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 ICQ features to work.   However, as you get to know ICQ, you will find that customizing can enhance 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 four 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.

This Help File including Help Cards is provided as a convenience only (See Welcome to ICQ Version 2000a) and is subject to the provisions of the ICQ Terms of Service.

Contact List Settings Configuring

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 by** box to receive an online global alert when a user comes online. Then check the **Blink** box to receive a flashing user name alert and/or the **Sound** box to receive a sound alert.
   - 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 Find Random Chat Partner 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.

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** ¤ 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** ¤ 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.

Connections Settings - Server Tab

Configuring the Server Tab

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

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

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

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

Connections Settings - Firewall Tab

Configuring the Firewall Tab

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

To define your Proxy:

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

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

Connections Settings - User Tab

Configuring the User Tab

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

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

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

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

   Enter the TCP listen ports in the **From __ 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 **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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

Security and Privacy - Introduction

ICQ offers various Security and Privacy features, including options that were designed to assist you in taking part in determining the level of privacy with which you feel most comfortable. 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 to display a pop-up menu of options.
2. Select **Security & Privacy**. Alternatively, select **Preferences** and choose **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 Ignore WWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous (less secure) 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 Random Chat feature.

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

See also Availability-Status Modes

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IMPORTANT NOTICE

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

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

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

- Spoofing, eavesdropping, sniffing, spamming, breaking passwords, harassment, fraud, forgery, "imposturing", electronic trespassing, tampering, hacking, nuking, system contamination including without limitation use of viruses, worms and Trojan horses causing unauthorized, damaging or harmful access and/or retrieval of information and data on your computer and other forms of activity that may even be considered unlawful.

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

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

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

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

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

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Security and Privacy - General Tab

Configuring the General Tab

The General tab allows you to determine if users need your authorization to add you to their Contact Lists, 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 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. 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 and Privacy - Ignore Tab

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 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.

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 **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.

    l 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.

    • Select **Not On My Contact List** to ignore Multi-Recipient Messages only from Users not on your Contact List.

    • Select **All Users** to ignore all Multi-Recipient Messages.

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

4. Click on the **Save** button to save your settings, or click **Cancel** 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 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 and Privacy - Words List Tab

Configuring the Words List Tab

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

3. Click **Save** when you complete your configuration of the **Word List** tab to save your settings. Or, click **Cancel** to exit the dialog without saving your changes.

Security and Privacy - Password Tab

Configuring the Password Tab

This tab enables you to change your ICQ 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 you New Password** field.
4. Retype your password in the **Retype New Password** field.
5. Click on the **Save** button.

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

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

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

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Security and Privacy - Direct Connection Tab

Configuring IP Settings

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

To configure your Direct Connection settings:

1. Click on the **ICQ** button and select **Security & Privacy** to display the Security dialog.
2. Select the **Direct Connection** tab.
3. Choose from the following settings.
   - Click the **Allow Direct Connection with any user** radio ¤ button to allow peer to peer 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

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 will be displayed.

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

    *   Select the **All users may add me to their Contact Lists and see my online/offline status** radio ¤ button to enable any user to add you to his or her Contact List, and therefore see your online/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.

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 **Cancel** to exit the dialog without saving your changes.

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: Remembering your password is very important especially when ICQ is set to medium or high security level. Please make sure to remember your password! ICQ may not be fully operable or operable at all without a password. If you forget your password, you may try the password retrieval service available 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.

This Help File including Help Cards is provided as a convenience only (See Welcome to ICQ Version 2000a) and is subject to the provisions of the ICQ Terms of Service.