialog without saving your changes.

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

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options. Alternatively, click **Preferences** and choose **Security & Privacy**.
2. Select the **Ignore** tab.
3. 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.

    1. Check the **Do Not Accept Multi-Recipient Messages** 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, select the arrow near the empty field to display the drop-down list. Choose from the following options.

      1. Select **Users not on my Contact List** to ignore Multi-Recipient Messages only from Users not on your Contact List.
      1. Select **All Users** to ignore all Multi-Recipient Messages.
    1. Check the **Do not allow direct communication with previous ICQ software versions** if you do not wish to establish Direct Connection communication events from ICQ users with earlier versions of ICQ which do not fully support the [Direct Connection](#) feature.
4. Click on the **Save** button to save your settings, or click on the **Cancel** button to exit the dialog without saving your changes.

#### 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 or 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 or she is on your Ignore List. Remember that moving a user to your Ignore List will automatically remove him or her from your Contact List.

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

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options.
2. Select the **Ignore** tab.

**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** on the **Ignore** tab.

3. Click on the **Add to Ignore List** button to display a Search for users to add to your Ignore List dialog.
4. Choose one of the tabs—Email, Details, ICQ# or Interests. Enter the corresponding details about the user whose events you want to ignore, and click on the Search button.
5. Double-click the user to be added to the Ignore List. Events from this ICQ# will be ignored.  
Alternatively, you may search in the ICQ Global Directory for the user that you wish to place on your Ignore List.  
You may click on the **Import** button to add a user or a group of users to your Ignore List from another file on your computer.  
You may click on the **Export** button to save your Ignore List in a separate file.
6. Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

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

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options.
2. Select the **Ignore** tab.
3. Select the user on the **Ignore List** and click the **Remove From Ignore List** button.
4. 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 & Privacy - Password

### Configuring the Password Tab

This tab enables you to change your password.

#### To change your password:

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options.
2. Choose 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 the changes or click on the Cancel button to exit the dialog without saving the 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 & 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 communication 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 see your online/offline/away status. 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**.
2. Select the **General** tab.
3. Choose from the following options under the heading Change Contact List Authorization:
  - Select the **All users may add me to their Contact List 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/offline status, without requiring your permission.
  - Select the **My authorization is required before users 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. Therefore, 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](#).

**Note:** A user can send you a message, even if he or 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 or she will not, however, know if you are online or offline unless you activated your [Web Aware](#) option.

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## Web Aware - Activating

### Activating the Web Aware feature

The Web Aware security feature allows you to determine whether to enable others to view 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 the World Wide Web.

#### To activate the Web Aware feature:

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options.
2. Select the **General** tab.
3. To allow others to see your online/offline status on the Web, check the **Allow other users to view my online/offline status from the Web** box under the heading **Web Aware**.
4. Click on the **Save** button to save your settings, or click on the **Cancel** button to exit the dialog without saving your changes.

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## Security Level - Selecting

### Selecting Your ICQ Security Level

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 activities (i.e. when changing your User Details). If others may have access to your computer, you can 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 a pop-up menu of options.
2. Select the **General** tab.
3. Choose from the following options under the heading **Security Level**.
  - Select the **Low** radio button 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, your password and other 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. You will also be required to enter your password, to change your User Details, your password and other ICQ activities. Your Contact List cannot be accessed until the valid password is given.
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: 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

You may send instant messages to other ICQ users.

### 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 from the pop-up menu and select **Message**. Alternatively, double-click on the user's name to open the message dialog.
2. You may choose from the following options.

- Click on the **Sound**  button to allow the sound of typing when you write a message. Click on the button again to dismantle the sound.
- 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 **Clock**  button to view the time at which the each message was sent or received.
- 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.

3. Type your message into 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 of ICQ) 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 an e-mail.

4. Click on the **Send** button to send the message. If you are online, 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 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, away or offline status. If you are online or away 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.

Incoming messages will automatically open up on your desktop and will appear in the upper box of the dialog.

You may choose to respond to the sender by typing a message in the **Enter Message** field and then clicking on the **Send** button. The dialog will remain open. Or, you may close the dialog by clicking on the **Cancel** button.

### To receive an incoming message:

You may choose from the following options:

- Click on the **Sound**  button to allow the sound of typing when you write a message. Click on the button again to dismantle the sound.
- 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 **Clock**  button to view the time at which the each message was sent or received.
- Click on the **User Details** button to display the sender's details.

If you receive a message from a user not on your Contact List, you have two options.

- Click on the **Ignore User** 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.

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## Chat With a Friend - Opening

### To request a Chat With A Friend:

1. In the ICQ Window, click on your **Status**  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 random chat, and a user sends you a Random Chat request, the user's ICQ# or name will appear in 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 his or her 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 - Responding

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 in your Contact List.

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**.

### To respond to a Chat Request:

1. Double-click on the flashing **Chat** 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** from the pop-up menu. The **Incoming Chat Request** dialog is displayed.
2. Choose from the following options:
  - 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** from the pop-up menu. The user is added 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 - Making Yourself Unavailable

### Making Yourself Unavailable for Chat With A Friend

You may make yourself unavailable for chatting with a friend.

**To make yourself unavailable to chat with a friend:**

1. Click on the **Chat With A Friend** button at the bottom of your Contact List. The **Chat With A Friend** dialog will open on your desktop.
2. Click on the **Details** tab of the dialog.
3. Uncheck the **I want to be available to chat with a friend** box.
4. Click on the **Close** button to close the dialog box.

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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 mode 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, your window in which he or 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](#) tab 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 with 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 or she had 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](#).

The three buttons, described below, are displayed in your chat partner's name bar, just above his or her chat window 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 or 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, by inserting an emotion graphic into your chat. You may add text to accompany your emotion graphic. There are nine different graphics to choose from and each graphic is accompanied by its own unique Chat Emotion sound.

### 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. The emotion graphic and your message will be displayed in the chat dialog.
4. 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.”
4. 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. The **Edit Actions Presets** dialog is displayed.
2. Click on the arrow next to the **Preset Label** text field to view the drop-down list of Preset Messages; select the message that you want to edit.
3. Enter a new description in the **Preset 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 **Save**.
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.
8. Click on the **Cancel** button to minimize your **Actions 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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## File Request – 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 decide whether you wish to accept and receive the file or not. 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.

In Simple Mode you may only receive files. If you wish to send files you will need to switch to the Advanced Mode. See [Working Mode](#).

**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 **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**. An **Incoming File Request** dialog is displayed. 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 also may 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 save the files 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 now 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 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.

**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**.
2. Double-click on the folder that you wish to open.

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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](#).

In Simple Mode you may only receive URLs. If you wish to send URLs you will need to switch to the Advanced Mode. See [Working Mode](#).

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

#### 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 book marked 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 manually add it to your bookmarks. If you do have MS Internet Explorer™ or Netscape, the incoming URL will also be added under Program Files\icq\Bookmark\Bookmarks.html

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

Click on the **System Notice** button in your ICQ Window and select **Incoming Bookmarks**.

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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.

In Simple Mode you may only receive Contacts from other users. If you wish to send Contacts, you will need to switch to Advanced Mode. See [Working Mode](#).

### 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**. An **Incoming Contacts** dialog is displayed.
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 Details** 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.
  - Click on the **Close** button to exit the dialog without adding the contact to your list.

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## Plugins – Receiving

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 some *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.

ICQ Plugins are incorporated into the Advanced Mode only. In Simple Mode you may only *receive* some of the ICQ plugins. If you wish to send plugins or configure them in your Owner Preferences, you will need to switch to Advanced Mode. See [Working Mode](#).

See [Unknown Plugin—Receiving](#), [Greeting Card Plugin—Receiving](#), [Voice Message Plugin—Receiving](#), [IrCQ-Net Invitation Plugin—Receiving](#), [ICQ ActiveList Invitation Plugin—Receiving](#), and [Phone Request—Receiving](#).

**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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## Internet Externals - Receiving a Request

### Receiving and Responding to an External Application Request

Launching an external application begins with an Internet Telephony/Game/Video/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.

In Simple Mode you may only receive Internet externals. If you wish to send externals or configure them in your Owner Preferences, you will need to switch to the Advanced Mode. See [Working Mode](#).

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

#### 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.
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.

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## ICQmail - Introduction

ICQ offers you a free email account. All you have to do is sign up and you will be able to send and receive messages through the ICQ program. See [ICQmail – Signing Up](#). You may access your e-mail account from the ICQ 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 configure your email.

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## ICQmail - Signing Up

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

### To sign up for an ICQ e-mail account:

1. Click on the **ICQ** button and select **ICQmail**. You will be led to the ICQmail signup page.
2. Choose **Sign Up**.
3. Follow the step-by-step instructions. Once you have completed the registration process, you will receive a welcome email to your ICQmail. If you are online, a flashing **ICQmail**  icon will appear on your Contact List.
4. Double-click the flashing **ICQmail**  icon. An **Incoming ICQmail** dialog appears.
5. Choose from the following options.
  - Click on the **Read This Mail** button to read a welcome letter from the ICQ support, introducing you to the ICQmail.
  - Click on the **ICQmail Web Help** button to view the tutorials on the Web.
  - Click on the **Close** button to close the dialog.

You will now be able to access your email 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 email account(s) directly from the Web site at <http://www.icq.com/icqmail> or from the ICQ 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 who are on your Contact List upon incoming mail.

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

1. Click on the **ICQ** button and select **ICQmail**. You will be led to the ICQmail Web site.
2. Choose **Read Mail (inbox)**.
3. Choose the account that you want to check (you may have more than one account). You are led to the ICQmail Web site.
4. If you choose to access the account directly from the Web site (<http://www.icq.com/icqmail>), enter your e-mail address and password in the appropriate fields and then click on the **Login** button.
5. 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 **Send** 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.
6. Select the subject that you wish to read.
7. 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 from an ICQ user on your Contact List:

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 **Read This Mail** button to open the e-mail.
  - Click on the **ICQmail Web Help** button to view the tutorials on the Web.
  - Click on the **Close** button to close the dialog.

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## ICQmail - Sending an E-mail

### To send an e-mail:

1. Click on the **ICQ** button and select **ICQmail**. You will be led to the ICQmail Web site.
2. Choose **Write mail**.
3. Select the mail account from which you want to send the e-mail. You will be led to your account on the Web site.
4. Fill in the information in the appropriate fields.
5. Type in the e-mail in the blank field.
6. 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.
7. 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 - Preferences

This option allows you to configure your e-mail preferences.

### To access your ICQmail Preferences:

1. Click on the **ICQ** button and select **ICQmail** to be led to the ICQmail Web site.
2. Enter your e-mail account and password.
3. Select **Email Preferences**.
4. You have the following options.
  - Click on **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.

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## ICQ Interests - Introduction

ICQ Interests 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 ICQ Interests sponsors and content partners. Or participate by building your own ICQ community.

The ICQ Interests option, located in the ICQ button, 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 ICQ Interests option 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.

ICQ Interests helps you get connected to ICQ's most popular virtual communities.

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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. Click on the **System Notice** button in the ICQ Window to display the pop-up menu of options; select **History & OutBox**. Or, double-click on the **System Notice** button.
2. A **History Of Events: The ICQ Server** dialog is displayed. Choose from the following tabs.
  - Choose the **System** tab to display a list of events received from the ICQ server. Double-click on an event to display all its details.
  - 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. You may 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.
4. Right-click on a **System message** for options regarding the selected message.

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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 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.

### 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. Or, click on the **System Notice** button in the ICQ Window and choose **Receive** from the pop-up menu.

You may receive the following types of System Messages:

- **Authorize User** requests your permission to add your name 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 or 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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## About Help

### Using ICQ's Help

ICQ provides you with help tools to manage the 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. Access the Help Cards option from the Help Card button on your Contact List.
- **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 you to some of ICQ's Web services.
- **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 information on the ICQ version and build number that you are using.
- **Reactivate Dialogs** gives you the option to reactivate help and other dialogs to appear automatically, if you have disabled them.

#### To access ICQ's Help:

Click on the **ICQ** button and select **Help**.

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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. See [Help Cards—Displaying and Selecting](#). They also include links to the ICQ Help File for further explanation.

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## Help Cards - Displaying and Selecting

### To display ICQ Help Cards:

1. Click on the **ICQ** button and select **Help**. The Help Card Main Menu dialog opens on your desktop.
2. Select **Help Cards** and choose from the topics displayed.
3. A Help Card dialog will open on your desktop explaining briefly the task you wish to perform.
4. Choose one of the following options:
  - Click on **Next** to display the next Help Card topic.
  - Click on **Back** to display the previous Help Card topic.
  - Click on **Topics** to return to the Help Card Main Menu.

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## Shutting Down ICQ

### To close your ICQ Program:

Click on the **X** button on the top right corner of your ICQ Window. ICQ will automatically disconnect.

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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, [ICQ iT!](http://www.icqit.com) (http://www.icqit.com) 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 search results! ICQ 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 provides a bridge to ICQ's Web site, and to the many ICQ communities. Tools for Webmasters and site builders are also readily available.

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

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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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