

Welcome to ICQ Version 2000b

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

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

ICQ 2000b beta has a ton of new features and enhancements! You can now communicate with friends, including non-ICQ users directly from your ICQ program! Send your friends a wireless pager message or speak with them via the ICQphone. The ICQphone incorporates IP telephony functions into the ICQ program. In ICQ 2000b you can initiate PC-to PC calls and PC-to-Phone calls. Also, send your friends SMS (Short Messaging Service) messages to their cellular phones.

Open the new ICQ Channels for the latest details from the world of sports, news, music, business, travel and more. ICQ also provides you with new and exciting services to make your life a bit easier. Set your ICQ to automatically search your email address books for new contacts to add to your Contact List. In addition, use the Request for Authorization Follow Up Service to preset ICQ to send those friends who have not responded to your authorization request follow up requests.

Enjoy the advantages of ICQ from within your Email program! Send ICQ events such as messages, chat requests, files and more from your email program with the new ICQ-Email integration!

Click [here](#) for additional information about the new features on ICQ 2000b Beta version!

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 Help Cards relates to ICQ 2000b Beta version software and refers to the Advanced mode options. If you are a first time user of ICQ and want to learn the basic ICQ functions, you may want to refer to the [Simple mode](#) options. ICQ Inc. 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 2000b 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, the ICQ software and/or the [ICQ Terms of Service](#) documents. See the [ICQ Web site](#) for latest updates to the Help File.

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IMPORTANT NOTICE

Please note that the ICQ service is not for use by children under 13 years of age. If it comes to ICQ's attention through reliable means that a registered user is a child under 13 years of age, ICQ will cancel that user's account.

Also please note that the ICQ service and software, as with most Internet applications, is vulnerable to various security issues and hence should be considered unsecured. By using the ICQ service and 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 service and software. Furthermore, please do not use the ICQ service and 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>. Always check for the latest terms of service 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

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Important Notice: Third Parties' Services

The ICQ software, network, system, Web site and servers, various directories and listings, various message and news boards, tools, information and databases, or any part thereof ("ICQ Services and Information") contain 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 by ICQ Inc. 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 Services and Information and/or to introduce different features, access or links to different users. In addition, ICQ Inc. does not endorse any service or product that may be offered by any third party that is advertising through the ICQ Services and Information.

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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 others to recognize or locate you and communicate with you on ICQ. Providing any information about yourself on the ICQ service is voluntary. Information that you do provide is visible to and may be obtained and kept by other people. However, the more information you provide about yourself the easier it is for your friends to locate you and communicate with 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.

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

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

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New Features

ICQ 2000b beta version is packed with lots of great new features. There have also been changes and enhancements made to some previous features of the program.

- **ICQphone:** This feature incorporates IP telephony functions within the ICQ client program. Use ICQ 2000b to initiate and participate in PC-to-PC calls and PC-to-Phone calls.
- **ICQSMS:** This feature integrates the SMS (Short Messaging Service) technology with the ICQ program. ICQ users can now send SMS messages to any cellular phone with SMS capability and receive reply SMS messages from these cellular users to their ICQ program.
- **Wireless Pager Messages:** This feature enables you to send messages to wireless pagers from the ICQ program.
- **ICQ Channels:** This feature brings you all the latest details from the world of sports, news, music, business, travel and more. Just click the Channels button to view the channel that interests you and instant up-to-date information is presented for that topic.
- **Non ICQ Contacts:** ICQ users are now able to add people to their Contact List who are not necessarily ICQ users, for the purpose of sending Pager and SMS messages and communicating via ICQphone. The contact name will appear under the "Non ICQ Contacts" separator on the Contact List.
- **Request for Authorization Follow Up Service:** With ICQ 2000b you now have the possibility to follow up on authorization requests that you sent to other users whom you want to add to your Contact List. You can now set ICQ to re-send authorization requests and to send such users an email, requesting for their authorization.
- **ICQ Homepages Notification:** The ICQ Homepages services provides you with lots of space to store your files, the ability to put photos on your pages easily, and simple tools to create and design your Web pages. With the ICQ Homepages Notification, you can receive a notification whenever anyone enters your site, a notification that someone has signed your guest book, as well as the number of times your page was viewed. You can also invite users on your Contact List to visit your page and notify them of any news.
- **ICQ Integration for Outlook®:** This feature enables ICQ users to send attachments, forward and reply with ICQ Messages and Chat directly from their Microsoft® Outlook® 2000 program.
- **User Details and Alert/Accept Modes:** There is a new design for User Details and Alert/Accept Modes, a new menu on the left side of the dialog replaces the design tabs in previous ICQ versions. An additional **Contact** option highlights the concise information for the user in the User Details dialog.
- **ICQ Email Address Import (Address Book):** This feature has been improved to allow for a quicker search for your ICQ pals in email address book/s on your computer. Instead of displaying a complete list of all the contacts on your computer, you can choose to conduct the search only for contacts that were added to your address book/s since you last checked. You can also choose in which of the available address book/s on your computer you would like to conduct the search.
- **Email Integration:** In the Message dialog you now have the option to send your message by email.
- **ICQ Offline Reminder:** With the ICQ Offline Reminder you can be notified when a user on your Contact List is offline for a designated amount of time and send this user an email reminding him/her to log back on to ICQ and communicate with you.

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User's Guide

The only official and original ICQ User's Guide, contains in depth explanations and dozens of pictures!

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

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

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ICQ Window

Introducing the ICQ Window

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

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

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

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

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

Channels button: ICQ Channels are the best way to get your music, movies, sports, games, tech and world news, while meeting ICQ friends who share your interests. Clicking on one of the Channels buttons will launch a dialog displaying the content and links to the different Web pages associated with that topic.

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

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

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

How to Start button: Leads you to the tutorials on the Web that will provide you with step-by-step instructions on how to use ICQ.

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

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

System Notice button: Displays the History of Events you exchanged with the ICQ server as well as your OutBox of ICQ events, your incoming files and URLs. You can also change to Simple Mode from the System Notice button.

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

Services button: Allows you to download and customize your [ICQ Web Front](#); leads to your Personal Communication Center; and accesses a range of other services including sending e-mail and adjusting your telephone settings. This button also enables access to the [ICQ White Pages](#), the [ICQ ActiveList](#), [Phone- "Follow Me"](#), [ICQphone](#) and [SMS](#) features. In addition, leads you to the Web if you want to revert your ICQ program to another language, subscribe to the ICQ newsletter and to the ICQ Free Info to get free information by email on the subject of your choice.

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

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

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

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

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

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NetDetect Agent - Introduction

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

 icon, indicating that you are online.

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

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

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

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NetDetect Agent - Configuring the Internet Browser Launch Settings

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

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

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

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NetDetect Agent - Configuring the Desktop Tray

To configure the NetDetect Agent from the desktop tray:

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

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Announcements - Viewing ICQ Announcements

The ICQ Announcements dialog appears when ICQ is launched and may be accessed through the Help option available from the ICQ button. This feature provides messages from the ICQ server and provides you with links to some of ICQ's Web services. The dialog disappears after 60 seconds, unless you click on the title bar at the top of the dialog.

To view the current Announcement from the Help menu:

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

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Working Mode (Simple or Advanced)

Selecting a Working Mode

ICQ offers you two modes in which you may use the program—Simple Mode and Advanced Mode. In Simple Mode, you may use the basic program features such as sending and receiving messages, renaming and deleting users from your Contact List. In Advanced Mode, you may use all of the ICQ features.

To select your working mode:

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

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Availability-Status Modes - Selecting

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

An icon in the ICQ Window and in your desktop tray shows your status.

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

To select your Availability-Status mode:

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

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Availability-Status Modes - Options

Available/Connect

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

Away

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

N/A (Extended Away)

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

Occupied (Urgent Msgs)

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

DND (Do Not Disturb)

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

Free For Chat

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

Privacy (Invisible)

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

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

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

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

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

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



Offline/Disconnect

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

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

click on the **ICQ** button and select **Shut Down**.

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

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Answering Service - Customizing

Configuring your Status Settings

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

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

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

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Searching for Users - Introduction

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

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

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

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

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

See [Searching for Users Using the ICQ Email Address Import](#)

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Add/Invite Users button

Searching for Users Using the Add/Invite Users Button

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

You also have the option to add [Non ICQ Contacts](#) to your Contact List. Non ICQ Contacts are not necessarily ICQ users, whose details you enter for the purpose of sending [pager messages](#), exchanging [SMS messages](#) and communicating via [ICQphone](#). Please note that not all of the ICQ options and functions that are available to users on your Contact List apply to Non ICQ Contacts (e.g. security and privacy features). Therefore, it is recommended to add a friend as a Non ICQ Contact only if you cannot add him/her as a regular ICQ Contact.

To access the Find/Add/Invite Users functions:

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

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Adding Non ICQ Contacts to your Contact List

You have the option to add Non ICQ Contacts to your Contact List. Non ICQ Contacts are not necessarily ICQ users, and whose details you enter for the purpose of sending [pager messages](#), exchanging [SMS messages](#) and communicating via [ICQphone](#). Please note that not all of the ICQ options and functions that are available to users on your Contact List, apply to Non ICQ Contacts (e.g. security and privacy features). Therefore, it is recommended to add a friend as a Non ICQ Contact only if you cannot add him/her as a regular ICQ Contact.

Once you've added Non ICQ Contacts to your Contact List, they will appear under the "Non ICQ Contacts" separator.

In addition to sending the Non ICQ Contacts pagers, SMS, and ICQphone events you may view the communication history between you and the contact, rename or delete the contact and change the user details for this contact.

For more information on a Non ICQ Contact user details, see [User Details/Address Book – Viewing](#).

To add a Non ICQ Contact to your Contact List:

1. Click on the **ICQ** button, select **Add/Invite Users** and then choose **Add a Non ICQ Contact**. The **Add a Non ICQ Contact** dialog opens.

If you receive a ICQphone call or pager message from a user who is not on your Contact List, you have the option to add that person to your List, either as an ICQ user or as a Non ICQ Contact. In the Incoming Message dialog, click on the **Add to Contact List** button. For more information go to the relevant sections.

2. Enter any details that you choose. If you choose not to enter a name, the new Contact will appear under the "Non ICQ Contacts" separator on your Contact List as Unknown.
3. Click on the Non ICQ Contact. A menu will appear with the following options.
 - Choose **SMS Message** to send the contact an [SMS](#) message.
 - Choose **Email** to open up a menu providing you email related options. See the [Email](#) section.
 - Choose **Wireless Pager Message** to send the contact a [wireless pager](#).
 - Choose **ICQphone** to initiate or receive an [ICQphone](#) invitation.
 - Choose **User Details/Address Book** and enter the relevant information of your Non ICQ Contact. Unlike the user details available to ICQ users, Non ICQ Contacts are provided only with the Contacts, Main and Phone Book options. See [User Details – Updating](#).
 - Choose **History** to view the message history between you and the Non ICQ Contact.
 - Choose **Rename** to give the Non ICQ Contact a new name on your Contact List.
 - Choose **Delete** to delete the Non ICQ Contact from your Contact List.
 - Choose **"Floating" On** so the name appears to be floating wherever you place it on your desktop.
 - Choose **Invite A Friend** to invite the Non ICQ Contact to join ICQ, search your email address books or search the ICQ directories for friends. See the [Invitation to Join ICQ](#) section.

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White Pages

Searching for Users Using the ICQ White Pages

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

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

To search for a user in the ICQ White Pages:

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

- Click on the **Clear Search** button to clear your current search.
 - Click on the **View My Details** button to see your User Details. This is how others should see you and the criteria by which they will search for you.
5. Once the search is completed and a list of users is displayed, right-click on a user's name to display a pop-up menu. If the user already appears on your Contact List, the first two options will be disabled. You may choose from the following options.

Note: Some of the options may not be accessible if you have not downloaded the [ICQ Message Archive](#).

- Select **Add to Contact List** to add the user to your Contact List. Alternatively, double-click on the user's name to add him or her to your Contact List. If authorization is not required by the user for you to add him/her to your list, his/her name will be added immediately to your Contact List. If authorization is required, the user will be added only after your authorization request is approved by him/her. Follow the instructions below.
- 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.

To send an authorization request:

1. In the **Add User to Contact List** dialog, type a reason for your authorization request in the **Enter Request Reason** field. You have the following additional option.
 - Check the **Activate ICQ Follow Up** service box to set ICQ to automatically re-send the authorization request twice more at three day intervals. For more information on this service, refer to the [Request for Authorization Follow Up](#) section.
2. Click on the **Request** button.

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LDAP Search

Searching for E-mail Addresses Using the LDAP Search

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

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

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

If the search is successful, choose from the following options.

- Select **Add To Contact List** to add the person to your Contact List, or to invite the person to join ICQ. If authorization is not required by the user for you to add him/her to your list, his/her name will be added immediately to your Contact List. If authorization is required, the user will be added only after your authorization request is approved by him/her. Follow the instructions below.
- Select **Send Email** to send the person an [e-mail](#) message.
- Select **Get More Info** to view more [information](#) about the selected user.

To send an authorization request:

1. In the **Add User to Contact List** dialog, type a reason for your authorization request in the **Enter Request Reason** field. You have the following additional option.
 - Check the **Activate ICQ Follow Up** service box to set ICQ to automatically re-send the authorization request twice more at three day intervals. For more information on this service, refer to the [Request for Authorization Follow Up](#) section.
2. Click on the **Request** button.

To add an Internet search engine to your LDAP Search:

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

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

You may delete directory entries that you have added, but you may not delete the default directory entries. Select a directory entry

in the **LDAP Search** dialog and click on the **Delete** button to delete the entry.

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ICQ Global Directory

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

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

To search for 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.
 - d.
 - 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.
 - Click on the **Classic Mode** button to search using the [ICQ Global Directory Search Engine](#).
 - Click on the **White Pages** button to search using the [ICQ White Pages](#).
 3. Click on the **Next** button. ICQ searches the Network. If your search is unsuccessful, you will receive a No User Was Found dialog. Click **OK**. Then, click on the **New Search** button to begin your search again after you enter new information or change search engines. If no searches were found, click on the **New Search** button and try entering more details. You have the following options.
 - Click on the **Invite a Friend** button to send your friend an [invitation to join ICQ](#).
 - Click on the **Search for Your Friend's Email in Other Directories** button to open the [LDAP Search](#).
- If your search is successful, you get a list of users meeting your criteria. Follow 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, then click **Next**. If authorization is not required by the user for you to add him/her to your list, his/her name will be added immediately to your Contact List. If authorization is required, the user will be added only after your authorization request is approved by him/her. Follow the instructions below.

To send an authorization request:

1. In the **Add User to Contact List** dialog, type a reason for your authorization request in the **Enter Request Reason** field. You have the following additional option.
 - Check the **Activate ICQ Follow Up** service box to set ICQ to automatically re-send the authorization twice more at three day intervals. For more information on this service, refer to the [Request for Authorization Follow Up](#) section.
2. Click on the **Request** button.

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Request for Authorization Follow Up Service

ICQ provides you with the Authorization Follow Up service which is meant to help you follow up on authorization requests that you sent to your ICQ friends to add them to your Contact List.

When you first send a request to add a user to your Contact List, the Request Authorization Follow Up service is checked by default. That means that the request will automatically be sent to the user twice more, every three days. After that period an Authorization Status dialog will pop-up on your screen giving you the options to activate the service to re-send an authorization request every three days for a 9-day period (3 times), send an e-mail reminder to the user or terminate the service altogether.

You also have the option to view the status of the service and see how many authorization requests you sent to the user. No longer will you be left with a neglected authorization request.

Note: Once you activate the authorization request service, it will be sent three times every three days, depending on whether you are online. Your entries to ICQ will be counted and the request will be sent after you enter ICQ three times (no more than one entry per day will be counted). In addition, each time you reactivate the service, the counter will begin at nr. 1.

To view and configure authorization request follow up settings:

1. Click on a user name under the **Awaiting Authorization** heading.
2. Select **Authorization status**.
3. Select a user. You have the following options.
 - Check the **Re-Activate** box to reactivate the follow up service. An authorization request will be sent to the user three times, over a nine-day period, every three days.
 - Check the **Stop Service** button to terminate the service.
 - Check the **Send Email** button to send an email reminder to the user. You may add a personalized message to the preset letter.

Click on the **View Authorization Request Email** button to view the email message before sending.

Note: The authorization request email will be sent to the default of other listed Email address of the selected users.

4. Click on the **OK** button to execute your choices or click on the **Cancel** button to exit the dialog without sending a Request for Authorization Follow Up.

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Contact List - Introduction

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

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

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

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

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

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

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Contact List - Renaming a User

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

To rename a user on your Contact List:

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

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

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Contact List - Deleting a User

You may delete users from your Contact List.

To delete a user from your Contact List:

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

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

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

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Contact List – “Floating” a User

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

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

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

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

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

To remove a “Floating” user:

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

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

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Contact List - Finding a User

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

To find users on your Contact List:

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

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Contact List - Organizing Users Alphabetically or by Availability Status

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

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

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

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Contact List Groups - Introduction

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

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

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

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Contact List Groups - Viewing Your Contact List Divided into Groups

To view your Contact List divided into groups:

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

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Contact List Groups - Opening and Closing Groups

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

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

The General group is used in the examples below.



An arrow pointed inward indicates that the group is closed.



An arrow pointed downward indicates that the group is open.

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



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

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

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Contact List Groups - Changing the Default Groups

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

To create a new group:

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

To delete a group on your Contact List:

1. Make sure that your Contact List is divided into groups—see [Viewing Your Contact List Divided into Groups](#).
2. Click on the group that you would like to delete to display the pop-up menu of options.
3. Select Delete Group to display the Confirm Delete Group dialog. Choose from the following options.
 - Select the **Delete Group Only & Move The Users To:** radio button to delete the group name only, and move the users in the group to another group. Click on the arrow to display the pull-down menu of groups and select a group where you wish to move the deleted group's users.
 - Select the **Delete Group and All Users** radio button to delete the selected group and all of the users in that group.
4. Click on the **Yes** button to delete the selected group, or click on the **No** button to exit the dialog without deleting the group. You also have the option to rename the default groups or to rename a group that you have created.

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

To rename a group:

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

Note: You may rename any group but the Non ICQ Contacts group.

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

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

To add a new user to a group:

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

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Contact List Groups - Moving Users to Other Groups

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

Note: You may not move Non ICQ Contacts to another group.

To move a user from one group to another group:

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

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

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User Menu - Introduction

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

Note: [Non ICQ Contacts](#) are different from ICQ Contacts. Not all of the ICQ options and functions that are available to users on your Contact List apply to Non ICQ Contacts.

The following options may be accessed from the User Menu.

- **Message:** allows you to send messages to the user. Can also be accessed by double-clicking on the user name.
- **File:** allows you to transfer files. You may also send files by dragging and dropping a file onto the name of a user on your Contact List. Note that sending or accepting this event will enable the recipient to view your IP address.
- **Email:** allows you to check your email account, configure preferences and send E-mails.
- **Web Page Address (URL):** allows you to send URLs. You may also send URLs by dragging and dropping a URL onto a name of a user on your Contact List.
- **ICQ Chat:** allows you to initiate a chat with another user. Note that sending or accepting this event will enable the recipient and any other user who joins the chat session, to view your IP address.
- **ICQphone:** allows you to initiate and receive PC-to-PC, PC-to-Phone and Phone-to-PC calls to and from users. Note that sending or accepting PC-to-PC call requests, will enable the other party to view your IP address.
- **SMS Message:** allows you to send an SMS message to cell phones.
- The **Send** heading opens up the following options:
 - **Contacts:** allows you to forward contacts from your Contact List to another user.
 - **Greeting Card** allows you to send a greeting card to a friend for their birthday or any other special event via ICQ.
 - **Wireless Pager Message:** allows you to send a wireless pager message.
- The **Invite** heading opens up the following option:
 - **Other IP Phones/Voice Chat:** allows you to initiate, join and use certain external applications that you have been installed on your computer with another user, such as voice chat applications. Note that sending or accepting IP Phones/Voice Chat requests will enable the other party and others who join the IP Phones/Voice Chat session to view your IP address.
 - **Games:** allows you to initiate or join game playing with other users. Note that sending or accepting a game request will enable the other party and mat also enable others who join the game session to view your IP address.
- The **Other Services** heading opens up the following options:
 - **Phone Book:** allows you to send a phone request and coordinate the time you would like to conduct the phone call. In addition, you can enter the phone number(s) where you can be reached.
 - **More:** leads you to the download page on the Web where you can download the ActiveList Invitation, IrCQ-Net and Voice Message plugins.
- The **User Options** menu offers you the following options.
 - **History:** allows you to view the message history between you and the user.
 - **User Details/Address Book:** allows you to view the user's details, such as name, occupation, age, etc. depending on the information that the user has entered.
 - **ICQ Homepage:** allows you to send the user an invitation to view your ICQ Homepage (if you have one) and send the user news.
 - **Rename:** allows you to rename the user.
 - **Delete:** allows you to delete the user from your Contact List.
 - **Alert/Accept Mode:** allows you to determine the user's alert/accept modes.
 - **"Floating" On:** allows you to create a "floating" user on your desktop.
 - **To Simple Mode:** allows you to change your working mode.

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User Menu - Displaying

To display the User Menu:

Click on the user name on your Contact List with whom you wish to exercise the User Menu options to display the User Menu.

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

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User ToolTips - Introduction

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

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

The Tool-Tips dialog includes an **Enter Phone #** option, which links you to the Phone Book tab of the User Details.

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

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User ToolTips - Removing

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

To remove the User Tool-Tips:

1. Click on the **ICQ** button and select **Preferences**. The **Owner Prefs For [User Name]** dialog is displayed.
2. Click on the **Contact List** icon.
3. Click on the **Design** tab.
4. Uncheck the **Show user ToolTip** box.
5. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Shortcut Bar - Displaying

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

To display the ICQ Quick shortcut bar:

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

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Shortcut Bar - Customizing

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

To customize your shortcut bar:

1. Click on the **ICQ Quick** button at the top of your shortcut bar. Alternatively, click on the **My ICQ** button, select **Shortcut Bar (ICQ Quick)** and choose **Edit**.
The box on the left of the dialog displays all the shortcuts that are available to you. The box on the right side of the dialog displays the icons that your ICQ Quick shortcut bar currently consists of.
2. You have the following options.
 - Highlight the icon that you wish to add to your list and click on the **Add** button to add them to your shortcut bar.
 - Click on the **Add External File** button if you wish to add a shortcut icon from another application from the appropriate drive. You may also import shortcuts unto your shortcut bar by simply dragging and dropping them into your shortcut bar.
 - Highlight the shortcut that you wish to remove from the box on the right side of the dialog and click on the **Remove** button.
 - Select the shortcut and click on the **Up** button if you wish to move the icon up on the list.
 - Select the shortcut and click on the **Down** button if you wish to move the icon down on the list.
 - Click on the **Restore ICQ Defaults** button if you wish to have only the default shortcuts on your shortcut bar.
3. Click on the **Apply** button for the changes to take effect or click on the **Cancel** button to exit the dialog without saving your changes.

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Invitation to Join ICQ - Sending

Sending an ICQ Invitation Using the Invitation option

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

To access the Invitation option:

1. Click on the **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](#).

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.

The Invitation to Join ICQ dialog for users whose email you know, can also be accessed from the Add/Invite Users button.

Searching in Other E-mail Directories

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

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

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

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ICQ Email Address Import - Searching

This option allows you to have ICQ search for e-mail addresses in the address book (or books) of the e-mail program that's installed on your computer and compare it with the ICQ database (This feature currently works only with Outlook, Outlook Express, Eudora and Netscape Navigator). You can set ICQ to search for contacts since your previous search, to avoid going through a long list of contacts that have already been searched. You may also preset the Scheduler to automatically search your address book at given times chosen by you. You are presented with a list of ICQ users (whose email address appeared in an ICQ database) and with a list of contacts, who are not apparently ICQ users, (their email address was not found in the 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 be available to you at the end of the registration process.

To search the Address Books on your computer:

1. Click on the **ICQ** button and select **Add/Invite Users**.
2. Select **Invitation To Join ICQ** and then click on the **ICQ Email Address Import** button.
3. Select the address books in which ICQ will perform the search.
4. Click on the arrow button next to the **Type of Search field**. Choose one of the following options from the drop-down menu.
 - Select **Search for All Contacts Added to my Address Books** to conduct a search of all the contacts appearing in your e-mail programs.
 - Select **Search for New Contacts Added to my Address Books** to conduct a search only of those contacts that were added to your e-mail programs since your previous search.
 - Click on the **Scheduler** button to set ICQ to search your Email address books for new contacts at designated times. You will be led to the [Preferences](#) dialog.
5. Click on the **Start Address Book Search** 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.

If ICQ detects additional addressees in your e-mail address book of contacts that apparently are non-ICQ members, they will be displayed in the lower box of the dialog.
6. Choose from the following options.
 - Click on the **Check All** button (default) at the top of the dialog to send the selected users a request to add them to your Contact List.
 - Click on the **Uncheck All** button at the top of the dialog to deselect the names you checked earlier.
 - Click on the **User Info** button to view the user's details. This option applies to the ICQ users only.
 - Click on the **Check All** button at the bottom of the dialog to send invitation emails to all contacts who are not ICQ users.
 - Click on the **Uncheck All** button at the bottom of the dialog to deselect the names you checked earlier.
 - Click on the **Pause** button to stop the search. Click on the **Resume** button to continue it.
 - Check the **Keep Searching (Scheduler Configuration)** box, to set ICQ to automatically activate the ICQ Email Address Import at the times that you configured in your ICQ Email Address Import icon in your Preferences.
 - Click on the **Scheduler** button to be led to the [Preferences](#) where you can choose the frequency of the search.
7. If you choose to send an e-mail invitation to a contact who is not on the ICQ network, check the box next to his/her name. You can write a personal note to the recipient(s) in the bottom box of the dialog.
8. Click on the **View Invitation Letter** button to preview your invitation letter.
9. Click on the **OK** button to send the authorization requests and invitation emails.

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ICQ Offline Reminder - Sending

The ICQ Offline Reminder allows you to be notified of users on your Contact List who have not logged on to ICQ for a set number of entries (determined by you, see [ICQ Offline Users Reminder in the Owner Preferences](#)). You then have the option to send them a reminder email to log on to ICQ.

To send a reminder to a user on your Contact List:

1. Click on the flashing **Reminder**  icon to open the **Incoming ICQ Offline Reminder [No More Events]** dialog. The ICQ number and nickname of the user are already entered, as is the default email address to which the reminder will be sent. You can enter a different email.
2. Enter a personal message in the **Add a personal message to your reminder letter** field.
You have the following options:
 - Click the **View Reminder Email** to preview the email.
 - Check the **Terminate the ICQ Offline Reminder service for this user** box if you do not want to get anymore reminders that this user hasn't logged on to ICQ for set number of entries (determined by you). Click the **Apply** button to enter this change.
3. Click on the **Send Email** button to send the reminder email or click the **Close** button to exit the dialog without sending a reminder.

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Change User on this Computer - Introduction

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

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

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Adding a Registered User on an ICQ Program

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

To add another registered user:

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

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Removing Another Registered User from Your Computer

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

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

To remove a user from your computer:

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

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Changing the Active User

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

To change the active user:

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

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Registration to ICQ - Introduction

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

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

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

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Registering a New User on an ICQ Program

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

To register a new user on your computer:

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

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

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Unregistering a User from the ICQ Network

You may remove a registered user from the ICQ Network. Please note that unregistering an ICQ# is irreversible. When you unregister your whole database is erased and your ICQ# cannot be retrieved.

Note: Un-registering your ICQ# from the ICQ Network is PERMANENT. Other related ICQ services such as your ICQmail account and ICQ Homepages may be disabled as well.

To remove a user from the ICQ Network:

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

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Registering Existing Users on Additional Computers

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

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

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

To register an existing user immediately following installation of ICQ:

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

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

1. Shut down ICQ.
2. Copy your new database folder, 2000b, usually located in C:\Program Files\icq\ on a diskette or send it through e-mail to the other computer where you are registered.
3. Replace the existing 2000b folder with the old one by clicking and dragging the file into the C://Program Files/ICQ folder and deleting the old one.

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DBConverter

In order to upgrade to ICQ 2000b version from a previous version you need to convert your existing Contact List and history database. This process may take a few minutes but it should make your ICQ run faster, with improved capability and should update your history and Contact List and make it compatible with ICQ 2000b. 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. Select **ICQ Database Converter** from the ICQ menu (Start->Programs->ICQ Database Converter) to display the **ICQDBConvert** dialog.
2. Select which ICQ owner's database you would like to convert from the **ICQ Owner** pull-down list.
3. 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.
4. 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.

5. Once the procedure has been completed click on the **Next** button. Then choose 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/Address Book - Viewing

The information an ICQ user provides when registering to ICQ and afterwards, when updating his/her User Details is available to you when that user is added to your Contact List. You may view these personal details and receive an update to these details, which will automatically change the information about that user in your address book and Contact List. Your user details dialog will include the following similar fields. See [User Details – Updating](#).

The User Details of a [Non ICQ Contact](#) are entered by you. The only options provided for a Non ICQ Contact in the User Details are the Contact, Main and Phone Book icons.

Note: The information you enter for a user will appear in a different color than the rest of the information. When the background of a dialog is gray, the details are listed on the ICQ directories. Info with white background is locally entered by the user. Any email address you enter for the user will also be termed User Defined. Adding your own details for the user are locally saved on your computer and only affects the way you view this user's information. Other users who view this user's details will not see the details you've added in for him/her.

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

To view a user's details:

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

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

See [Updating Your User Details](#)

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User Details - Updating

As an ICQ user, you may wish to provide additional information about yourself or change the information previously provided in your User Details.

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

The User Details of a Non ICQ Contact are also entered by you. The only options provided for a Non ICQ Contact in the User Details are the Contact, Main and Phone Book icons. The details are locally saved on your computer and only affects the way you view the Non ICQ Contact details.

When the background of a specific detail in the User Details dialog is gray, the details are listed on the ICQ directories. Info with white background is locally entered by the user. Other users who view this User Details dialog will not see the details you've locally added for this user.

To view/change your details:

1. Click on the **ICQ** or **My ICQ** button in your ICQ Window.
2. Select **View/Change My Details**. This dialog has eleven 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 you make once they have updated your details.
3. Select from the following options:
 - The **Contact** icon displays important details selected from other dialogs in the User Details. It includes your user name, nickname, company name, e-mail addresses, phone numbers, fax number, birth date, picture, and any additional information that you choose to enter about yourself.
 - The **Main** icon displays your ICQ#, your name, and e-mail addresses. Your nickname will appear on other users' Contact Lists.
 - The **Home** icon 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 **Work** icon 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 **More** icon displays details about your homepage, gender, age, birth date, and the languages that you speak. Click on the pull-down menus for **Gender**, **Age**, and **Birth Date**. In addition, you can enter three spoken languages. Entering your birth date will notify other users that have you on their Contact List) of your birthday by displaying a balloon icon beside your name on other ICQ users' Contact Lists on the day of your birthday. They then have the option to send you a greeting card for the occasion. Make sure you enter the complete date to save it. See [Greeting Cards—Receiving](#) and also [Greeting Cards—Sending](#). You may also select the **View Horoscope** button to be led, via your browser, to an online daily horoscope.
 - The **About** icon displays any details that you choose to enter about yourself. You can enter any information you like - about your personality, likes or dislikes, family, friends, and hobbies, whatever you wish other ICQ users to know about you.
 - The **Interests** icon 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, and then click **OK** to return to the Interests dialog.
 - The **Group/Past**: 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 **Unknown** icon displays the information plug-ins (i.e., phone, picture, etc.) you have installed on your ICQ system. Select a plug-in from the **ICQ Info Plug-in/s:** field to display a description of the plug-in in the **Description:** field.
 - The **Phone Book** icon displays your telephone numbers. You may choose to enter any phone number you want, making yourself available to other users via the telephone. Click on the **Add** button and enter the details in the relevant fields. For more information, see [Phone Book](#) section.
 - **Picture** icon displays any photos you may have uploaded for other users to view. Click on the **Browse** button and select the picture file from your c:\ drive.
4. Click on the **More Options** button and choose from the following options, offered on each tab.
- Click on the **Save as vCard** option to save your information as a vCard file in a directory that you select.
 - Click on the **Unlist** option to clear all or some of the information provided for your ICQ# in the Global Directory.
 - Click on the **Publicize my details in Web-directories** option to link yourself to the ICQ Web site.
 - Click on the **Update From Database** button to overwrite your details with the most recent details saved on the server (and therefore entered in the ICQ database).
 - Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences – Introduction

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

Main Preferences

To access the Main Preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. The **Owner Prefs For [User]** dialog includes the following eight settings icons:
 - The [Contact List](#) option enables you to customize the appearance and settings of your Contact List.
 - The [Miscellaneous](#) option enables you to predetermine general settings.
 - The [Status Mode](#) option enables you to set general Availability-Status configurations.
 - The [Telephony/Data/Games](#) option enables you to configure the external applications
 - The [Connections](#) option enables you to specify the ICQ server to which you are connected.
 - The [Events](#) option enables you to specify parameters for the incoming file transfers, ICQ chats, URLs, and sound configurations.
 - The [Shortcut Bar](#) option allows you to customize your shortcut bar enabling you to access features most commonly used by you as well as other applications.
 - The [Security & Privacy](#) option enables you to set certain security and privacy preferences.
 - The [ICQ Email Address Import](#) option enables you to configure your ICQ Email Address Import settings.
 - The [Phone Book](#) option enables you to configure your phone authorization and phone call request settings.
 - The [Greeting Card](#) option enables you to configure incoming greeting card settings.
 - The [Email](#) option enables you to configure your Email and ICQmail settings as well as the ICQ Email Check preferences. For more preferences, see [ICQmail](#).
 - The [Picture](#) option enables you to configure your picture authorization settings.
 - The [ICQ Offline Users Reminder](#) option enables you to configure notification of offline users and the sending of a reminder letter via email.
 - The [ICQphone](#) option enables you to configure your ICQphone settings. For more preferences, see [ICQphone](#).
 - The [SMS Messages](#) option enables you to configure your SMS settings.

Note: To download and install more plugins, go to the [Web site](#). Once installed, no option to configure the settings for these plugins will be available. You will receive a notification upon incoming event by default. If you wish to remove these plugins from your computer, you will need to uninstall them. The Remove option will not be available for them.

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Preferences - Contact List Options

Configuring the Options Tab

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

To configure the options on your Contact List:

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

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Preferences - Contact List Design

Configuring the Design Tab

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

To configure your Contact List design:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon and choose the **Design** tab.
3. Choose from the following options in the **Design** window.
 - Check the **Show top ICQ buttons** box to show the User/Groups and the All/Online buttons at the top of your ICQ Window.
 - Check the **Show bottom ICQ buttons** box to show the Add/Invite Users, Services and My ICQ buttons.
 - Check the **Show Contact List buttons** box to show the buttons that appear at the bottom of your Contact List. These include Help Cards, To Simple Mode and Chat With A Friend buttons.
 - Check the **Show shortcut bar (ICQ Quick)** box to enable the [Shortcut Bar](#) feature on your ICQ Window.
Check the **Auto hide shortcut bar (ICQ Quick)** box to hide the shortcut bar when your cursor is not positioned on the right of your ICQ Window.
 - Check the **Show user ToolTip** box to enable the [User ToolTips](#) feature on your Contact List.
 - Check the **Sort Contact List by:** box and then select either the **Name** radio button or the **Status** radio button to view the names on your Contact List either alphabetically by name or according to their Availability status.
4. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - Contact List Shortcuts

Configuring the Shortcuts Tab

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

To configure your Contact List shortcuts:

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

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Preferences - Contact List Colors

Configuring the Colors Tab

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

To configure your Contact List colors:

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

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Preferences - Status Mode

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

To configure your Availability-Status Mode Settings:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Status Mode** icon.
3. Choose from the following options.
 - Check the **Set "Away" status after – minutes of not using the computer** box and enter the amount of time in the blank field to determine how long before ICQ switches to "Away" status when you step away from your computer.
 - Check the **Set "N/A" status after – minutes of "Away"** box and enter the amount of time in the blank field to determine how long before ICQ switches to "N/A" status when you have been in the "Away" status for the designated amount of time.
 - Check the **Show messages in tray in all status modes. Incoming even icon will flash in your desktop tray regardless of your status mode** box to have all incoming messages displayed by a flashing icon in your desktop tray regardless of your Availability status.
 - Check the **Disable "Online Alert" messages in "Away", "DND", "N/A", and "Occupied"** box to have online alert messages disabled.
4. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - Miscellaneous

Configuring Miscellaneous Settings

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

To configure settings of incoming events:

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

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Preferences – Connections

Connections Settings—Introduction

To access your Connections Settings:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon to access the following tabs.
 - Select the [General](#) tab to change the Internet connection type that you entered upon registration, as well as several ICQ default settings.
 - Select the [Server](#) tab to configure your ICQ server host and port.
 - Select the [Firewall](#) tab to configure Proxy server settings if you are behind a firewall.
 - Select the [User](#) tab to change the incoming ports for communication with users that are behind a Firewall.
3. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - General Connections

Configuring the General Tab

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

To specify your Internet connection type:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **General** tab.
3. Choose from the following options.
 - Select the **Modem (dial-up connection)** radio button if you are connected through a modem or any other dialup device.
 - Select the **Permanent (LAN, Cable Modem, etc.)** radio button if you are connected through a LAN.
 - Check the **Launch ICQ on startup** box to launch the NetDetect Agent when you start your computer, which will automatically launch ICQ when you connect to the Internet.
 - Check the **Launch default Web browser when connection is detected** box to automatically launch your Web browser upon connection to ICQ or to the Internet.
 - Check the **Automatically activate sleep mode upon disconnection** box to put the NetDetect Agent in your desktop so that ICQ is launched upon connection to the Internet. (If you've disconnected from the Internet and closed ICQ, once you re-connect to the Internet again, this option will launch your ICQ.)
 - Click on the **Edit Launch List** button if you wish to launch other applications upon connection to the Internet. Click on the **Add** button to display the **NetDetect Launch Application** dialog.
Enter the name of the application in the **Enter Application Name** field.
Enter the executable file (*.exe) in the **Application Executable Path** field, or click on the **Browse** button to locate the file.
Enter the command line in the **Command Line Parameters** field.
Enter the directory path in the **StartUp Path** field, or click on the **Browse** button that specifies the folder that contains the original item or some related files. Sometimes, folders need to use files from other locations. You may need to specify the folder where these files are located so that ICQ can locate the program.
4. Choose from the following options if you have problems communicating with other users.
 - Click the **Always use internal IP** radio button to use your internal IP number.
 - Click the **ICQ will determine the IP automatically** radio button to allow ICQ to choose whether to use your real IP or internal IP to establish best connection.
 - Click the **Always use external IP** radio button to use your real (external) IP number.
5. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - Server Connections

Configuring the Server Tab

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

To change the configurations of your ICQ server:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **Server** tab.
3. Enter the host in the **Host** field.
4. Enter the port in the **Port** field. Or, choose from the following options.
 - Click on the **Auto Configure** button to change the configurations automatically.
 - Click on the **Reset** button to reset the default settings.
5. Choose from the following options.
 - Click on the **Not using Firewall** radio button if you are not using a firewall.
Click on the **Using Firewall** radio button if you are using a firewall.
 - Click on the **Not using proxy** radio button if you are not using a proxy.
Click on the **Using Proxy** radio button if you are using a proxy and then use the pull-down menu to choose the proxy you are using.
6. Check the **Keep connection alive** box to ensure you do not lose connection to the server.
7. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - Firewall Connections

Configuring the Firewall Tab

A firewall is a security system, designed to prevent unauthorized access to a private or local network. The system can either be a hardware firewall or a software firewall, or a combination of both. This following information concerns software firewalls.

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

To define your Proxy:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **Firewall** tab.
3. Define your Proxy settings.
Proxy server: Checks and relays all messages entering and leaving the Network. The proxy server is designed to hide the true network address
Socks: HTTPS protocols for handling TCP traffic through a proxy server. It can be used with just about any TCP application, including Web browsers.
4. Enter the host in the **Host** field.
5. Enter the port in the **Port** field.
6. 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.
7. 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.
8. Click on **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - User Connections

Configuring the User Tab

The User tab enables you to 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](#).
 - 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: __ To: __ fields**.
 - Click the **Using Proxy** radio button 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 save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - Events

To access your Contact List Settings:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon to access the following tabs.
 - Select the [General](#) tab to specify the parameters regarding sending or receiving events.
 - Select the [Chat](#) tab to configure your settings for ICQ Chats requests.
 - Select the [URL](#) tab to configure the settings for Web Page Addresses (URLs).
 - Select the [File](#) tab to specify parameters for incoming file transfers.
 - Select the [Ext](#) tab to specify the parameters for Internet Telephony/Games/Chats requests.
 - Select the [Sounds](#) tab to configure your sound events.
3. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - General Events

Configuring the General Tab

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

To configure additional options to apply to all events:

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

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Preferences - Chat

Configuring the Chat Tab

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

To configure incoming ICQ chat requests:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **Chat** tab.
3. Choose from the following options.
 - Select the **Display incoming Chat Request dialog upon receipt of a Chat Request** radio button to automatically display the **Incoming Chat Request** dialog upon receipt of a chat request. From this dialog, you may choose to accept or decline the chat request.
 - Select the **Automatically receive all incoming Chat Requests** radio button to have all incoming chat requests automatically accepted. Then choose from the following options.
Check the **Minimize the intermediary dialogs between requesting a Chat and opening the Chat screen** box or the **Let other users join your Chat session without your authorization** box.
 - Select the **Automatically refuse all Chat Requests** radio button to have all chat requests automatically refused.
4. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

Note: Sending or accepting a chat request will enable the other party as well as any other user who joins the chat session to view your IP address.

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Preferences – Web Page (URL)

Configuring the Web Page (URL) Tab

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

To configure incoming Web Page Addresses:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **Web Page (URL)** tab.
3. Choose from the following options.
 - Select the **Show URL Response Dialog when receiving a Web page address** radio button to display the **Incoming Event** dialog upon receipt of a URL. You may then save the Web Page Address to a bookmark and open the Web page in your browser.
 - Select the **Automatically add URL to Bookmarks list** radio button to automatically add the URL to your list of bookmarks if your browser is Internet Explorer.
 - Select the **Automatically refuse all incoming Web page address messages** radio button to have all incoming URLs automatically declined.
 - Check the **Automatically open all incoming Web page addresses in your Web browser** box to have all incoming Web page addresses in your Web browser automatically displayed on your desktop. Then choose from the following options.
 - Select **Open in new browser window** to open a separate window to view an incoming URL when your browser is already open to another Web site.
 - Select **Open in current browser window** to open an incoming URL in your open browser window, replacing the Web site you were already viewing.
4. Click **Apply** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - File

Configuring the File Tab

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

To configure your incoming file transfers:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon and choose the **File Transfer** tab.
3. Choose from the following options.
 - Select the **Show File Request Response Dialog when receiving an incoming file** radio button if you want to receive a File Request dialog when you receive an incoming file. You may then accept or refuse the request.
 - Select the **Accept all incoming File Requests automatically** radio button to accept all incoming file requests automatically.
You may also check the **Minimize the File Transfer** dialog when receiving a **File Transfer** box.
 - Select the **Automatically refuse all incoming file requests** radio button to have all incoming file requests automatically declined. The user who sent you the file transfer request will receive a dialog stating that you have declined to accept the file.
 - Check the **Automatically refuse File Transfer requests sent by users not on my Contact List** box to have all file transfer requests sent by users who are not on your Contact List automatically declined.
 - Check the **Overwrite received files with incoming files by the same name** box to overwrite previously received files by the same name.
 - Click on the  button to choose the file path where you want to save your incoming files. You may choose to save the files in the default file path **C:\Program Files\ICQ\Received Files**.
4. Click **Apply** to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

Note: Sending or accepting a file transfer will enable the other party to view your IP address.

Caution! Some files may be harmful. Before receiving any files from any user, and even if the ICQ# from which the file transfer notice is sent looks familiar to you, it is strongly recommended that you verify that the person sending you these files is indeed the person you think he is. For example ask him/her for some kind of information known only to the both of you.

Please make sure you trust the sender and that the sender is who you think he is and that you want to receive the file.

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Preferences – Telephony/Data/Games

Configuring the Telephony/Data/Games Tab

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

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

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

Note: Sending or accepting an Internet Telephony/Games/Chat request will enable the other party, and may enable others who join the session, to view your IP address.

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Preferences - Sounds

Configuring the Sounds Tab

The Sound Configuration tab enables you to configure the sound you hear for the various events.

To configure the your sound events:

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

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Preferences - Telephony/Data/Games

Telephony/Data/Games Settings

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

To configure the application into your Owner Preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Telephony/Data/Games** icon.
3. Choose from the following options.
 - Click on the **New External** button and choose a group from the pull-down menu next to the **Group** field. Enter a new external application in the **Define New External Application** dialog. Click on the **Browse** button to open the **Open** dialog and enter the relevant directory where you saved the application. Select the external application and click on the **Open** button.
 - Select an application under the heading **Registered External Applications** and click on the **Edit** button to configure an application that you have installed, but that ICQ does not yet recognize. In most cases, a **Define New External Application** dialog is displayed. Click on the **Browse** button to open the **Open** dialog where you should find and enter the relevant directory where you saved the application. Select the external application and click on the **Open** button.
 - Click on the **Remove** button to take out an application from the list.
4. Click on the **OK** button to return to the **Owner Prefs For: [User]** dialog, and click on the **OK** button again to set your changes. When you view the list of applications in the **Internet Telephony/Games/Chat** tab, a unique icon appears next to the installed application.

Note: Sending or accepting a Telephony/Data/Games request will enable the other party, and may enable others who join the session to view your IP address.

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Preferences - Shortcut Bar

ICQ Quick Shortcut Bar Settings

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

To customize your ICQ Quick Shortcut Bar:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Shortcut Bar** icon.
3. Choose from the following options.
 - Highlight the icon that you wish to add to your list and click on the **Add** button to add them to your shortcut bar.
 - Click on the **Add File** button if you wish to add a shortcut icon for another application and choose the file path. You may also import shortcuts unto your shortcut bar by simply dragging and dropping them into your shortcut bar.
 - Highlight the shortcut that you wish to remove from the box on the right side of the dialog and click on the **Remove** button.
 - Select the shortcut and click on the **Up** button if you wish to move the icon up on the list.
 - Select the shortcut and click on the **Down** button if you wish to move the icon down on the list.
 - Click on the **Restore ICQ Defaults** button if you wish to have only the shortcuts by default on your shortcut bar.
4. Click **Apply** to save your changes or click on the **Cancel** button to exit the dialog without saving your changes.

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Preferences - Security and Privacy

Security and Privacy Settings

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

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

To configure your security and privacy settings:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Security & Privacy**. You may also access the Security & Privacy settings from **Preferences**.
3. Choose from the following tabs.
 - Select the [General tab](#) to determine if users need your authorization to add you to their Contact Lists, to set your Security Level and determine whether to enable others to view your online/offline status from the Web.
 - Select the [Password tab](#) to change your ICQ password.
 - Select the [Direct Connection tab](#) to configure your peer-to-peer communication preferences.
 - Select the [Ignore tab](#) to set ICQ to ignore messages, URLs, chat or authorization requests, and other events sent to your ICQ# from an ICQ# on your Ignore List. You may also use this tab to choose whether to accept messages only from users on your Contact List and/or to ignore WWWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous versions of ICQ which do not fully support the Direct Connection feature. This tab also enables you to control some of the spam and junk mail you may receive from time to time. When you place a user on your Ignore List, you will not receive events sent by this user to your ICQ#. The user will not be aware that the events he or she is sending are not displayed to you.
 - Select the [Invisible tab](#) to determine if a user that has you on his/her Contact List can see your online status. This tab enables you to appear offline on such a user's Contact List even if you are online.
 - Select the [Visible tab](#) to determine if your status will be visible on a user's Contact List, even if you are in Privacy (Invisible) status. See [Availability-Status Modes](#).
 - Select the [Words List tab](#) to filter your present choice of words and URLs from incoming ICQ events, search results information pertaining to queries you made on the ICQ Global Directory for information about users and information on random users available through the [Chat With A Friend](#) feature.
4. Click on the **Apply** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

See also [Availability-Status Modes](#)

IMPORTANT NOTICE

Please note that the ICQ service is not for use by children under 13 years of age. If it comes to ICQ's attention through reliable means that a registered user is a child under 13 years of age, ICQ will cancel that user's account.

Also please note that the ICQ service and software, as with most Internet applications, is vulnerable to various security issues and hence should be considered unsecured. By using the ICQ service and 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 service and software. Furthermore, please do not use the ICQ service and 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>. Always check for the latest terms of service available on or through <http://www.icq.com/legal>.

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

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Preferences – More Options

You may configure incoming events settings for the following additional plugins: [Phone Book Authorization and Phone Call Request](#), [ICQ Picture](#), [ICQ Greeting Card](#), [ICQphone PC to PC Call Request](#) and [SMS Messages](#).

Note: Certain options may be available to some and not others.

Note: To download and install more plugins, go to the [Web site](#). Once installed, no option to configure the settings for these plugins will be available. You will receive a notification upon incoming event by default. If you wish to remove these plugins from your computer, you will need to uninstall them. Go to the folder where the plugin is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

To configure your Owner Preferences:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select the plugin that you wish to configure.
4. Choose from the following options.
 - Select the **Set ICQ to display a response dialog** radio button to set ICQ to display a response dialog every time you receive an event.
 - Select the **Set ICQ to automatically accept** radio button to set ICQ to automatically accept incoming events.
 - Select the **Set ICQ to automatically decline** radio button to set ICQ to automatically decline incoming events.
 - Check the **Set ICQ to automatically decline incoming event from users that are not on my Contact List** box to set ICQ to automatically decline incoming events from users that are not on your Contact List.
 - Check the **Play Sound** box to set ICQ to play a sound every time you receive an event.
 - Click on the **Play**  button to hear the sound that will play. Press the  button to select another sound from another directory on your hard disk.
5. Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

To add the plugin if you have removed it:

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

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

To reactivate a disabled Plugin:

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

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

To disable the Plugin:

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

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

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

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Alert/Accept Modes - Introduction

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

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

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

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Alert Modes - Introduction

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

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

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Alert Modes - Incoming Events Alerts

Configuring Incoming Events Alerts

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

To configure sounds for incoming events from a specific user:

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

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

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Alert Modes - Online Alerts

Configuring Online Alerts

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

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

To set Online Alert modes for a specific user:

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

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Alert Modes - User Identification Sounds

Configuring User Identification Sounds

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

To configure a user identification sound:

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

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Accept Modes - Introduction

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

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

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

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

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

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Accept Modes - Configuring the Accept Tab

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

To automatically accept events from a selected user:

1. Click on a user's name on your Contact List and select **Alert/Accept Modes**.
2. Click on the **Accept** tab.
3. Choose from the following options.
 - Check the **Pop up Response Dialog** box to automatically receive messages from the selected user to your desktop. The message dialog will appear on your screen the moment it is received.
 - Check the **Auto Receive File** box to automatically receive file transfers from the selected user, without having to accept a file transfer request.
Note: Accepting a file transfer will enable the sender to view your IP address.
 - Check the **Auto Accept Chat** box to automatically accept chat requests from the selected user. When this user sends you a chat request it will be automatically accepted and a Chat session will open.
 - Check the **Auto Add URL to Bookmarks** box to automatically add all URLs from this user to your bookmarks. If you are using Internet Explorer or Netscape you can open the Web page Address by clicking on the **System Notice** button and selecting **Incoming Bookmarks**.
4. Choose from the following additional options regarding the selected user.
 - Check the **Auto Send Through Server** box to have your events automatically sent through the ICQ server, rather than wait in your OutBox, when the selected user is offline.
 - Check the **Do Not Log Event History** box if you do not want events to or from the selected user to be saved in the history database.
5. 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 **Let ICQ determine the IP** radio button to allow ICQ to choose whether to use your real IP or internal IP to establish best connection.
 - Click the **Always use external IP** radio button to use your real (external) IP number.
6. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Accept Modes - Configuring the Message Tab

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

To leave a personal away message for selected users:

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

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Accept Modes - Configuring Specific Plugins Tab

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

To configure your Accept modes for Plugins from selected users:

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

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Accept Modes - Configuring the Status Tab

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

To change how a user views your Availability Status:

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

Please note: During the period your ICQ number's Web Aware feature is activated, and your ICQ program is connected to the ICQ servers, the Web status indicators pertaining to your ICQ number will indicate that your ICQ number is online, even if you activated an Invisible (Privacy) mode with respect to certain users. Also please note that even if you chose to activate an Invisible (Privacy) mode with respect to certain users, others may be aware of your ICQ number online status during the time your ICQ software is connected to any of the ICQ ActiveLists.
 - Check the **Visible To User** box if you wish to appear online (in Privacy [Invisible] status) to the selected user, when you are in Privacy (Invisible) status mode and appear offline to all other users.
5. Click on the **Apply** button to save your settings or click on **Cancel** to exit the dialog without saving your changes.

To override your Status Mode for selected users:

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

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Security and Privacy - Introduction

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

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

To configure your security and privacy settings:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Security & Privacy**. You may also access the Security & Privacy settings from **Preferences**.
3. Choose from the following tabs.
 - Select the [General tab](#) to determine if users need your authorization to add you to their Contact Lists, to set your Security Level and determine whether to enable others to view your online/offline status from the Web.
 - Select the [Password tab](#) to change your ICQ password.
 - Select the [Direct Connection tab](#) to configure your peer-to-peer communication preferences.
 - Select the [Ignore tab](#) to set ICQ to ignore messages, URLs, chat or authorization requests, and other events sent to your ICQ# from an ICQ# on your Ignore List. You may also use this tab to choose whether to accept messages only from users on your Contact List and/or to ignore WWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous versions of ICQ which do not fully support the Direct Connection feature. This tab also enables you to control some of the spam and junk mail you may receive from time to time. When you place a user on your Ignore List, you will not receive events sent by this user to your ICQ#. The user will not be aware that the events he or she is sending are not displayed to you.
 - Select the [Invisible tab](#) to determine if a user that has you on his/her Contact List can see your online status. This tab enables you to appear offline in such a user's Contact List even if you are online.
 - Select the [Visible tab](#) to determine if your status will be visible on a user's Contact List, even if you are in Privacy (Invisible) status. See [Availability-Status Modes](#).
 - Select the [Words List tab](#) to filter your present choice of words and URLs from incoming ICQ events, search results information pertaining to queries you made on the ICQ Global Directory for information about users and information on random users available through the [Chat With A Friend](#) feature.
4. Click on the **Save** button to save your changes, or click **Cancel** to exit the dialog without saving your changes.

See also [Availability-Status Modes](#)

IMPORTANT NOTICE

Please note that the ICQ service is not for use by children under 13 years of age. If it comes to ICQ's attention through reliable means that a registered user is a child under 13 years of age, ICQ will cancel that user's account.

Also please note that the ICQ service and software, as with most Internet applications, is vulnerable to various security issues and hence should be considered unsecured. By using the ICQ service and 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 service and software. Furthermore, please do not use the ICQ service and 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>. Always check for the latest terms of service available on or through <http://www.icq.com/legal>.

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

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Security and Privacy - General Tab

Configuring the General Tab

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

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

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2. Click on the **General** tab.
3. Choose from the following options.
 - [Authorization Mode – Changing](#) This option allows you to determine whether or not users should request your permission to add you to their Contact Lists, thus allowing them to detect your [status](#). You set your Authorization mode during the ICQ registration process or you may change it at any time. See [Authorization Mode](#).
 - [Security Level – Selecting](#) This option allows you to choose from three settings to determine your ICQ program's security level, regarding when you are required to enter your password. If you are the only one with access to your computer, you may select the low security level so that you don't need to enter your password for most ICQ operations (For example, the time you log on to ICQ). Or, you may select the medium security level so that you are required to enter your password only for certain ICQ activities. (For example, to change your User Details). If others have access to your computer, you may choose high security level so that you are required to enter your password every time you log on to ICQ and for other ICQ activities once ICQ is open.
 - [Web Aware – Activating](#) The Web Aware feature allows you to determine whether others can see your online/offline status on the World Wide Web. When you activate this feature other Internet users will be able to see your online or offline status.
4. Click on the **More About ICQ Security** button to be led, via your browser, to [ICQ's Online Security and Privacy Center](#).
5. Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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Security and Privacy - Ignore Tab

Configuring the Ignore tab

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

Note: The ignore options do not fully apply to ICQ SMS messages.

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

Note: The ignore options do not apply to ICQ SMS messages.

To limit the type of events you receive:

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2. Click on the **Ignore** tab.
3. Choose from the following options.
 - Check the **Do not accept WWPager messages** box to set your ICQ program to ignore WWPager messages.
 - Check the **Do not accept any EmailExpress messages** box to set your ICQ program to ignore EmailExpress messages.
4. Click on the **Save** button to save your changes.

To limit the users from whom you receive messages:

1. In the **Ignore** tab, choose from the following options.
 - Check the **Accept messages only from users on my Contact List** box to set your ICQ program to ignore events from users not on your Contact List.

A **Padlock** icon will appear on the **System Notice** button in your ICQ Window when you check this option, reminding you that all events from users who are not on your Contact List will be ignored.
 - Check the **Do Not Accept Multi-Recipient Messages from** box to set your ICQ program to ignore events that were sent to more than one recipient using the [Multi-Recipient](#) function.

After checking this box, click on the arrow next to the corresponding field and select **Users Not On My Contact List** to ignore Multi-Recipient Messages only from Users not on your Contact List, or select **All Users** to ignore all Multi-Recipient Messages.
 - Check the **Do not allow Direct Connection with previous ICQ Software versions** if you do not wish to receive events from ICQ users with earlier versions of ICQ.
2. Click on the **Save** button to save your changes.

To add a specific user to your Ignore List:

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

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

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

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

To remove a user from the Ignore List:

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

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Security and Privacy - Invisible Tab

Configuring the Invisible tab

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

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

To place an ICQ user on your Invisible List:

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

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

3. Click on the **Add To Invisible List** button to display a **Search for users to add to your Invisible List** dialog.
4. Choose one of the tabs - **Email, Details, ICQ#** or **Interests** and enter the corresponding details about the user for whom you want to override your Privacy (Invisible) Availability-Status mode.
5. Click on the **Search** button.
6. Double-click on the name of the user you would like to add to your Invisible List. Alternatively, right-click on the name of the user you want to add to your Visible List and select **Add to invisible list**.
7. The **Add To Invisible List** dialog is displayed. Click on the **OK** button to add the user to your Invisible List.
8. Click on the **New Search** button when you want to carry out a new search for an additional ICQ user to place on your Invisible List, or click on the **X** to return to the Invisible tab.
9. Click on the **Save** button to save your changes.

Note: You also have the option to place a user in your Invisible List from the [Alert/Accept Modes](#) feature.

To remove a user from your Invisible List:

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

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Security and Privacy - Visible Tab

Configuring the Visible Tab

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

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

To place an ICQ user on your Visible List:

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

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

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

To remove a user from the Visible List:

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

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Security and Privacy - Words List Tab

Configuring the Words List tab

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

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

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

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

To access your Words List tab:

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

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

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

To update your Words List:

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

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

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

- Check the **Incoming events (messages)** box to apply the selected filter action to your incoming events.
 - Check the **User's information on: Global Directory** box to apply the selected filter action to search results pertaining to queries you made on the ICQ Global Directory for information about users.
 - Check the **Chat With A Friend** box to apply the selected filter action to the user information available through the Chat With A Friend feature.
3. Click **Save** to save your changes, or click **Cancel** to exit the dialog without saving your changes.

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Security and Privacy - Password Tab

Configuring the Password Tab

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

To change your password:

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

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

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

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

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Security and Privacy - Direct Connection Tab

Configuring IP Settings

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

To configure your Direct Connection settings:

1. Click on the **ICQ** button and select **Security & Privacy** to display the Security dialog.
2. Select the **Direct Connection** tab.
3. Choose from the following settings.
 - Click the **Allow Direct Connection with any user** radio button to allow peer to peer communications with the entire ICQ community, thus enabling any user to view your IP address.
 - Click the **Allow Direct Connection with users listed on your Contact List** radio button to allow peer to peer communication with users on your Contact List thus enabling them to view your IP address.
 - Click the **Allow Direct Connection with any user upon your authorization** radio button to allow peer to peer communication and enable others to view your IP address upon your authorization.

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

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

Please note: This feature is provided to you as a convenience only. ICQ does not guarantee non-exposure of your IP address. ICQ is a non-secured application. You should therefore not assume that if you use this feature others would not be able to see your IP address. For more information refer to <http://www.icq.com/directconnection>

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Authorization Mode - Changing

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

To determine your Contact List Authorization settings:

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2. Click on the **General** tab.
3. Choose from the following options under the heading Contact List Authorization:
 - Select the **All users may add me to their Contact 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 status, without requiring your permission. Other users will then be able to see your online status.
 - 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 List to limit unwanted users from adding you to their Contact Lists without your authorization. In the case that you do not wish to accept an authorization request, you may choose not to respond to it and the user will not receive a negative response.
4. Click on the **Save** button to save your settings, or click on the **Cancel** button to exit the dialog without saving your changes.

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

Note: A user can send you a message, even if he/she doesn't have you on his or her Contact List, by searching for you in the ICQ Directories and using the **Send Message** option, or sending you a WWPager message from your Personal Communication Center, for example. He/she will not, however, know if you are online or offline as long as you did not activate the Web Aware option.

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Web Aware - Activating

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

To activate the Web Aware feature:

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

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

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Security Level - Selecting

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

To determine your security level:

1. Click on the **ICQ** button and select **Security & Privacy** to display the **Security (Ignore/Spam, harassment control) For: [User]** dialog.
2. Click on the **General** tab.
3. Choose from the following options under the heading **Security Level**.
 - Select the **Low** radio button to set ICQ to enable most ICQ operations (logging in, updating User Details, and changing password, for example) to occur without entering your password. This option may be suitable if you're using ICQ on a computer on which you are the only one with access.
 - Select the **Medium** radio button to set ICQ to save your password, and so that most ICQ operations are carried out without entering a password. However, changing User Details, changing your password and other settings (e.g. your Direct Connection settings) will require the use of your password.
 - Select the **High** radio button to activate high security level. This is recommended for users who share a computer, yet value their security. You will be requested to enter your password every time you run ICQ. Your Contact List cannot be accessed until the valid password is given. You will also be required to enter your password to change your user details, change your password and for other ICQ activities.
4. Click on the **Save** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

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

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

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

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Messages - Sending

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

For more information on sending messages by other means of communication, see the sections [Wireless Pager](#) and [SMS](#).

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

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

If you choose the Split Message Window, check the **Auto pop-up** box to allow the response dialog to automatically be displayed upon incoming event.

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

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

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

- Select **Edit** to edit the text of your message. This allows you to shorten the message and send it.
- 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 2000b.
- Select **Cancel** to cancel sending the message.

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

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

- Additionally, you can click on the **Talk** button to launch the [ICQphone](#). A **Send Online PC-to-PC Call Request** dialog opens and a request for a PC-to-PC call with the user is sent. See [ICQphone](#) for further information.
4. Click on the **Send** button to send the message. Or, click on the Arrow button to send the user the message by e-mail.

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

If you are offline, your message is saved in the OutBox and sent when you reconnect to the ICQ server. If the recipient is offline, you may send the message and the recipient will receive it once she/he is online.

If the recipient is offline an **Offline Message Tip** pop-up dialog will open up on top of the **Message Session** window giving you the option of sending your message as an ICQ [SMS](#) message, if the recipient has a cellular phone with SMS technology. Either click the **Send SMS** button to send an SMS message or click the **Close** button to exit the dialog. For more information on ICQ SMS, click the **About SMS Messages** button.

Click on the **More** button to choose from the following options.

- Check the **Send later when recipient(s)** box and to choose from the following.
 - Click the **Offline or Online** radio button to send the message when user is either offline or online.
 - Click the **Online Only** radio button to send the message when user comes online.
- Check the **Email a Copy** box to send the message via email.
- Check the **Minimize During Send** box to minimize the dialog box while sending.
- Select **Cancel** to close the dialog without sending the message.

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

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Messages - Receiving

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

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

For information on receiving [SMS](#), go to the relevant section.

To read an Incoming Message:

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

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Wireless Pager Messages – Introduction

ICQ 2000b version provides you with a wider range of communication capabilities. Now you have the option to send one way messages from your ICQ to wireless pager owners. No longer will the recipient need to have access to his/her ICQ in order to receive a message from you, nor will the recipient need to be an ICQ user.

Sending messages to a pager is quick and easy. You may send a message of up to 140 characters. All you have to do before you send the message, is make sure the user entered his or her pager details in the [Phone Book](#) option of the User Details if he/she is an ICQ user. If the ICQ user did not enter his/her details, you will need to enter the details yourself. See the [Phone Book – Entering Phone Numbers](#) section. If you enter someone as a [Non ICQ Contact](#), you need to enter the relevant details. See [Phone Book – Entering Phone Numbers](#) section.

Pager messages are sent through e-mail. Therefore, in order for you to be able to send a pager, you need to enter your e-mail address in your owner Preferences. See [EEC - Configuring the Send Email Options Tab](#).

If you are a pager owner and wish to receive messages to your pager through ICQ, you can enter your details in the Phone Book of your User Details.

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

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Wireless Pager Messages - Sending

Before you send a pager message, the recipient's pager details should be entered in the [Phone Book in the User Details](#) either by the recipient himself/herself, or by you. A Wireless Pager  icon will appear next to the name of the users on your Contact List whose pager details are entered in their User Details.

Pager messages are sent through e-mail. Therefore, in order for you to be able to send a pager message, you need to enter your e-mail address in your owner Preferences. See [EEC - Configuring the Send Email Options Tab](#).

Note: In order for the message to go through, the pager must be turned on or else the message may be lost.

To send a message to a wireless pager message:

1. Click on the name of the user to whom you want to send a pager message.
2. Select **Wireless Pager Message**. If the user's pager details are not entered in the Phone Book, the **Add/Edit Phone and Fax Numbers** dialog will appear providing you with the option to enter his/her details. The details will then appear locally in your Contact List in the user's Phone Book of his/her User Details/Address Book. Select whether you want to enter the details or not. If you don't, you will not be able to send the pager message.
3. Type a message in the **Message** box. You may choose from the following additional option.
4. Click on the **Send Pager Message** button to send the message or click on the **Cancel** button to cancel.

Please Note: Sending a wireless pager message will utilize your outgoing mail server (as defined in your ICQ Preferences or in your local Network) and will reveal the primary email address entered for your ICQ# and your outgoing email server address to others, including the pager provider and the pager recipient.

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

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ICQphone - Introduction

ICQphone is ICQ's newest low cost, high quality product for direct voice communications. ICQPhone now makes it possible for users to initiate and participate in PC-to-PC calls, PC-to-Phone and Phone-to-Phone calling cards calls. By using the Internet to carry the call over the widest distance possible-we have brought rock-bottom prices, premier service and communications freedom to ICQ users around the world.

ICQphone is accessed either from the [User Menu](#) or the **Services** Menu. You can use it to contact either people on your Contact List or those on your [Non ICQ Contacts](#) list.

Requirements:

- Windows 95, Windows 98, Windows 2000, or Windows NT 4.0
- Pentium PC 100 MHz or higher
- 16 MB RAM
- 28.8 kbps modem or higher
- PPP Internet Connection
- Sound Card
- Microphone and Speakers or Headphones with microphone

Note: PC-to-PC communication is not available for [Non ICQ Contacts](#), it is available only between ICQ users.

Your Internet provider or system administrator could have a firewall set up or could be using a proxy server. A proxy server and firewall are filtering devices that filter access to protected networks. There may be circumstances in which ICQphone may not work. You can check it out by doing the following: Click Services => ICQphone => Preferences => Settings => Setup Wizard => Click Next until you get to Network and firewall testing dialog. =>Test. The results of the test will be presented to you.

In certain cases, even if you are behind a firewall in a LAN or Intranet Network, and you are not able to communicate with users outside your firewall, you may still be able to use ICQphone inside your Network.

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

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ICQphone - Initiating PC-to-PC Calls

The PC-to-PC option allows you to conduct calls from one computer to the other free of charge!

There are two ways to access the PC-to-PC option: through the **User Menu** or the **Services** menu.

Requirements: You will need a microphone/headphones and sound card for the call.

Both the initiator of the call and its recipient need to have installed ICQ version 2000b on their computers and be online as the call takes place.

Note: PC-to-PC communication is not available for [Non ICQ Contacts](#), it is available only between ICQ users.

To initiate a PC-to-PC Call using the User Menu:

1. Click on a name on your Contact List then click on the **ICQphone** option from the User Menu.
2. Select **Send PC-to-PC Call**. You have the following options.
 - Click on the **Info**  button to open the **User Details** dialog.
 - Enter a call subject in the blank field.
3. Click on the **Send** button. A request is sent to the party you want to call.
4. If the user accepts your request for an ICQ phone call you get a short message telling you so, click **OK**.
5. If the request is declined, click **OK** and the call function is closed.
6. Click on the **Call/Hang-Up** button to end the call.

To initiate a PC-to-PC call using the Services button:

1. Click on the **Services** button and choose **ICQphone** from the menu options and then click **Launch ICQphone Client** option.
2. Click **My Contacts** and choose a name from the list. (My Contacts shows only those users who are currently online).
3. Follow instructions 2-6 above.

Please note: Sending a PC-to-PC call request will enable the recipient to view the sender's IP address.

The status of the call (Ready, Connecting, Talking) is indicated in the inner window of the **ICQphone** Window, as is the length of the call (see [The ICQphone Window](#) page).

If you have clicked the Busy option in your ICQphone status or if your status has automatically changed, you can still receive ICQphone calls from users other than the person you are talking to. However, accepting another incoming call will automatically terminate your ongoing one.

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ICQphone - Receiving a Request for a PC-to-PC Call

When you receive a Request for a PC-to-PC phone call a flashing icon appears besides the user's name on your Contact List. For information on determining your ICQphone availability status, see the [ICQphone Status](#) section.

To respond to a PC-to-PC request:

1. Double-click the name and an **Incoming PC-to-PC Call Request** window opens up. You have the following options:
 - Click on the **Info**  button to open the [User Details](#) of the user requesting the ICQ phone call.
 - Choose to **Reply** using one of the sub menu options.
 - Click on the **Preferences** button to configure your ICQphone preferences settings. See [ICQphone Preferences](#), [Configuring the Settings tab](#) and [Configuring the Account tab](#).
2. Click on the **Accept** button to accept the call or click on the **Decline** button to decline the call and choose from one of the reasons listed on the menu or enter your own reason.

Please note: Accepting a PC-to-PC call request will enable the sender to view the recipient's IP address.

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ICQphone - Initiating a PC-to-Phone Call

In order to initiate a PC-to-Phone call, the phone number of the person you are calling needs to be entered in his/her [Phone Book](#) of the User Details. Either one of you should enter the information. In case that person is a [Non ICQ Contact](#), only you can enter his/her numbers.

You will need to open an ICQphone account and get your PIN (Personal Identification Number) before you can make the call. You use this account to pay for the ICQphone services, which are charged. Go to the ICQphone page on the Web at <http://icqphone.icq.com>. Or, go to the [Account tab](#) in the ICQPhone icon of your Preferences.

Requirements:

- Windows 95, Windows 98, Windows 2000, or Windows NT 4.0
- Pentium PC 100 MHz or higher
- 16 MB RAM
- 28.8 kbps modem or higher
- PPP Internet Connection
- Sound Card
- Microphone and Speakers or Headphones with microphone

Note: Your Internet provider or system administrator could have a firewall set up or could be using a proxy server. A proxy server and firewall are filtering devices that filter access to protected networks. There may be circumstances in which ICQphone may not work. You can check it out by doing the following: Click Services => ICQphone => Preferences => Settings => Setup Wizard => Click Next until you get to Network and firewall testing dialog. =>Test. The results of the test will be presented to you. In certain cases, even if you are behind a firewall in a LAN or Intranet Network, and you are not able to communicate with users outside your firewall, you may still be able to use ICQphone inside your Network.

To initiate a PC-to-Phone call:

1. Click on a name either on your Contact List or your Non ICQ Contacts list and then click on the **ICQphone** option in the User menu.

Tip: You can enter phone numbers of users on your Contact List by accessing their [User Details](#) in the User menu or by accessing the **Phonebook** option in the User menu. For Non ICQ Contacts, click the ICQ button choose the **Non ICQ Contacts** option from the **Add/Invite users** option and then the **Phonebook** option.

2. Choose the phone number you want to call (out of those listed), i.e. work, home, mobile, etc. Or, if you enter the phone manually, take note of the following.

US Users:

- To place a call within the US enter: 1 + Area Code + Phone Number
- To place an international call enter: 011 + Country Code + Area Code + Phone Number

Non-US Users:

- To place a call to the US enter: 1 + Area Code + Phone Number
- To place local and International Calls (outside the US) enter: 011 + Country Code + Area Code + Number (When entering the area code do not include the zero, enter it as you would do when making an international call.)

3. Two windows open: the **ICQphone** Window and the **Account** window.

Alternatively, click on the **Services** button and choose **ICQphone** from the menu options and then click **Launch ICQphone Client** option. This brings up the **ICQphone** Window and you can enter the phone number in the dialog box.

4. To make a PC-to-Phone call you need to enter your ICQphone account and PIN number and then click the **OK** button.

If you do not have an ICQphone account and PIN number (Personal Identification Number) click on the **Create New Account Now** button. This is a link button to the ICQphone Web site, where you can open a new account and get a PIN number by following the on-screen instructions. Once you have an ICQphone account and PIN number follow the above instructions. If you have already opened an account, but can't use it or have lost your PIN, contact the ICQphone support team through

support@icqphone.com or by calling 1-888-376-2873.

5. To make a PC-to-Phone call enter a phone number and click on the **Call** button and the call is initiated.

Note: When you start to enter a phone number, the **ICQphone Dialing Instructions** window pops up, unless you check the **Do Not Show Again** box in the bottom left hand corner.

Note: If you enter the number incorrectly an “error in communications” notice appears followed by the **ICQphone Dialing Instructions** window.

Tip: You can also access the **ICQphone Dialing Instructions** window from the Help Menu in the **ICQphone** Window.

6. Click on the **Call/Hang-up** button to end a call.

Tip: The status of the call (Ready, Connecting, Talking) is indicated in the inner window of the **ICQphone** Window, as is the length of the call (see [The ICQphone Window](#) page).

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ICQphone - Initiating a Phone-to-PC Call

ICQphone enables ICQ users to receive phone calls to their PC. To make a call from a regular telephone to a personal computer you need to be an ICQ user and have an ICQphone account.

You will need to open an ICQphone account and get your PIN (Personal Identification Number) before you can make the call. You use this account to pay for the ICQphone services, which are charged. Go to the ICQphone page on the Web at <http://icqphone.icq.com>. Or, go to the [Accounts tab](#) in the ICQphone icon of your Preferences.

For information on the availability of this feature, go to the [ICQphone Web site](#).

To initiate a Phone-to-PC phone call:

1. Dial the access number for the country you are calling from (to view the access numbers' list click the help tab, choose Access numbers).
2. Enter your ICQphone account number.
3. Enter your PIN.
4. Dial the ICQ# of the person you wish to call.

Note: You will only be able to make the call if the user you are calling is online and connected to ICQ.

The Phone-to-PC call can originate from the following countries: United States, Canada, Australia, Brazil, China, Denmark, France, Germany, Hong Kong, Israel, Italy, Japan, Malaysia, New Zealand, Philippines, Russia, Spain, Sweden, The Netherlands, United Kingdom. This list of countries may change without prior notice.

The ICQ user you are calling can be located anywhere in the world.

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ICQphone - Receiving a Phone-to-PC Request

When you receive a Request for a Phone-to-PC phone call a flashing icon appears besides the user's name on your Contact List. If the user is not on your Contact List, the icon will appear on your Contact List next to his/her nickname under the Not on List divider.

For information on determining your ICQphone availability status, see the [ICQphone Status](#) section.

For information on the availability of this feature, go to the [ICQphone Web site](#).

To respond to a Phone-to-PC request:

1. Double-click the name and an **Incoming Phone-to-PC Call Request** window opens up. You have the following options:
 - Click on the **Info** button to open the [User Details](#) of the user requesting the phone call.
 - Click on the **Preferences** button to configure your ICQphone preferences settings. See [ICQphone Preferences](#), [Configuring the Settings tab](#) and [Configuring the Account tab](#).
2. Click on the **Accept** button to accept the call or click on the **Decline** button to decline the call.

Note: You can still receive ICQphone calls from users other than the person you are talking to. However, accepting another incoming call will automatically terminate your ongoing one.

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ICQphone - Sending Voice Mail

You can choose to send a voice mail. This option appears in the ICQphone Window. Voice Mail enables you to record voice messages of up to fifteen seconds in length (120kb) and attach text messages as well. For more information on the Voice Mail option see [ICQ Email – Sending to ICQ Users on Your Contact List](#).

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ICQphone Window

To access the ICQphone window:

1. Click the **Services** button.
2. Select **ICQphone**.
3. Click **Launch ICQphone Client**.

The ICQphone window includes the following functions:

- ICQphone logo
- **Menu** button- sub menu:
 - **Preferences**- opens the ICQphone preference tabs.
 - **Always on Top**- when checked, the ICQphone Window will always appear on top of other applications. Can also be checked in the preference tab.
 - **Setup Wizard**- tests whether your sound card and speakers are working properly. May also be accessed from the preference tab.
 - **Exit**- click to close the ICQphone window.
- **Account** button – opens the ICQphone account tab (in ICQphone preferences window).
- **Help** button- sub menu: Technical Support; Call Rates; Access Numbers; Call Customer Service; ICQphone Home; Help.
- **Mute** button – clicking this button will allow you to hear what the other person is saying but your end of the conversation will be muted.
- **Voice Mail** button – for voice mail option, see [ICQ Email – Sending to ICQ Users on Your Contact List](#).
- **My Contacts** button – list of ICQ users on your Contact List currently online. Choose a contact from the list to send him/her a PC-to-PC call request.
- **ICQphone Status** button – your ICQphone status: Don't Show/Off; Show/On; Busy. See [ICQphone Status](#) page.
- **Close and Minimize** buttons.
- **Volume** button – turn the volume up or down, of what you hear, by moving the flower symbol up/down the scale of the volume button.
- Phone number dialog box.
- **Call/Hang up** button – click button to start and end calls.
- Numbers + letters keypad.
- **Call duration** – timer of the call sessions (min' + sec') and the current phone call status:
 - Ready – waiting to start call, when no call is progress
 - Connecting – when the connection between the two parties is being established
 - Talking – session is in progress

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ICQphone Status

Your ICQphone status indicates to those users on whose Contact List you are on, your availability to accept calls.

For information on configuring other ICQphone preferences, see [Preferences – More Options](#).

You can change your ICQphone status with the **ICQphone Status** button in the [ICQphone](#) window.

To determine your ICQphone status:

1. Click on the **Status bar** in the bottom right corner of your ICQ Window.
2. Select **ICQphone Status**.

Alternatively, if you are already in the **ICQphone** window, click the **ICQphone Status** button. You have the following options.

- Check **Show** to indicate you are ready to accept calls. A phone icon will appear by your name on other users' Contact Lists.
- Check **Don't Show** to indicate you are not ready to accept calls. There will be no phone icon by your name on other users' Contact Lists.

Note: If you have checked **Don't Show** you can still receive and accept call requests.

If you have clicked the Busy option in your ICQphone status or if your status has automatically changed, you can still receive ICQphone calls from users other than the person you are talking to. However, accepting another incoming call will automatically terminate your ongoing one.

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ICQphone - Configuring the Settings Tab

The Settings Tab enables you to customize your ICQphone settings.

For information on configuring other ICQphone preferences, see [Preferences – More Options](#).

To configure your Settings:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **ICQphone** icon and choose the **Settings** tab.
3. You have the following option:
General Settings:
 - Check the **Always on Top** box so that the ICQphone Window will always appear on top of other open applications.
4. Voice Settings:
 - This section contains voice and preferred device settings, which, in general, should be left with their default values. Contact Customer Service at support@icqphone.com if you have questions in this regard.
5. Preferred Devices:
 - Select the **Playback** option to see whether or not your sound card and speakers are working properly and whether you should adjust the volume.
Select which soundcard you want to test by choosing it from the drop menu.
Click on the **Test** button. You will hear an announcement welcoming you to the ICQphone service. Adjust the volume if necessary either through the volume icon in the desktop tray or for more playback volume options click the **Audio Settings** button and click the **Playback** icon. This opens the **Volume Control** window. Alternatively use the **Setup wizard**.
 - Select the **Record** option to check that your microphone is working properly and whether you should adjust the volume.
Select which recording device you want to test from the drop menu.
Click on the **Test** button. The word recording will appear and you should talk into the microphone (you have 2 seconds in which to record), it will automatically switch to playback and you will be able to hear what you recorded. You can repeat the process as often as necessary. If there are any problems click the **Audio Settings** button and click the **Recording** icon. This will open the **Recording Control** window. Make the necessary adjustments. Alternatively use the **Setup wizard**.
6. Settings Buttons:
 - Click on the **Audio Settings** button to bring up the **Multi Media Properties** dialog, which allows you to choose preferred devices and volume levels.
 - Click on the **Setup Wizard** button to test whether your sound card and speakers are working properly.
 - Check the **Use Direct Sound** box if your sound card supports direct sound, for better quality.
7. Click on the **Apply** button to set your changes or click on the **Cancel** button to exit the dialog without saving your changes.

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ICQphone - Configuring the Account Tab

The Account tab enables you to check your ICQphone account and open a new ICQphone account.

For information on configuring other ICQphone preferences, see [Preferences – More Options](#).

To configure the Account tab:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **ICQphone** icon and choose the **Account** tab. You have the following options.
 - Enter your ICQphone account number in the dialog box and click the **Obtain Balance** button to see state of balance. You will be prompted to enter your PIN (Personal Identification Number) before you get your balance.
 - Click on the **Create New Account** button to open a new ICQphone account.
 - Click on the **Add Funds** button to be sent to the Web site where you can pay for more calls on your ICQphone account.

Note: You may only create one ICQphone account that will be the same number as your ICQ number. Any additional accounts you create will have a random 12-digit number.

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SMS - Introduction

SMS, Short Messages Service, is a technology used in cellular phones to send text messages to and from cellular phones. The ICQ SMS feature integrates ICQ with SMS technology. The SMS feature works with GSM (Global System for Mobile communications) cellular phone technology only.

The following is available with the ICQ SMS feature:

- Sending SMS messages through ICQ to any cellular phone user with SMS capability, including those who are not ICQ users.
- Receiving reply SMS messages from cellular users to the ICQ program. (For more information about this option please refer to the [SMS Web help](#) page).
- Receiving SMS messages initiated by cellular users to the ICQ program. (For more information about the availability of this option please refer to the [SMS Web help](#) page).
- Saving a History of Events.

Note: You can send SMS messages to ICQ users on your Contact List, who have a cellular device with SMS capability, or to any other SMS users, even if they are not ICQ users, who you add as Non ICQ Contacts. (See [Non ICQ Contacts](#) for more information).

For a list of the carriers that work with ICQ, go to the [SMS Web site](#).

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

See [SMS – Entering SMS Numbers](#)

See [SMS - Sending SMS Messages to Users on your Contact List](#)

See [SMS - Sending SMS Messages from the Service Button](#)

See [SMS - Receiving SMS Messages from Users on your Contact List](#)

See [SMS - Confirmation/Failure Messages](#)

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SMS - Entering SMS Numbers

SMS numbers are mobile phone numbers.

This section refers to entering phone numbers for other users. If you wish to enter your own cellular phone number, go to your own Phone Book dialog in your User Details/Address Book and follow steps 2-7. Once you define yourself as SMS Available, a SMS icon will appear on the user's Contact List and also will appear in your System Notice button from where you may view your Phone Info.

To enter an SMS number:

1. Click on the name of a user, either on your Contact List or your [Non ICQ Contacts](#) list.
2. Select **User Details/ Address Book** and click on the **Phone Book** icon. The **Phone Book** dialog opens up.
Note: The option to enter a phone number is also available when you choose the SMS Message option from the User Menu or from the Services button, if you haven't previously entered a number. You will receive a less detailed dialog than the one described here.
3. Click on the **Add** button to add a new number. To edit an already existing number, highlight the number and then click on the **Edit** button. In both cases the **Add / Edit Phone and Fax Numbers** dialog opens up.
4. Enter the details into the relevant fields:
 - Choose one of the cellular phone options from the drop-down menu. To define the cellular number as an SMS number you must check the **SMS Service Available (displays SMS icon on Contact List)** option. Choose the country from the drop-down menu. Alternatively, you can enter the country manually.
 - Enter the **City Area/Mobile phone** code.
 - Enter the phone number.
5. Click the **OK** button to enter the new/edited number details or **Cancel** to leave the dialog without adding the new/edited details.
6. Click the **Apply** to save the changes and then click **Close** to exit the dialog. Clicking on **Close** only will not save the changes.

Once you have stored the cellular number in the User Details of the user and checked the **SMS Service Available (displays SMS icon on Contact List)** option, an **SMS** icon will appear by the user's name on your Contact List.

Note: Adding phone numbers for another user on your Contact List are locally saved on your computer and only affects the way you view this user's phone details. Other users who view this user's details will not see the phone numbers you've added.

Note that the providing information about yourself on the ICQ Service is voluntary. The more information you provide about yourself the easier it will be for your friends to locate and communicate with you. Information you do provide is visible to and may be obtained and kept by ICQ and Internet users. However, you can select who is permitted to view information provided in your Phone Book details. Refer to your [Phone Book Authorization](#) settings in your Preferences.

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SMS - Sending SMS Messages to Users on your Contact List

You may send an SMS message to users on your Contact List. The SMS feature works with GSM (Global System for Mobile communications) cellular phone technology only.

For a list of the carriers that work with ICQ, go to the [SMS Web site](#).

To send an SMS message:

1. Click on the name of a user on your Contact List. You can send SMS messages to people not on your Contact List, see [Adding Non ICQ Contacts](#).

Note: Sending a message to a user with more than one SMS number available will trigger a small dialog box prompting you to choose between the available numbers.

2. Select **SMS Message** from the User menu.

The **Send SMS Message** dialog opens up. The user's name is automatically entered from the ICQ Address Book. If there are any details missing a pop-up dialog will appear suggesting a manual update of the user's Phone Book.

Note: When the user has no defined SMS number, the **Add SMS Number** dialog will appear on top of the **Send SMS Message** window. Click on the **Add SMS Number** button to open the **Add/Edit Phone and Fax Numbers** dialog where you may enter the person's phone details (see [Entering SMS Numbers](#) for further details), or click the **Cancel** button to open the **Send SMS Message** window. From here you can choose someone else to send the SMS to by clicking the **To** button.

- Click on the **To** button, next to the user name dialog, to open the **Select Names** window where you can change the recipient of the SMS and/or choose other users to send the SMS to, or just enter any number without adding the name of the recipient to the list, by clicking on the **Enter SMS Number** button if you have not previously done so. For this last option, see instructions below.*

In addition, you may right-click the name in the **To** field and choose from the following options.

- Choose **User Details** to view the user's phone information in the Phone Book.
- Choose **Remove** to delete the user's name from the **To** field, if you wish to send an SMS message to someone else.

3. Enter your message in the **Message Text** dialog.

Note: SMS messages are limited to 160 characters. There is a character counter in the top right hand corner above the Message Text dialog, which counts down the characters as you write your message.

- You have the option of sending a copy of the message to the recipient by ICQ and/or by Email.

Note: You can only send a copy of the message by ICQ to recipients who are ICQ users.

4. Click the **Send** button to send the message or the **Cancel** button to close the window without sending any message.

After you send a message you will receive either a confirmation notifying you that the message is being sent or a failure message notifying you that the SMS message could not be sent. For more information see [Confirmation/Failure Messages](#).

If the recipient's cellular phone is switched off he/she will receive the SMS message when their cellular phone is switched back on.

Note: The Confirmation/Failure message is NOT a message confirming receipt of the message by the cellular user, but by the carrier. To configure the option of receiving a notification of receipt of the message upon arrival to user, see [SMS preferences](#).

*If you have chosen to enter a number in the **To:** field of the SMS Message dialog without choosing a user from the list, as described in bullet nr. 2, and the number does not match anyone on the list, and you receive a confirmation message, click on the **Done** button and you will find the following options.

1. Choose from one of the following options.

- Click the **Add the number to a contact on my list** radio button and choose the contact to whom you would like to add the number from the drop down list. (The list of contact are taken from your Contact List)
 - Click the **Add new contact (with this number)** radio button to add the person to your Non ICQ Contacts List. After you click on the **Add New Non ICQ Contact** button, the **User Details** dialog will open with the number already entered in the **Phone Book** dialog. Enter a name for your new Non ICQ Contact and any other information and click on the **Save** button.
 - Check the **Search for user in the ICQ Global Directory first** box if you wish to search for the person in the Global Directory and add him/her as an ICQ Contact to your Contact List. See [ICQ Global Directory](#).
2. Click on the button on the right (text varies according to function you've chosen) or on the **Cancel** button if you want to exit the dialog without implementing any of the changes.

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SMS - Sending SMS Messages from the Services Button

The SMS feature works with GSM (Global System for Mobile communications) cellular phone technology only.

For a list of the carriers that work with ICQ, go to the [SMS Web site](#).

To send an SMS message from the Services Menu:

1. Click on the **Services** button.
2. Select **SMS Message**.

The **Add SMS Number** dialog appears on top of the **Send SMS Message** dialog. Enter the person's phone details (see [Entering SMS Numbers](#) for further details), or click the **Cancel** button to open the **Send SMS Message** window. From here you can choose someone else to send the SMS to by clicking the **To** button.

- Click on the **To** button, next to the user name dialog, to open the **Select Names** window where you can change the recipient of the SMS and/or choose other users to send the SMS to, or just enter any number without adding the name of the recipient to the list, by clicking on the **Enter SMS Number** button if you have not previously done so. For this last option, see instructions below.*

In addition, you may right-click the name in the **To** field and choose from the following options.

- Choose a user and click on the **Remove** button to remove a user from the right dialog if you don't want to send the message to him/her.
 - Choose a user and click on the **Users Info** button to view that user's details.
3. Click the **OK** button to open the **Send SMS Message** window, or click **Cancel** button to exit the SMS feature without sending an SMS.
 4. Write your message in the top dialog of the **Send SMS Message** window.

Note: SMS messages are limited to 160 characters. There is a character counter in the top right hand corner above the Message Text dialog, which counts down the characters as you write your message.

- You have the option of sending a copy of the message to the recipient by ICQ and/or by Email.

Note: You can only send a copy of the message by ICQ to recipients who are ICQ users.

5. Click the **Send** button to send the message or the **Cancel** button to close the window without sending any message.
 - After you send a message you will receive either a confirmation message that the message is being sent or a rejection message notifying you that the SMS message could not be sent. For more information see [Confirmation/Failure Messages](#).

Note: The Confirmation/Failure message is NOT a message confirming receipt of the message by the cellular user, but by the recipient carrier. To configure the option of receiving a notification of receipt of the message upon arrival to user, see [SMS preferences](#).

* If you have chosen to enter a number in the **To:** field of the SMS Message dialog without choosing a user from the list, as described in nr. 2, and the number does not match anyone on the list, and you receive a confirmation message, click on the **Done** button and you will find the following options.

1. Choose from one of the following options.
 - Click the **Add the number to a contact on my list** radio button and choose the contact to whom you would like to add the number from the drop down list. (The list of contact are taken from your Contact List)
 - Click the **Add new contact (with this number)** radio button to add the person to your Non ICQ Contacts List. After you click on the **Add New Non ICQ Contact** button, the **User Details** dialog will open with the number already entered in the **Phone Book** dialog. Enter a name for your new Non ICQ Contact and any other information and click on the **Save** button.
 - Check the **Search for user in the ICQ Global Directory first** box if you wish to search for the person in the Global Directory and add him/her as an ICQ Contact to your Contact List. See [ICQ Global Directory](#).
2. Click on the button on the right (text varies according to function you've chosen) or on the **Cancel** button if you want to exit the dialog without implementing any of the changes.

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SMS - Receiving SMS Messages

If you have sent someone an ICQ SMS message he/she can reply to that message using the reply option on his/her cellular phone. In addition, you can receive SMS messages that are initiated by the cellular phone user. These SMS messages can be from ICQ users on your Contact List, from users on your [Non ICQ Contacts](#) list and from unknown users. Your ICQ number identifies you and, therefore, in order for someone to send you an SMS to your ICQ program they must know your ICQ number. (For more information about this option and its availability, please refer to the [SMS Web help](#) page).

Receiving SMS messages from users on your Contact List and your Non ICQ Contacts list:

An **Incoming SMS Message**  icon will either flash next to the name of the sending user, or open up on the desktop, you will also get a unique Incoming SMS Message sound.

Note: You may choose to have incoming SMS messages automatically open up on your desktop without double-clicking. See [Events Settings—General Tab](#) in your Owner Preferences.

Note: You will only get a flashing incoming SMS icon next to the names of contacts on your Contact List if their cellular phone details have been entered in the Phone Book section of their User Details. SMS messages from contacts whose cellular number has not been entered into the Phone Book section of their User Details will blink on the **System Notice** button, even if the sender is on your Contact List. See [Receiving SMS Messages from Unknown Users](#).

To receive an SMS message:

1. Double-click on the flashing **Incoming SMS Message** icon in your desktop or next to the sender's name on your Contact List/ Non ICQ Contacts list. Alternatively, click on the sender's name on your Contact List/ Non ICQ Contacts list and choose **Receive** to display the **Incoming SMS Message** dialog.
2. You may choose from the following options:
 - Click on the **User Details** button to display the sender's details.
 - Click on the **History** button to view the correspondence between you and the user.
 - Click on the **Reply** button to respond to the sender either by SMS or by Email or if the SMS is from an ICQ user on your Contact List you can choose to respond with an ICQ message. Alternatively, double-click on the flashing icon next to the sender's name.
 - Click on the **Forward** button to send the SMS to another user. You can choose to forward the SMS either by SMS (opens a new SMS message dialog), by ICQ (opens up the list of users on your Contact List), or by Email (opens the user's default Email).
 - Click on the **More Functions** button to expand the dialog and your options.
 - Click on the **Add to Contact List** button to receive a dialog, giving you the options to add the number to a user on your Contact List, to add the number to a new Non ICQ Contact or to search for the user on the ICQ Global Directory.
 - Click on the **Read Next** button (if enabled) to display the next incoming event.
 - If you receive a message from a contact on your Non ICQ Contacts list, you have an additional **Send Invitation to ICQ** button. See the [Sending an Invitation to Join ICQ](#) section.
 - Click on the **Close** button to exit the dialog without responding.

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SMS - Receiving Messages from Unknown Users

An **Incoming SMS Message**  icon will flash on the **System Notice** button and you will also get a unique Incoming SMS Message sound when you receive SMS messages from unknown users. Unknown users are individuals who are not on your Contact List or your [Non ICQ Contacts](#) list or contacts whose cellular phone number have not been entered into the Phone Book section of their User Details.

To receive an SMS message from an unknown user:

1. Click on the **System Notice** button and select **Incoming SMS Message**. This opens up the **Incoming SMS Message** dialog.
2. Choose from the following options.
 - Click on the **Reply** button to respond to the sender by sending them a SMS message back. Alternatively, double-click on the flashing icon next to the sender's name.
 - Click on the **Forward** button to send the SMS to another user. You can choose to forward the SMS either by SMS (opens a new SMS message dialog), by ICQ (opens up the list of users on your Contact List), or by Email (opens the user's default Email).
 - Click on the **Add to Contact List** button to open a dialog giving you the options to match the number with a user on your Contact List, add the number to a new Non ICQ Contact or search the ICQ Global Directory to add the user as an ICQ Contact.
 - Click on the **More Functions** button to expand the dialog and your options.
 - Click on the **Read Next** button (if enabled) to display the next incoming event.
 - Click on the **Close** button to exit the dialog without responding.

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SMS - Confirmation/Failure Messages

After sending SMS messages from the ICQ program, ICQ users will receive a confirmation/failure message. The confirmation message will appear on top of the **Send SMS Message** window.

Note: The Confirmation/Failure message is NOT a message confirming receipt of the message by the cellular user, but by the carrier. To configure the option of receiving a notification of receipt of the message upon arrival to user, see [SMS preferences](#).

To receive a confirmation/failure message:

You have the following options.

- Click on the **Retry** button if you have received a failure message and you want to re-send it.
- Click on the **Edit** button if you have received a failure message and you want to see message again, edit it, send it to another recipient, send copy by ICQ or Email.
- Click on the **Close/Done** button if you received a confirmation message and want to close the window.

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SMS - SMS Messages History

You can view the history of events between you and the user, if they appear on your Contact List, to whom you are sending an SMS message or from whom you are receiving an SMS message. SMS messages in the ICQ History of Events and in the ICQ Message Archive are defined as SMS messages.

To access the SMS event history between you and another user, from your Contact List:

- Click on the **History** button that appears both in the **Send SMS Message** dialog and in the **Incoming SMS Message** dialog.
- Alternatively click on the name of a **user** on your Contact List and select **History** and click on **View Messages History**.

For more information on event history see [History of Events – Users on Your Contact List](#).

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SMS - Configuring Preferences

The General tab in the SMS enables you to add a personal signature to outgoing SMS messages and get message notifications when your outgoing SMS messages are received. To configure more preferences, see [Preferences – More](#).

To configure your SMS preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **SMS Messages** icon. This opens the **Settings** tab.

You have the following signature options:

- You can add a personal signature to your SMS messages. Enter a signature in the **Personal Signature** field. The last version is saved each time. Your default signature includes your name and ICQ number.

Check the **Add signature to outgoing SMS messages** box to include a signature to all your outgoing SMS messages.

Note: Your signature is part of your message. SMS messages are limited to 160 characters therefore, if your signature is 10 characters long the rest of your message will be a maximum of 150 characters.

- Check the **Request a notification on message arrival to recipient** box if you want to be notified every time the cellular phone user to whom you sent the SMS message receives your message. When checked, a **Received SMS** icon will flash next to the name of the user to whom you sent the SMS message. The default setting is checked.
3. Configure your preferences and click on the **Apply** button to store these preferences or click on the **Cancel** button to close window without changing preferences. Alternatively, click on the **Restore ICQ Defaults** button to restore the pre-defined SMS preferences.

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ICQ ActiveList - Introduction

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

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

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

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

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

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

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

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ICQ ActiveList - Joining

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

- ID Number
- Title
- Category

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

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

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

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

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

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

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

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

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

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

past.

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

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

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

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

To search the ICQ ActiveList by Category:

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

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

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

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

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

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

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

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

To request authorization in order to join an ICQ ActiveList:

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

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

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

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ICQ ActiveList - Window

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

The ICQ ActiveList contains the following features:

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

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

- | News
- | Broadcast
- | Chat

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

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

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

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

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ICQ ActiveList - Participating

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

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

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

To open the ICQ Active List Contacts Window:

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

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

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

To return to the ICQ Contact List:

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

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

To connect to an ICQ ActiveList:

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

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

To access the ICQ ActiveList functions:

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

You have the following options.

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

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ICQ ActiveList - Broadcasting and Accepting Events

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

Broadcasting a Message

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

To broadcast a message:

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

Accepting a Broadcast Message

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

To accept a broadcast message:

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

Choose from the following options:

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

Broadcasting a URL

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

To broadcast a URL:

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

To accept a URL:

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

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

You have the following options.

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

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

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ICQ ActiveList - Posting and Viewing News

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

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

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

To access the news dialog:

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

To post news on the News Board:

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

To reply to a list:

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

To reply to author:

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

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ICQ ActiveList - Viewing Information

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

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

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

To access the ICQ ActiveList Info:

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

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ICQ ActiveList - Configuring Preferences

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

To configure general preferences:

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

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

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

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

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

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

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

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

To view the Message of the Day:

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

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ICQ ActiveList - Broadcasting to Administrators

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

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

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

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ICQ ActiveList - Joining a Chat

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

To join a chat session:

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

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ICQ ActiveList - Becoming an Administrator

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

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

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

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

By transferring owner privileges and/or transferring administrator privileges, you confirm that the user to whom you are transferring Owner privileges and/or the user to whom you are transferring or with whom you are sharing any administrator privileges, has read and agreed to the ICQ Terms of Service available on or through <http://www.icq.com/legal/>

This transferring or sharing of Owner and/or Administrator Privileges does not derogate from any of your responsibilities towards ICQ Inc. or any other party with respect to this ICQ ActiveList.

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

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

The owner of the ICQ ActiveList must leave the ICQ ActiveList Server online in order for the administrator(s) to have the option to manage the list. The administrator(s) may access the Manager by right-clicking on the ICQ ActiveList and selecting the **Manage List** option.

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

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ICQ ActiveList - Becoming an Owner

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

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

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

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ICQ ActiveList - Unregistering or Reregistering

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

To un-register from an ICQ ActiveList:

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

To re-register to the ICQ ActiveList:

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

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ICQ ActiveList - Removing

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

To delete an ICQ ActiveList:

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

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Chat - Opening

Sending a Chat Invitation

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

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

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

To request a chat:

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

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

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

To invite a user to join an existing chat session:

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

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

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

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Chat - Responding to a Request

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

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

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

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

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

To respond to a Chat Request:

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

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

To add a user to a chat already in progress:

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

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

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Chat Window

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

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

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

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

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

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

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

File Menu

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

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

Edit Menu

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

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

Layout Menu

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

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

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

Other Menu

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

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

Action Menu

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

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

Help Menu

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

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

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

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Chat Toolbar

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

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

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

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

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

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

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

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Chat Emotions

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

To insert a Chat Emotion into your chat:

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

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Chat Actions

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

To insert a Chat Action into your chat:

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

To edit or add Chat Action Messages:

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

To edit the preset messages in the Action Messages:

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

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Chat File Player

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

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

To save your chats:

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

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

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

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

To play back your most recent chat session:

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

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

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Chat With A Friend - Opening

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

To request a Chat With A Friend:

1. In the ICQ Window, click on your **Status**  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 a Group** arrow to display the pull-down menu of chat groups in the **Finding** tab. Select the group with which you want to be affiliated.
 - Enter the topic/interest that you want to chat about in the **Enter Your Chat Topic/Interest** field in the **Details** tab.
 - 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 **Homepage** 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.

You have the following additional options:

- Click on the **Web Guide** button to get more information of the Chat With A Friend feature on the Web.
- Click on the **ICQ White Pages** button to go to the [White Pages](#) on the Web where you can search for friends.
- Click on the **Save** button and on the **Done** button to save the details you've entered and close the dialog. You will then be available for chat with a partner that finds you.
- Click on the **Continue to the Search** button or choose the **Finding** tab to begin the search for a random friend.
- Click on the **Group** arrow to display the pull-down menu of chat groups. Select the group with which you want to be affiliated, if you have not done so previously. (You may select only one group.)
- Click on the **Find an Online Chat Friend** button to begin your search for a chat partner. Click on the **Stop Search** button if you wish to interrupt the search.

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

You may choose from the following options.

- Click on the **Request Chat** button to request a chat session with the random user.

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

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Chat With A Friend - Responding to a Request

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

To respond to a Chat With A Friend request:

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

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

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Chat - Making Yourself Available for Chat

You may make yourself Available for a Chat With A Friend with any user who searches for a random chat partner. Choosing this option enables the Chat With A Friend feature so that you will receive chat requests from random users.

To make yourself available for a Chat With A Friend:

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

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Web Page Address (URL) - Sending

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

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

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

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

To send a Web Page Address:

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

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

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

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Web Page Address (URL) - Receiving

Receiving and Responding to an incoming Web Page Address

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

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

To respond to a Web Page Address transfer request:

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

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

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

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

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File - Sending

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

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

To send a file:

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

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

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

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

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

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File - Receiving

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

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

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

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

To respond to a File request:

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

To accept the File Transfer request and receive the file:

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

To refuse the file request:

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

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

To recover an interrupted file transfer:

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

2. Choose from the following options.

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

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

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Telephony/Data/Games - Launching

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

An Internet Telephony/Games/Voice Chat request can only be sent when both you and the recipient are online. If you compose a request when either you or the recipient is offline, the request will be saved in your OutBox and will be sent when both of you are online. Double-click the **System Notice** button in your ICQ window and select the **OutBox** tab to view the requests that are waiting to have been sent.

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

To launch external applications:

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

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

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

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

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

5. Select **View List - Download** and choose an application from the pop-up menu of options to be led (via your browser) to the Web site of the application. Download the application and install it on your hard drive, noting the directory. Continue with step 6.
6. Click on the **ICQ** button and select **Preferences**.
7. Click the **Telephony/Data/Games** icon.
8. Choose from the following options.
 - Click on the **New External** button to enter a new external application in the **Define New External Application** dialog. Click on the **Browse** button to open the **Open** dialog where you should find and enter the relevant directory where you saved the application. Select the external application and click on the **Open** button.
 - Select an application under the heading **Registered External Applications** and click on the **Edit** button to configure an application that you have installed, but that ICQ does not yet recognize. In most cases, a **Define New External Application** dialog is displayed. Click on the **Browse** button to open the **Open** dialog where you should find and enter the relevant directory where you saved the application. Select the external application and click on the **Open** button.
 - Click on the **Remove** button to take out an application from the list.
9. Click on the **Apply** button and click on the **OK** button again to set your changes. When you view the list of applications in the **Telephony/Data/Games** tab, a unique icon appears next to the installed application. Now you may repeat steps 1 – 3.

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Telephony/Data/Games - Receiving a Request

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

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

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

To respond to an Internet Telephony/Games request:

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

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

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

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

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

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Phone Book - Introduction

The Phone Book feature allows you to send another user a phone call request and lets your program dial for you. This feature enables you to receive the telephone number at which the user is currently located and coordinate a convenient time for the phone call to take place. Before you initiate a Phone Call Request, you may add your telephone details to the telephone directory in your User Details. You can also add additional phone numbers to another user's details.

Note that the providing information about yourself on the ICQ Service is voluntary. The more information you provide about yourself the easier it will be for your friends to locate and communicate with you. Information you do provide is visible to and may be obtained and kept by ICQ and Internet users. However, you can select who is permitted to view information provided in your Phone Book details. Refer to your [Phone Book Authorization](#) settings in your Preferences. For entering phone numbers and information to be viewed by all, without your permission, see the Home tab section in your [User Details – Viewing](#).

The 2000b version provides you with the additional options of dialing to a cellular SMS, pager and fax!

See [Phone Book Entering Your Phone Numbers](#) to make yourself available by phone.

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

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

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

See [Phone – "Follow Me" – Setting your Phone Status](#) to determine whether you are busy or available to receive a call.

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Contacts - Sending

Sending Contacts to Another User

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

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

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

You have the following options:

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

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

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

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Contacts - Receiving

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

To receive contacts from a user:

1. Double-click on the flashing **Contact**  icon next to the sender's name in your Contact List or in your desktop tray. Alternatively, click on the sender's name and choose **Receive** to display the **Incoming Contacts** dialog.
2. Click on one of the contacts and choose from the following options.
 - Click on the **Send Message** button to display the **Send Message** dialog if you wish to only send a message to that contact.
 - Click on the **Get User Info** button to display the contact's **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.
3. Click on the **Close** button to exit the dialog.

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Plugins - Introduction

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

Note: To download and install more plugins, go to the download [Web site](#). The additional plugins are [ICQ ActiveList](#), [IrCQ-Net](#), [Voice Message](#) and [ICQ Homepage](#). Once installed, no option to configure the settings for these plugins will be available. You will receive a notification upon incoming event by default. If you wish to remove these plugins from your computer, you will need to uninstall them. Go to the folder where it is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

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

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

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

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 Download Center available at <http://www.icq.com/download>.

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Plugins - Configuring Preferences

You may add a new plugin or configure the settings of the pre-installed plugins from the ICQ button in your ICQ Window. You may configure more preferences. See [Preferences – Introduction](#).

Note: To download and install more plugins, go to the download [Web site](#). The additional plugins are [ICQ ActiveList](#), [IrCQ-Net](#), [Voice Message](#) and [ICQ Homepage](#). Once installed, no option to configure the settings for these plugins will be available. You will receive a notification upon incoming event by default. If you wish to remove these plugins from your computer, you will need to uninstall them. Go to the folder where it is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

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

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

To set your preferences for a plugin:

1. Click on the **ICQ** button and select **Preferences**.
2. Select the plugin you want to configure.
3. Choose from the following options.
 - Check the **Play Sound** box to set ICQ to play a sound every time you receive a plugin message.
 - Click on the **Play**  button to hear the sound that will play. Press the  button to select another sound from another directory on your hard disk.
 - Select the **Set ICQ to display a response dialog** radio button.
 - Select the **Set ICQ to automatically accept** radio button.
 - Select the **Set ICQ to automatically decline** radio button.
 - Check the **Set ICQ to automatically decline from users who are not on my Contact List** box.

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

To add ICQ Plugins:

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

To disable a plugin:

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

To reactivate a disabled plugin:

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

To remove a plugin from your program:

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

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

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

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

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Unknown Plugins - Receiving

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

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

To accept an unknown plugin:

1. Double-click on the flashing **Unknown plugin**  icon next to the sender's name on your Contact List and in your desktop tray. Alternatively, select the sender's name on your Contact List and then select **Receive** to display the **Incoming Unknown Message** dialog.
2. Choose from the following options.
 - Click on the **Reply** button to send the sender an event directly from this dialog. Choose an event from the pull-down menu of options.
 - Click on the **Download/Get Info on Plugins developed by ICQ Inc.** to read about or download plugins developed by ICQ Inc. from the ICQ Download Center.

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/download>.

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Greeting Card Plugin - Introduction

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

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

See also [Plugins—Introduction](#), [Configuring – More Options](#).

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Voice Message Plugin - Introduction

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

The Voice Message is a separate plugin. To Download and install the plugin, go to the [Download Center](#).

Once installed, no option to configure the settings for this plugin will be available. You will receive a notification upon incoming event by default. If you wish to remove this plugin from your computer, you will need to uninstall it. Go to the folder where it is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

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

See [Plugins—Introduction](#)

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

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IrCQ-Net Invitation Plugin - Introduction

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

The IrCQ-Net is a separate plugin. To Download and install the plugin, go to the [Download Center](#).

Once installed, no option to configure the settings for this plugin will be available. You will receive a notification upon incoming event by default. If you wish to remove this plugin from your computer, you will need to uninstall it. Go to the folder where it is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

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

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ICQ ActiveList Invitation Plugin - Introduction

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

The ActiveList Invitation is a separate plugin. To Download and install the plugin, go to the [Download Center](#).

Once installed, no option to configure the settings for this plugin will be available. You will receive a notification upon incoming event by default. If you wish to remove this plugin from your computer, you will need to uninstall it. Go to the folder where it is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

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

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Picture Plugin - Introduction

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

See [Picture – Configuring Preferences](#)

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ICQmail - Introduction

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

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

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

For more information see [ICQmail – Sending](#), [ICQmail – Checking and Receiving Mail](#), [ICQmail – Preferences](#) and [Enhanced Email Check – Introduction](#).

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ICQ Email - Introduction

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

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

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

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

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

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

See also [ICQ Email – Sending to ICQ Users on Your Contact List](#), [ICQ Email – Sending to Non-ICQ Users](#) and [Email Express](#).

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ICQ Email - Configuring Preferences

To access your Email Preferences:

1. Click on the **ICQ** button in your ICQ Window to display a pop-up menu of options.
2. Select **Preferences**.
3. Select **Email** to access the following tabs.
 - Select the [Check Email](#) tab to configure your options for checking e-mail through ICQ.
 - Select the [Email Alerts](#) tab to enter the details of your e-mail account or accounts to enable ICQ to send and check your e-mail for you
 - Select the [VIP](#) tab to enable ICQ to distinguish incoming e-mail from accounts that you designate as V.I.P.
 - Select the [Send Email Options](#) tab to select ICQ Email or another e-mail program you wish to use for sending e-mail.
 - Select the [Email Message](#) tab to configure your incoming e-mail settings.
 - Select the [ICQmail Options](#) tab to configure your preferences for receiving notification of new emails to your ICQmail account.
4. Click on the **Web Information** button for more information about ICQ Email.
5. Click on the **Apply** button to set your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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

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EEC - Introduction

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

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

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

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

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ICQ Integration for Outlook® – Introduction

ICQ 2000b integrates the ICQ program with Microsoft's® Outlook® 2000 e-mail/organizer program, enhancing your Outlook® and ICQ experience. If you are working with Microsoft® Outlook® 2000, you will no longer be limited to sending only e-mails to your friends and colleagues.

With ICQ 2000b you can enjoy ICQ's many advantages from within your email program. If your friends with whom you exchange emails are also your ICQ friends and appear on your Contact List, you can view their online/offline status from within your Outlook® program and send them ICQ events. Your ICQ Integration for Outlook® detects the users who appear on your Contact List according to name or email address provided in the users' User Details. Send them ICQ messages, URLs, files, attachments, replies and initiate chats with contacts from within your Outlook® program!

Add those friends who are on your email list to your Contact List if you haven't before. If your friends are not ICQ users, invite them to join ICQ.

The options are located on your ICQ bar in your Outlook®.

Note: These options are available on Microsoft® Outlook® 2000 version only.

In addition, this feature can be used from the Inbox folder, Contacts folder or other user created folders.

Your ICQ will need to be active in order to enable this feature.

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ICQ Integration for Outlook - Launching

ICQ Integration for Outlook is installed on your Microsoft® Outlook® as soon as you complete the installation of ICQ version 2000b. The ICQ bar appears by default when you open your Outlook® program. In order for this feature to work, ICQ must open. You may launch ICQ via your email program.

To launch your ICQ program:

1. Open your Microsoft® Outlook® program.
2. Click on the **ICQ** button and select **Launch ICQ**. If your ICQ is already open, this option will be replaced with **Minimize ICQ**.

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ICQ Integration for Outlook – Opening/Closing

ICQ Integration for Outlook is installed on your Microsoft® Outlook® as soon as you complete the installation of ICQ version 2000b. The ICQ bar appears by default when you open your Outlook® program. You may choose to close the option or open it later.

To close/open the ICQ Integration for Outlook option:

1. Right-click on the Microsoft® Outlook® toolbar.
2. Check the **ICQ bar** box if you want to enable the option or uncheck the box to close the dialog. Alternatively, click on the **ICQ** button and select **Close ICQ bar** to close it.

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ICQ Integration for Outlook – Matching Email Addresses to ICQ Contact List Names

The ICQ Integration for Outlook detects which of your email contacts appear on your ICQ Contact List. The detection is based on the email contact's name or email address as it appears in the User Details on your Contact List. If however, the name or email address in the User Details does not correspond to the contact's email information, not all of the ICQ Integration for Outlook options will apply to that email contact.

In addition, if you receive emails from an email contact that has a few email addresses and you wish to match all addresses to the same ICQ user, you will need to configure the preferences. See instructions below.

All you have to do is match the name of the user as he/she appears on your Contact List.

For information on adding an email contact to your Contact List, see [Searching and Adding Email Contacts to Your ICQ Contact List](#).

For information on sending ICQ events to users on your Contact List, see [Sending Events to Users on Your Contact List](#).

To match an email address to an ICQ contact:

1. Click on the **Contact**  Gabriel De la (the name changes according to contact) button.
2. In the **Assign to an existing user** section, click on the arrow and choose the name of the user you want to assign this email address.
3. Click on the **Assign Now** button and then on the **Close** button.

You will know that the email contact is ready to receive ICQ events using the ICQ Integration for Outlook when the [availability status](#) of the contact appears beside his/her name on the Contacts button.

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ICQ Integration for Outlook – Sending ICQ Events to Users on your Contact List

You may send ICQ events directly from your Microsoft® Outlook® 2000 to ICQ users on your Contact List. Send messages, URLs, attachments, chat requests, replies to emails through ICQ message and chat. In addition, view the User Details.

The user's online/offline status is displayed next to the user's name on the Contact button.

If ICQ Integration for Outlook has not detected that the user is on your Contact List, you will need to match the email address to the user on your Contact List. See [Matching ICQ Contact Names to Email Addresses](#).

If the user is not on your ICQ Contact List, see [Searching and Adding Email Contacts to Your ICQ Contact List](#).

To send ICQ events and view user details via your email program:

Choose the email contact from the list to who you want to send an event or choose the email that you want to forward to others. You have the following options.

- Click on the **Contact** button to send a message to the user. See [Messages – Sending](#). You will not be able to send a message to a [Non ICQ Contact](#).
- Click on the **User Details**  icon to view the User Details. See [User Details – Viewing](#).
- Click on the **Chat**  icon to initiate a chat with the user. This option is disabled when the user is offline. See [Chat – Opening](#).
- Click on the **URL**  icon to send the user a URL. See [URL – Sending](#).
- Click on the **File**  icon to send the user a file. This option is disabled when the user is offline. See [File – Sending](#).
- Click on the **Reply with ICQ Message**  icon to send the user a message containing the text of the Email and a reply with it. The Reply section appears after the email text and is sent as an ICQ Message. See [Messages – Sending](#).
- Click on the **Forward with ICQ Message**  icon to forward the email text to other users on your Contact List. The text of the email will appear in the upper section of the box and the Reply will appear at the bottom, allowing you to type your text message. The Multi-Recipient pane on the left will allow you to choose to whom you wish to forward the email text. The texts will be sent as an ICQ Message. See [Messages – Sending](#).
- Click on the **Forward Attachments**  icon to send the attachment as a file to the user you choose from the drop down list. This option is enabled only if you choose an email containing an attachment.

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ICQ Integration for Outlook – Searching and Adding Email Contacts to your ICQ Contact List

If you find Email contacts on your email list that do not appear on your ICQ Contact List, you may add them to your Contact List using ICQ Integration for Outlook. The options for those contacts will appear disabled (gray) on your ICQ bar until you add them to your list.

If your friends are not ICQ users, you may choose to invite them to join ICQ.

To search and add friends to your Contact List:

1. Select the email contact that you want to search from your email list.
2. Click on the **Contact**  Gabriel De la button and then on the **Search for user on the ICQ Database** button.

If the search turned results, you may add that user to your Contact List or request permission to do so if it is required. See [ICQ Global Directory](#) for more instructions.

If the search found no results, you may want to invite the user to join ICQ. See [Invitation – Sending](#).

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Archive - Introduction

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

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

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

To download the ICQ Message Archive:

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

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

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Archive - Accessing

Once you have downloaded the ICQ Message Archive, you may access and begin to organize your events.

To access the ICQ Message Archive:

1. Click on the **My ICQ** button on your ICQ Window.
2. Select **Message Archive** and choose **Open Message Archive** to display the **ICQ Message Archive**.
The ICQ Message Archive is divided into three different parts:
 - The main folders and sub-folders.
 - The list of events within the selected folder.
 - The text of the selected events when appropriate. The dialogs within the ICQ Message Archive may be expanded and contracted to suit your needs.
3. Double-click the folders to open or close them. Alternatively, right-click and select **Open** or **Close**.
4. Select **Open All Items** or **Close All Items** to open or close all folders and sub-folders in the Archive.
You may right-click on any of the folders, sub-folders, or events to choose from advanced options.

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Archive - Address Book

Your ICQ Message Archive contains an Address Book—a collection of information about the users on your Contact List. You can use your personal address book to quick reference details of user's that you want to make contact with on the ICQ Network. It also contains information about those users who have been deleted from your Contact List, but still remain in your address book.

When a user is added to your Contact List, the user is automatically entered into your address book. All the identifying information that each user provided to ICQ upon registration can be viewed in your address book.

The Address Book contains a folder for each user on your Contact List. Each sub-folder contains the information that the user entered upon registration.

To access the Address Book:

1. Click on the **My ICQ** button and select **Message Archive**.
2. Select **My Address Book** to display your personal address book in your ICQ Message Archive.

To use the Address Book:

1. Double-click on the **Address Book** icon to view a list of the folders of each user on your Contact List.
2. Right-click on the **Address Book** icon and choose from the following options.
 - Choose **Import Address Book** to import an address book file, previously exported, into your Address Book.
 - Choose **Export Address Book** to save your Address Book in another location on your hard disk.
3. Click on one of the user's folders to view that user's details.
4. Right-click on a name in your address book and choose from the following options.
 - Select **Rename** to enter this user under a different nickname in your Address Book. The new name will also appear on your Contact List.
 - Select **Delete** to delete the user from the Contact List with all his/her related history.

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Notes - Introduction

The Notes feature helps you organize and manage your time more efficiently. No more jotting down information on scraps of paper. This feature allows you to write yourself notes and leave them on your desktop.

From the My ICQ button in your ICQ Window, you may create new Notes. You may also access these features from your [ICQ Message Archive](#) where you can create them from existing events.

Note: You may store the notes for retrieval at a later time only if you have downloaded the ICQ Message Archive.

See [Notes—Viewing](#).

See [Notes—Creating](#).

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Notes - Viewing

After you create your note(s), you may easily view them.

Note: The **Open Notes List** option is only available if you have downloaded the [ICQ Message Archive](#).

To view the notes that you've created:

Click on the **My ICQ** button and select **Notes**. Choose from the following options.

- Choose **Open Notes List** to refer to the Notes folder in the [ICQ Message Archive](#) where all of your notes are stored.
- Choose **Open** and select a note from the list of the latest notes that you have created to display that note on your desktop.
- Choose **Close** and a specific note from the list of latest notes that you have created that you wish to close.
- Choose **Close All** to close all the notes that appear on your screen.
- Choose **Bring All To Front** to display the notes in front of all applications or documents that you are working on.

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Notes - Creating

You may create new Notes to be accessed from your desktop or, you may hide them and open them at a later time.

Note: Some of the options may not be accessible unless you have downloaded the [ICQ Message Archive](#).

To create a new Note:

1. Click on the **My ICQ** button in the ICQ Window and select **Notes**.
2. Select **New Notes** to create a note to be displayed on your desktop.
3. Type in your text.
You may change the size of the box by clicking the frame and adjusting the width or length.
4. Click on the **X** in the top right corner of your note or, right-click anywhere on the note to display a pop-up menu. Choose from the following options.
 - Select **Hide** to remove the note from your screen but save it in the [ICQ Message Archive](#).
 - Check the **Always On Top** to display the note on top of all other applications or documents that you are working on. If this option is unchecked, the note will be hidden behind the last application you were working on.
 - Choose **New** to open a new note.
 - Choose **Delete Note** to move the note to the Deleted Items folder in the ICQ Message Archive.
 - Choose **Text** and select **Cut**, **Copy**, **Paste**, **Delete** or **Select All**. You may cut, copy or paste text from other documents and put them into notes, or vice-versa.
 - Choose **Appearance** and choose from the following options.
Select **Set Font** to change the font style, size or color.
Select **Font Color** to change the color of your font.
Select **Set Background Color** to change the background color of your note.
 - Choose **Print As Text** to display the **Print** dialog and print your note.
 - Choose **File** and choose from the following options.
Select **Import** to transfer the text of a file from another directory into your note.
Select **Export** to transfer the text of your note into another file or directory.
 - Choose **Add to Reminder** to create a Reminder for the note. You will be alerted at the designated hour by a blinking alarm clock on your **System Notice** button. See [Reminders—Receiving](#).
 - Choose **Send To Someone** to send the note as a message to a user or users on your Contact List.
 - Choose **Snap To Content** to minimize or maximize the size of your note dialog to include your text only.
 - Choose **Bring All To Top** to place all the notes that you have created in the front of the applications or documents you are working on.

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Reminders - Introduction

The Reminder feature allows you to write yourself reminders and preset the date and time you would like to receive them. A flashing Alarm Clock icon will appear on your System Notice button and in your desktop tray, accompanied by an alarm sound, reminding you of that important errand you must not forget.

If you have downloaded the [ICQ Message Archive](#), the reminders are stored there until you receive the alert in your ICQ Window.

See [Reminders – Opening and Presetting the Time of Alert](#).

See [Reminders – Viewing](#).

See [Reminders – Receiving](#).

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Reminders - Receiving

Once you have set the reminder to alert you, you will receive the alert on the designated date and time. A flashing Alarm Clock  icon will appear on your System Notice button and in your desktop tray, accompanied by an alarm sound.

To receive your reminder:

1. Double-click on the flashing **Alarm Clock** icon on your **System Notice** button or in your desktop tray. Alternatively, click on the **Alarm Clock** icon and choose **Receive**.
2. Choose from the following options.
 - Click on the **Dismiss** button to close the dialog. The reminder will automatically be deleted.
 - Click on the **Remind Again in** button and select the number of minutes, hours or days, from the pull-down menu, in which you would like the reminder to be sent to you again.

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Reminders - Viewing

You may view the reminders that you have created before they are sent to you as an alarm.

Note: The **Open Reminders List** option is only available if you have downloaded the [ICQ Message Archive](#).

To view the reminders that have not yet been sent:

1. Click on the **My ICQ** button from your ICQ Window.
2. Select **Reminder** and choose from the following options.
 - Select **View Reminder** to display a pop-up menu of reminders that have not been sent yet. Choose the reminder you wish to view.
 - Select **Open Reminders List** to view the list of reminders in the ICQ Message Archive that have not been sent yet.

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Reminders - Opening and Preseting the Time of Alert

The Reminder feature allows you to write yourself reminders and preset the date and time you would like to receive them. If you have downloaded the [ICQ Message Archive](#), the reminders are stored there until you receive the alert in your ICQ Window.

To open a new reminder and preset the time of alert:

1. Click on the **My ICQ** button in your ICQ Window and select **Reminder**.
2. Select **New Reminder** to display the **Add To Reminder** dialog.
3. Choose from one of the following options.
 - Click on the **Trigger On Time & Date** radio button.
Click on the arrow button next to the **Date** field to display a calendar. Select the date you wish to receive the reminder or select **Today**.
Click on the arrow button next to the **Time** field and choose the hour you wish to receive the reminder.
 - Click on the **Trigger When User is Online** radio button if you want to receive a reminder when one of the users on your Contact List logs online. This is useful if you want to remind yourself to send a message to a certain person.
Click on the arrow button next to the blank field and from the pull-down menu, choose the user from your Contact List whose online presence you wish to trigger the reminder.
You may check the **Trigger reminder also when moving out of away or N/A** box to trigger the reminder alarm when the user you have selected changes his or her status from Away or N/A modes to Online/Available mode.
4. You may choose from the following options.
 - Enter your reminder in the **Reminder Note** field.
 - Click on the **Select Preset Reminder Note** button to choose a text from the drop-down list of preset options.
 - If you wish to edit a Preset Reminder and add it to the Preset Menu, so that you may use it again, click on the **Select Preset Reminder Note** button and select the **Edit Messages** option to display the **Edit Reminder Presets** dialog.
Click on the arrow button in the **Select Preset** field and choose the Preset Reminder that you wish to change.
Click on the **Rename Label** button to display the **Edit Preset Label** dialog. Enter the label you wish to give the new Preset Reminder.
Click on the **Save** button to save the new Preset Reminder Label and return to the **Edit Reminder Presets** dialog or click on the **Cancel** button to cancel the changes.
Enter the new text in the **Preset Action Description:** field and click on the **Save** button to save your changes and return to the **Add To Reminder** dialog, or click on the **Close** button to return to the **Add To Reminder** dialog without saving your changes.
5. Click on the **Add To Reminder** button to register the reminder, or click on the **Cancel** button to exit the dialog without creating the Reminder.

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ToDo - Introduction

The ToDo feature gives you the option to mark events as important or things that you should deal with, or to create a ToDo from an existing event in the [ICQ Message Archive](#). The ToDo  icon in your desktop tray serves as a convenient reminder for you.

Note: To create a ToDo from another event in your ICQ Message Archive, you must first download the [ICQ Message Archive](#).

See [ToDo—Creating](#).

See [ToDo—Viewing](#).

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ToDo - Creating

You may create a new ToDo item. The ToDo icon will appear in your desktop tray to remind you of your upcoming tasks.

To create a new ToDo item:

1. Click on the **My ICQ** button.
2. Select **ToDo** and click on **New**.
3. You may choose from the following options.
 - Enter your text in the **To Do Note** field.
 - Click on the **Select Preset To Do Note** button and select a message from the existing options in the pull-down menu.
4. Enter the new text in the **Preset Action Description** field and click **Save** to save your changes and return to the **Add To Do Event** dialog. Or, click **Close** to return to the **Add ToDo Event** dialog without saving your changes.
5. Click on the **Add To Do** button to register the reminder, or click on the **Cancel** button to exit the dialog without creating the ToDo item.

To edit a Preset Reminder:

1. In the **Add ToDo Event** dialog, click on the **Select Preset To Do Note** and select the **Edit Messages** option to display the **Edit Reminder Presets** dialog.
2. Click on the arrow button next to **Select Preset** and select the Preset that you wish to change.
3. Click on the **Rename Label** button to display the **Edit Preset Label** dialog.
4. Enter the label you wish to give the new preset.
5. Click **Save** to save the new preset label and return to the **Edit Reminder Presets** dialog or click **Cancel** to return to **Edit Reminder Presets** dialog the without saving your changes.

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ToDo - Viewing

You may view your created ToDo items either from your My ICQ button or your desktop tray.

Note: To view your ToDo items from your desktop tray, you must first download the [ICQ Message Archive](#).

To open a ToDo event:

1. Right-click the ToDo icon in your desktop tray. Alternatively, click on the **My ICQ** button and choose **ToDo**.
2. Select **Open** and choose the relevant ToDo item to display the entire message.
 - If you have downloaded the ICQ Message Archive, you may choose **Open ToDo List** to view your ToDo List. Click on the **Chat** folder to view chats that were created in the ICQ Message Archive.

To view an event from your desktop tray:

1. Once you've opened a ToDo item, you will receive the **History Event: Message** dialog.
2. You may choose from the following options (some options may be disabled depending on the type of event you marked as ToDo).
 - Click on the **File** menu and select **Page Setup** or **Print**.
 - Click on the **Edit** menu and choose from the following options.
 - Select **Copy** to copy the text into a different file.
 - Select **Move To** to display the **Move To** dialog, and then move the message into another folder in the ICQ Message Archive. This option exists only for a ToDo item that was created from an event and not a personal ToDo event.
 - Select **Copy To** to display the **Copy To** dialog and then copy the message into another folder in the ICQ Message Archive.
 - Select **Unmark ToDo** to delete the message from the **ToDo** folder in the ICQ Message Archive.
 - Click on the **View** menu and select **Font** to change the font style, size or color and select **Background** to choose another background color of the ToDo message.

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ICQ Homepages - Introduction

The ICQ Homepages feature gives you the opportunity to create and design your very own Web page. Your Web page will be up and available for other people to view even when your ICQ is shut down. Go to the ICQ Free Homepages Web site at <http://www.icq.com/hp/> to create your homepage!

Once you have your very own Web page, you will be able to monitor the activity on it through your ICQ program. You can receive a notification whenever anyone enters your site, a notification that someone has signed your guest book, receive the number of times the page was viewed, time the page was viewed and more. You can also invite other ICQ users to view your Web page and receive invitations from them. In addition, you can update the users about any news concerning your homepage.

The ICQ Homepages Notification is a separate plugin. To Download and install the plugin, go to the [Download Center](#).

Once installed, no option to configure the settings for this plugin will be available. You will receive a notification upon incoming event by default. If you wish to remove this plugin from your computer, you will need to uninstall it. Go to the folder where it is installed (Usually C://Program Files/ICQ/Plugins), click on the file and choose **Uninstall**.

Note: Although ICQ Homepages notifications may appear to be sent to you by a certain ICQ# or include information about the visitor's ICQ#, it does not necessarily mean that this ICQ# is being used by that visitor.

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ICQ Homepages - Signing Up

Signing up for the ICQ Homepages service is fast and easy. Once you have your own homepage, a Homepage  icon will appear beside your name on other users' Contact List. The Homepage icon will also appear on your Contact List next to the names of users who have created a homepage or an [ICQ Web Front](#).

You sign up by going to <http://www.icq.com/hp/signup.html> or through the Services button in your ICQ program.

To sign up to an ICQ Homepage from your ICQ window:

1. Click on the **Services** button and select **ICQ Homepage**.
2. Choose **Sign Up For Homepage**. Follow the instructions on the Web.

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ICQ Homepages - Receiving a Page View Notification

When a visitor enters your ICQ Homepage, you may receive a notification indicating that the URL was viewed, the time at which the page was viewed and the number of times the page was viewed since the last reset.

A flashing icon will appear in your System Notice button and desktop tray.

Note: You will receive a notification of the visitor regardless of whether he/she is an ICQ user.

To receive a Page View notification:

Double-click on the flashing icon. You will receive a page view dialog with the relevant information. You have the following options.

- Click on the **View Log** button to expand the dialog that displays all page view messages since last reset.
- Click on the **Reset Counter** button to clear the log and set the counter to the date of the day of reset.
- Click on the **OK** button to exit the dialog.

Note: Although ICQ Homepages notifications may appear to be sent to you by a certain ICQ# or include information about the visitor's ICQ#, it does not necessarily mean that this ICQ# is being used by that visitor.

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ICQ Homepages - Receiving a Guest Book Notification

When a visitor signs your Guest Book on the Web, you may receive a notification indicating the date and time of signature, the signer's nickname, ICQ# (optional), Email (optional) and a note entered by the visitor.

If the visitor that entered your Web page does not include his/her ICQ#, a flashing icon will appear under the separator, your System Notice button and desktop tray.

If the visitor is on your Contact List, and has entered an ICQ#, the icon will flash next to the user's name, on the System Notice button and desktop tray.

Note: A visitor can sign your guest book regardless of whether he/she is an ICQ user.

To receive a Guest Book notification:

Double-click on the flashing icon to open the Guest Book dialog. You have the following options.

- Click on the **Reply** button to send a reply message to the user if there is an ICQ# in the received notification. The reply is sent to the user's Contact List.
- Click on the **User Info** button to get the user's details if he/she is an ICQ user.
- Click on the **Forward** button to send the note to someone else on your Contact List.
- Click on the **Request Chat** button if you want to chat with a user on your Contact List.
- Click on the **More Function** button to open a menu providing you with additional options.
- Click on the **History** button to view previous correspondence between you and the user.
- Click on the **Reset Font/Color** button to change it to the default color/font if you have changed it.
- Click on the **Close** button to exit the dialog without sending a reply.

Note: Although ICQ Homepages notifications may appear to be sent to you by a certain ICQ# or include information about the visitor's ICQ#, it does not necessarily mean that this ICQ# is being used by that visitor.

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ICQ Homepages - Sending an Invitation

As an ICQ Homepage owner, you may want to encourage other users to view your homepage. You may send a user an invitation to view it.

To send an ICQ Homepage invitation:

1. Click on the user name to whom you want to send an invitation and select **ICQ Homepage**.
2. Choose **Homepage Invitation**.
3. Enter a message in the blank field.
4. Click on the **Send** button to send the invitation or click on the **Cancel** button to exit the dialog without sending an invitation.

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ICQ Homepages - Receiving an Invitation

You may receive an invitation from another user to view his/her ICQ Homepage. A flashing Homepage Invitation  icon will appear beside the sender's name on your Contact List.

To receive an ICQ Homepage invitation:

1. Double-click on the flashing Homepage Invitation icon.
2. You have the following options.
 - Click on the **Go to Homepage** button to open the user's homepage on your browser.
 - Click on the **Reply** button to send the user one of the events listed on the menu.
 - Click on the **More Functions** button and select **Delete All Incoming Events** if more events are waiting for you to view and you wish to delete them.
 - Click on the **Close** button to exit the dialog.

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ICQ Web Front - Introduction

The ICQ Web Front is a simple tool to fashion and create your own Web site, and host it on your own computer. The pages of your ICQ Web Front are stored in your PC, which acts as a mini server (host) when you are connected to the Internet, providing access to other ICQ users and to the Internet community at large. As soon as you log online, Internet users around the world will be able to access your ICQ Web Front. The ICQ Web Front enables you to provide your Web visitors with whatever information you would like them to know about you and about the topics that interest you. Internet users may contact you at your ICQ Web Front on the Web and you may reply directly from the site.

You may enable Internet users to request a chat with you, send you ICQ messages, view your personal details including your picture, and even view and download pre-defined files from your hard disk. This may all be achieved directly from your ICQ Web Front, even though they are not ICQ users.

The ICQ Web Front makes it easy and fun to create an interesting and attractive homepage. The many icons, fonts, and colors to choose from, along with the option to use external layouts, give you many design possibilities. You may place downloadable files on the File Server module of your ICQ Web Front. You may choose a password to limit access to those files or to your entire ICQ Web Front. The ICQ Web Front also allows you to manage and monitor your homepage with a visitor counter, time statistics, and DNS statistics.

The ICQ Web Front is a separate plugin. To Download and install the plugin, go to the [Download Center](#).

Please note: As with any remote access program, by activating the ICQ Web Front and allowing third parties remote access to certain files on your computer, you increase the risk that someone will be able to tamper with your computer.

To download the ICQ Web Front:

1. Click on the **Services** button and select **My ICQ Web Front** to display the **Homepage** dialog.
2. Click on the **Download and install the ICQ Web Front** button to install the **ICQ Web Front Feature** and follow the step-by-step instructions on the Web site.

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ICQ Interests - Introduction

The Interests option is another way to make your Web experience more personal and immediate. Use this feature to find out what's happening on ICQ right now. Discover the coolest and newest ICQ communities on the Internet. Meet other people who share your interests by joining an ICQ User Created Chat, User Created List, Message Board, or Interest Group on a specific topic. Enjoy relevant information, products, and services provided by Interests sponsors and content partners. Or participate by building your own ICQ community.

The Interests button, located in your ICQ Window, connects you to the expansive system of ICQ Networks. ICQ Networks are ICQ users grouped and listed by many topics including similar interests, professions, age groups, hobbies, and locations. These groups and lists are interconnected to make up an enormous community of ICQ users.

You may use the Interests button to be led to Web sites where you may join specific parts of the ICQ Networks, thereby making yourself more accessible to be contacted by other ICQ users. Or you may use the Networks to find other users that you would like to contact. You may use the feature to simply view what's going on in various Networks, by reading message boards for example, or to take a more active role by posting a message or joining a chat session. You may also create your own community within the ICQ Networks.

ICQ Networks come in the forms of ICQ Chat Rooms, ICQ ChatRequests, ICQ Interest Groups, ICQ User Created Lists, ICQ Message Boards, and ICQ GameRequests, as well as the ICQ *PeopleSpace* Directory.

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

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ICQ Channels

The ICQ Channels can be easily accessed from your ICQ program.

ICQ Channels are the best ICQ way to get your music, movies, sports, games, tech and world news, while meeting ICQ friends who share your interests.

Get the latest sports and travel news from around the world. Get the latest job offers and business information.

The Entertainment Channel offers movie reviews, the latest gossip on your favorite celebrities around the world!

Visit the Music Channel where you can download the hottest MP3s, listen to live music, read music reviews and join ICQ music chats.

At Shopping you can get good deals on cool products! Get greetings, flowers, music, clothes, books and more!

For relationship advice, new romance, new friends and all the people and places that fit your lifestyle go to the Life&Love Channel!

The ICQ Channels bar appears by default with the ICQ Window when you launch ICQ. If you chose to hide it, you may later access it from the Channels button at the top of your ICQ Window. Once you click on the button, a dynamic Channels bar will appear on the left side of your ICQ Window. Clicking on one of the Channels button will launch a window displaying the content and links to the different Web pages associated with that topic. You may move the Channel bar anywhere on your screen.

Enter the best place on the Web to find not only the news you need, but also interesting people to chat with you!

To access the ICQ Channels:

Click on the **Channels** button at the top of your ICQ Window and select one of the displayed buttons.

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ICQ Web Search - Introduction

The ICQ Web Search makes searching the Web quick and easy. The Web Search is located in the ICQ Window providing a gateway to the Web, right on your desktop. Just enter a search query and press **Enter** and you are led to the search results on ICQ's own search engine. No need to open your browser, no need to find the homepage of a search engine and only then enter your query...and wait—the ICQ Web Search requires just two quick steps for fast, accurate search results! It offers a wide choice of options, including many advanced options to narrow your search to find exactly what you're looking for as well as several options to search for other ICQ users. Even when your ICQ Window is minimized you may use the ICQ Web Search floating panel to search the Web from your desktop, as you work on other applications.

The ICQ Web Search also offers specialized searches that enable you to narrow your search results to a specific field of news, providing you with relevant, up-to-date results.

In addition, you may also use the ICQ Web Search for direct access to many popular search engines and services, which ICQ frequently updates and adds to. Simply enter your query and choose a search engine or service, right from your ICQ Window, and you are immediately provided with the results. Again—no need to open your browser, find the search engine's homepage, and only then enter your query and wait for the results. Other unique options include specialized search engines and services related to news, weather, and more, as well as reference and translation services that translate an entire Web page or document.

The ICQ Web Search also provides a bridge to ICQ's Web site, and to the many ICQ communities. Tools for Webmasters and site builders are also readily available.

You may also use the [Web Search floating panel](#) for even more easy access to the Web. You may access the floating panel from the Services button and control your gateway to the Web from any location on your desktop. You may minimize the floating panel onto your desktop tray when not in use.

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ICQ Web Search - Using ICQ iT!

Note: Use the instructions and descriptions in this Help File as a guide. ICQ is frequently updating the Web Search feature to better suit your needs. The menu options described in these instructions may not be exactly the same menu options that appear on the Web Search menu of your version of ICQ, as the Web Search feature is updated. In addition, the search engines and services linked to the menu options described here may not be exactly the same ones that appear on the Web Search menu of your version of ICQ, as the Web Search feature is updated. The Web Search menus will be updated dynamically—you do not have to download any new files. These updates will be announced by ICQ system messages.

ICQ's own search engine is the default search engine for the Web Search feature. The ICQ search engine can be launched through the ICQiT! and allows you to search the Web directly from your ICQ Window, providing you with search results, quickly and easily.

To search the World Wide Web using the ICQ Web Search and ICQ iT!:

1. Enter your search query in the **Web Search** field in your ICQ Window.

Tip: Press **Ctrl+Shift+S** to have your cursor jump to the Web Search field.

By default, ICQ iT! will display search results containing all of the words you entered; therefore, entering more words should provide you with more specific results. If you want to search for an exact phrase (words in the order you have entered them), enclose the words in quotation marks. A search for ICQ 2000b, for example will return sites containing the exact phrase ICQ 2000b but not the phrase ICQ Version 2000b.

You may use a plus sign (+) directly in front of a word or phrase to require that all returned pages contain that search term. For example, the search query 2000b +ICQ will return only pages mentioning ICQ, pages that also mention 2000b will be ranked higher in the results.

You may use a minus sign (-) directly in front of a word or phrase to exclude all documents containing that search term. For example, searching for **Jordan -Michael -Bulls** will help you find Web pages about the country without getting articles about the basketball star.

2. Press **Enter** or click on the **Go** button in your ICQ Window.
3. The ICQ iT! search engine returns a list of URLs in your Web browser matching your search query. Click on the link of one of the results to go to that Web site.

If you would like to modify your search query to receive more specific results, click on the **Revise This Search** link on the results page. You may also click on the **Advanced Search** link to do an ICQ iT! advanced search. Go to the **Expert Search Expressions and Advice Page** at http://www.icq.com/redirect/book/icqit_expert_help.html for explanations of these features and for general tips to improve your search results.

Shortcut: If you know the URL of a Web site you would like to visit that begins with www. and end with .com, you may enter the name of the site (the word after the www. and before the .com) and press **Control + Enter** to go directly to that site. For example, you may enter **icq** in the Web Search field and then press **Control + Enter** to go directly to www.icq.com.

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ICQ Web Search - Returning to a Recent Search

You may also use the Web Search to search for queries you've recently used, in order to return to a past search or use a different search engine or service.

To return to recent search results:

1. Click on the **Arrow**  button beside the Web Search field to display the pop-up menu of options. Alternatively, press the **Tab** key when the cursor is inside the Web Search field to display the Web Search menu options.
2. Select **Recent Searches** to display your past Web Search queries. Select a query to return to those search results.

Tip: You may also use the **up** and **down** arrow keys when your cursor is in the **Web Search** field to browse recent search queries.

The ICQ Web Search returns the original search results for that query. Click on the link of one of the results to go to that page.

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ICQ Web Search - Using the ICQ Web Search Floating Panel

To activate the ICQ Web Search floating panel:

1. Click on the **Services** button and select **Search The Web**. A floating panel will appear.
2. Choose from the following options at any point during your search.
 - You may expand and contract the panel by clicking and dragging on the side borders.
 - Click on the **Arrows**  button to contract the panel to show only the search subject, or to expand the panel to show the search engine as well as the search subject.
 - Click on the **minus (-)** sign in the top right corner of the panel to minimize the panel, or right-click on the **iT!**  icon in your desktop tray and select **Minimize**. Double-click on the **iT!**  icon in your desktop tray to maximize the panel again, or right-click on the **iT!**  icon in your desktop tray and select **Restore**.
 - Click on the **X (x)** sign in the top right corner of the panel to close the panel, or right-click on the **iT!**  icon in your desktop tray and select **Close**.
 - Click on the **Question** mark (?) in the top right corner of the panel (or right-click on the **iT!**  icon in your desktop tray and select **Help**) to be led, via your browser, to the ICQ Web Search help page of the ICQ Web site.
 - Click on the **ICQ iT!** button to choose from the following options.
 - Check **Always on Top** to set the floating panel to appear on top of all other open applications.
 - Select **Docking To Browser** to display another pop-up menu of options and to select the position of the panel related to your Internet browser. Choose from the following options.
 - Check the **Not Docking** option to return the panel to its pre-docked state.
 - Check the **Docking To Top** option to set the panel to float just above your browser when your browser is open and to minimize when your browser is minimized, but to return the panel to its pre-docked state when you close your browser.
 - Check the **Docking To Bottom** option to set the panel to float just below your browser when your browser is open and to minimize when your browser is minimized, but to return the panel to its pre-docked state when you close your browser.
 - Select **About ICQ iT!** to view version and copyright information about ICQ iT!
 - Select **Web Search Help Page** to be led, via your browser, to the ICQ Web Search help page of the ICQ Web site.
 - Select **New Search** to clear the fields in the panel so you may enter another search query.
 - Select **Clear Recent Searches** to clear the recent ICQ Web Search queries from the ICQ Web Search history.
 - Select **Auto Submit Query** to start the search immediately upon selecting a new search engine or service (based on the search query last entered).
 - Select **Minimize** to minimize the floating panel, or right-click on the **iT!**  icon in your desktop tray and select **Minimize**. Double-click on the **iT!**  icon in your desktop tray to maximize the panel again, or right-click on the icon and select **Restore**.
 - Select **Close** to close the floating panel.
3. Enter your search query in the **For:** field or click on the arrow and select a recent search from the pull-down menu.

Tip: You may also use the **up** and **down** arrow keys when your cursor is in the **Web Search** field to browse recent search queries.

4. Then click on the arrow next to the **Search:** field and select a type of search or service from the pull-down menu.

In some cases, a third field will appear. Click on the arrow to display another pull-down menu, and select a specific search engine or service.

Alternatively, make your selections in any combination of the fields and click on the **GO!** button—search results will be based on the most recent selections in the other fields.

You may also click **GO!** after selecting a search engine or service to go to its homepage and begin your search there.

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ICQ Surf - Introduction

ICQ Surf is a remarkable Internet tool that offers an exciting way to browse Web pages on the Internet. Using ICQ Surf, you may ramble the vast Internet highways with fellow Internet travelers while mutually enjoying fun and interesting Web browsing adventures.

Download the ICQ Surf from the ICQ Web site at <http://www.icq.com/icqsurf>. Once you've download the ICQ Surf, its Help File should be available to you!

ICQ Surf allows you to communicate through public chat and exchange personal instant messages with other ICQ Surf users simultaneously browsing the same Web page.

With ICQ Surf you may surf alone or in a group and you can always invite friends on your ICQ Contact List to join a Web browsing session.

ICQ Surf Hot Places is the location where you can find listings for the most popular sites from all the interests categories which currently have chat rooms open. The Hot Places feature is a super tool for discovering new and interesting Web sites many of them in different languages and covering lots of varied topics. You can open up to ten different chat rooms simultaneously and provide different details for each one. You also have the option to lock into one specific chat room and continue to browse the Internet.

ICQ Surf is therefore, the perfect way to increase your social contacts and generally be among friends. ICQ Surf is great for discovering others who share your interests or hobbies. It's the ideal way to share your knowledge and experiences, receive and transfer to other users' tips and ideas as you browse from Web page to Web page discovering all that the Internet has to offer.

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System Message - Receiving

System messages are messages sent by the ICQ servers to update you on server information and ICQ news. You are notified of an incoming system message by a unique sound and a System Message icon. After you have viewed a system message, it is saved in the [History of Events](#) of the ICQ server.

Double-click the **System Notice** button in the ICQ Window to view a log of the messages sent to you by the system.

Note: If you have downloaded the [ICQ Message Archive](#), system messages are also stored in the System folder of the ICQ Message Archive.

To receive a System Message:

Double-click the flashing **System Message**  icon in your desktop tray or on the **System Notice** button in the ICQ window. Alternatively, click on the **System Notice** button in the ICQ Window and select **Receive**.

You may receive the following types of **System Messages** :

- **Authorize User** requests your permission to add your ICQ# to another user's Contact List.
- **Authorize User Reply Message** informs you of the reply to your request to add a user to your Contact List. A flashing icon appears under the **Waiting Authorization** heading on your Contact List.
- **Notify Message** notifies you when a user in the **Future Users Watch** section of your contact List has registered.
- **You Were Added** informs you that you have been added to a user's Contact List.
- **Automatically Add to List Request** requests a user to be automatically added to a Contact List when he/she registers with ICQ.
- **Server Message** displays messages generated by the ICQ servers.
- **Network Status** launches the **View Network Status** page in your default browser, in which you can check information about the ICQ Network Status if ICQ cannot establish connection to an ICQ server.

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Events History - Introduction

The History of Events feature allows you to view the history of incoming and outgoing events (Messages, URLs, Files) quickly and easily. You may check events from a specific user on your Contact List and view messages that you have received from the ICQ System.

See [History of Events—Users on Your Contact List](#), [History of Events—System](#), [Incoming Files Folder](#) and [Incoming Bookmarks](#).

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History of Events - Users on Your Contact List

The History of Events feature is ideal for making a quick check of the events that were sent to a specific user without searching the more expansive [ICQ Message Archive](#). Each user on your Contact List has an individual history of events, in which you are able to view a selection of the events that the user sent to you and a selection of the events that you sent to the user. By clicking on an incoming event you also have options to copy, forward, reply to that event.

Similarly, when the ICQ server sends you a message, it is logged for subsequent retrieval in a history of events file for the ICQ server.

The History of Events feature automatically logs a selection of incoming and outgoing events for each person on your Contact List. This option can be disabled in the [Accept tab](#) in your Owner Preferences, if you do not wish to log events.

To view a user's history of events:

1. Click on a user's name on your Contact List and select **History**.
2. Select **View Messages History** and choose from the following options.
 - Click on the **Incoming** tab to view incoming events from the user.
 - Click on the **Outgoing** tab to view a list of the outgoing events sent to the user.
 - Click on the **MessageDialog** tab to view the messages that transpired between you and the user.
 - Click on the **Close** button to close the dialog.
 - Check the **Display Last Event First** box to display the last incoming or outgoing event first on the list. This option is available only when the **MessageDialog** tab is displayed.
 - Click on the **Date**  button to view the time and date that the events were sent or received. This option is available only when the **MessageDialog** tab is displayed.
 - Click on the **Find** button to search all the messages for specified text. This option is available only when the **MessageDialog** tab is displayed.
 - Click on the **Save As** button to save the incoming and outgoing events in simple text format. The file can then be viewed in any text editor, such as Notepad.
 - Select an event and click on the **Delete** button to remove the event from the database to the Deleted Items folder in the [ICQ Message Archive](#).
 - Select the **Delete All** button to permanently remove all the events from the database to the Deleted Items folder in the [ICQ Message Archive](#).
 - Right-click on the header of a **Message, File, Chat or URL** to choose from options regarding the selected event.

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History of Events - System

ICQ automatically logs all incoming and outgoing events for the ICQ server.

To view the system history of events:

1. You may choose from one of the following ways to open the **History Of Events: The ICQ Server** dialog.
 - Click on the **System Notice** button in the ICQ Window and select **History & OutBox**.
 - Double-click on the **System Notice** button.
 - Click on the **My ICQ** button and select **Events History**. Then select **History & OutBox**.
2. Choose from the following tabs.
 - Choose the **System** tab to display a list of events received from the ICQ server.
 - Choose the **OutBox** tab, to show the events that you sent while you were offline or to users who were offline at the time you sent the events. Events are stored in the OutBox until you connect to an ICQ server, unless the event requires an online recipient.
3. Double-click on a message to get a dialog to display the contents of that message.
4. Choose from the following options.
 - Click on the **Close** button to close the dialog.
 - Click on the **Previous** button to show the previous message on the list.
 - Click on the **Next** button to view the next message on the list.
5. Right-click on a **System Message** for options regarding the selected message.

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Incoming Files Folder

The files that you have received from a user are stored in a folder matching that user's name, in the Incoming Files Folder.

To view the files received by users:

1. Click on the **System Notice** button in your ICQ Window, and select **Incoming Files Folder**. Alternatively, click on the **My ICQ** button and select **Incoming Files Folder**.
2. Double-click on the folder that you wish to open.

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Incoming Bookmarks

The Incoming URLs that you have saved as bookmarks are stored in your Incoming Bookmarks. This option opens up your browser and allows you to view all of your incoming URLs.

Note: ICQ is compatible with various Web browsers. ICQ saves your Web page address in a file called Bookmarks.html under C:\Program Files\icq\Bookmark. If you have neither Netscape Navigator™ nor MS Internet Explorer™, open this URL in your browser and add it to your bookmarks. See [Web Page Address \(URL\)—Receiving](#). If you do have MS Internet Explorer™, the URL will also be added under C:\Program Files\icq\Bookmark\Bookmarks.html.

To view your incoming bookmarks:

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

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ICQ Web Site - Introduction

The ICQ Web site is homebase to ICQ's expansive and diverse virtual community, including millions of registrants from all over the world. ICQ's users share a closeness like no other community in history, finding and contacting one another quickly and easily. The ICQ Web site is the perfect starting point to becoming a part of this unique group of people made up of millions of potential new friends. All ICQ users - from those new to the Internet or even new to computers, to ICQ experts or even professional Web masters - can find a home at the ICQ Web site.

Choose from the following Help File Links for further explanation of what's available on the ICQ Web site and for links to various areas of the site:

[Get Started on ICQ Through the ICQ Web Site](#): These sections of the ICQ Web site enable you to download the latest versions of ICQ and guide you through installation and registration, providing you with tutorials and troubleshooting pages.

[Find Old Friends and Make New Ones](#): Use these parts of the ICQ Web site to enter the ICQ virtual community by finding old friends and making new ones and then communicating with them directly from the Web site.

[Personal Communication Center](#): Your ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site.

[Get to Know ICQ from the ICQ Web Site](#): Use these sections of the Web site to get acquainted with ICQ and with the many new features of ICQ 2000b.

[Newsletter](#): Subscribe to the ICQ Newsletter to get additional, useful information on ICQ by e-mail.

[Give and Get Back From the ICQ Community](#): Once you've used the site to learn all about ICQ, or if you're already an ICQ user—use the ICQ site to take your ICQ experience a step higher. Participate in the many different ways of communicating from the ICQ Web site, create a virtual community of your own, and enhance and empower your own site.

[Get Technical Support](#): Visit ICQ Technical Support for help with the options and features of ICQ.

Please review [Important Notice: Third Parties' Services](#)

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ICQ Web Site - Get Started

These sections of the ICQ Web site enable you to download the latest versions of ICQ and to guide you through installation and registration, providing you with tutorials and troubleshooting pages.

- **Download ICQ:** ICQ's [Download](#) page provides you with links to download the latest version of ICQ appropriate for your system. Return to this page if you need downloading instructions.
- **Install ICQ:** Visit the [Installation Troubleshooting](#) page for detailed instructions to guide you through the installation process for your system, FAQs related to installation, and troubleshooting for problems you may run into while installing ICQ 2000b.
- **Register With ICQ:** Visit the [Registration Troubleshooting](#) page for detailed instructions and online help to guide you through the registration process.
- **Get ICQ Support:** You may visit [ICQ Technical Support](#) for troubleshooting, FAQs, tutorials, and options to contact the ICQ support team by submitting an e-mail query.
- **Learn ICQ's Security and Privacy Features:** Learn all about ICQ's security and privacy features at the [ICQ Security and Privacy Center](#).
- **Your Four ICQ Contact Addresses:** As an ICQ user, you now have four addresses by which users and non-ICQ users may contact you. Visit this site to find your [four addresses](#) and to learn the different ways others may contact you using these addresses. Use this site to find the four addresses of other ICQ users to expand your options for contacting them. You may also access the Four Addresses from the My ICQ button in your ICQ program.

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Web Site - Find Friends

Find Old Friends and Make New Ones through the ICQ Web Site

Use these parts of the ICQ Web site to enter the ICQ virtual community by finding old friends and making new ones and then communicating with them directly from the Web site.

- Look up friends or colleagues by name, nickname, and/or e-mail address, and build your Contact List by accessing [ICQ's PeopleSpace Directory](#)—a collection of all the ways you may use the ICQ Web site to find people. Or, find their ICQ Web-pager addresses and contact them directly from the Internet.
- Visit the [Lost Relatives and Family Finder](#) to search for long lost family members in one of the ICQ directories or on the Where are You? Message Boards.
- Go to the [ICQ White Pages](#) to search for an ICQ user by keyword, location, occupation, past background, or personal interest. Or make yourself available to be found by publishing your own details there.
- Visit the ICQ [Web Directories](#) for a comprehensive list of links to many ICQ Search directories as well as to many popular World Wide Web people search directories.
- Visit the [ICQ Networks](#) for a comprehensive list of the many ICQ Networks—including Music, Games, Internet, Romance, Science and Technology, Entertainment, Computer, and many more.
- Not sure where to find a certain topic? Try the [ICQ AtoZ Topics Index](#) to search for your topic by name, and receive a list of all the categories of Networks in which it appears.
- Visit the [ICQ People Navigator](#) to select an ICQ Network by topic, and then choose from the ways of communicating within that topic.
- Visit [ICQ User Created Lists](#) for a complete list of ICQ User Lists. Join or create a list of your own.
- Visit [ICQ Interest Groups](#) for a list of the ICQ Interest Groups. Join or create a group of your own.
- Visit [ICQ User Created Chat Rooms](#) for a complete list of the ICQ Chat Rooms. You may view a chat, participate in one, or create your own.
- Go to the [ICQ Message Boards](#) for a complete list of message board topics. Choose a topic that interests you and enter the board to see what other ICQ users have had to say on the subject. Or, post your own messages on the boards.
- View a current list of ICQ users wishing to play multi-player games on [ICQ Game Request](#). Select a link to a game that you have installed on your computer and configured in your [ICQ preferences](#) to view users interested in playing. You may send a game request to users on this list, directly from this page. Game requests are posted for up to 90 minutes. Games are changed and added to this page all the time.
- View a list of ICQ users wishing to chat on [Internet Telephony and Chat Request](#). Requests stay posted for up to 90 minutes. You may add users to your Contact Lists and chat through ICQ, or you may send a message (directly from the site) to the person who posted the chat request.
- Use the [ICQ Phone Number Search](#) to find the phone number of an ICQ user or, add your own details to this directory so that other users may find you.
- Search for other users by viewing their homepages in the [ICQ Homepages Gallery](#).

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Web Site - Get to Know ICQ

Visit [A Guided Tour to ICQ](#) for a comprehensive list of ICQ tutorials and tours. Use these sections of the Web site to get acquainted with ICQ. Follow simple tutorials to learn how to use all the features, basic and advanced, of your program and to ensure that you're taking full advantage of all the features of your program. Keep up-to-date on new uses for your ICQ program and on tips and shortcuts of advanced features. Use these pages as a supplement to this Help File when you are configuring your user Preferences and Privacy & Security settings. Keep your ICQ Window open as you surf these pages, and try out the features as you learn them.

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Web Site - ICQ Community

Give and Get Back From the ICQ Community on the ICQ Web Site

Once you've used the site to learn all about ICQ, or if you're already an ICQ user—use the ICQ site to take your ICQ experience a step higher.

Participate

- View and post messages on the [ICQ Message Boards](#).
- Add yourself to an [ICQ User Created List](#) and contact the users in the list or visit their homepages.
- View the [ICQ Interest Groups](#) and contact the users in the group or visit their homepages.
- Find an [Open ICQ User Created Chat Room](#) to add to your Contact List and then join. Then create and lead your own Chat Room.

Create

- Visit the [ICQ Site Creators Network](#) to learn how to create your own community within the ICQ community, including ICQ Interest Groups, ICQ User Created Lists, ICQ User Created Chat Rooms, Web sites enhanced with ICQ tools, ICQ People rings, and help sites.
- Learn how to create your ICQ Web Front with Free [ICQ Web Front Tutorials](#), explanations of the security features of your homepage, design schemes to download. No HTML knowledge is necessary to create an ICQ Personal Homepage; however, if you do know HTML you may use it to further enhance the homepage to suit your needs.
- Visit the [ICQ Site Creators Network](#) to learn how to create your own Web site with the help of ICQ tools, icons, and indicator panels.

Enhance

- Visit [Useful Resources to Empower Your Site](#). You'll find tools for beginners who want to add to their ICQ Personal Homepage, as well as for professional site builders and Webmasters, including online indicators, communication panels, counters, banners, guest books, and more. You'll also find links to Web hosting services so you may post your site for free. Visit the Power Tools area of this page for ICQ communication panels and online indicators you may add to your Web site. Depending on the panel you choose, visitors may see your online status, send you a chat request, send you an ICQ message, page you, send you an EmailExpress, and more.
- Visit [Create Your Email Signature](#) to enhance your e-mails by adding an ICQ signature to the bottom of your e-mails, indicating when you are online, enabling others to contact you by ICQ, and even providing a link to download the ICQ program.
- Subscribe to the [ICQ Newsletter](#) that keeps you up-to-date with ICQ's new uses by e-mail. Access the ICQ Newsletter subscription page and back issues either from the Web site or from the **Services** button in your ICQ program.

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Web Site - Personal Communication Center

Your ICQ Personal Communication Center is an ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site. Visitors may contact you through your ICQ Window or e-mail address (if you entered one upon registration). Visit the [site](#) to learn more about the Personal Communication Center. You may also access your Personal Communication Center from the **Services** button in your ICQ program.

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Web Site - 4 Addresses

As an ICQ user, you now have four addresses by which users and non-users may contact you. By visiting this site, you can find your four addresses and learn the different ways others may contact you using these addresses. (You may access the Four Addresses Web site from the ICQ program). Also use this site to find the four addresses of other ICQ users to expand your options for contacting them.

- Your **ICQ#** allows other ICQ users to contact you by adding you to their Contact List.
- Your [ICQ Personal Communication Center](#) is an ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site.
- Your **ICQ Personal Homepage** is a Web site that you may design, create, and host your own computer.
- Your **ICQ EmailExpress** address allows any Internet user (with an email account) to send you a short email directly to your ICQ Window.

To send your four ICQ addresses to a friend:

1. Click on the **My ICQ** button and select **Send My Four ICQ Addresses** to display the **Send My Four ICQ Addresses T...** dialog.
2. Click on the **View My Personal Communication Center** button if you wish to view your Personal Communication Center.
3. Enter an email address in the **Enter the recipient's address below** field to send a letter informing others of your four ICQ addresses.
4. Choose from the following options
 - Click on the **Add a personal message** button to send a personal message inside the letter.
 - Click on the **Preview Email** button to view how your letter will appear to others.
 - Click on the **Search User's Email in Other Directories** button to search for an email address.
5. Click on the **Send Email** button to send the event.
6. Click on the **Cancel** button to cancel the event.

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Web Site - Technical Support

Visit [ICQ Technical Support](#) for help with all the options and features of ICQ, including troubleshooting, FAQs, tutorials, and options to contact the ICQ support team by submitting an e-mail query.

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About Help - Introduction

ICQ provides you with help tools to manage the ICQ program more easily and more efficiently.

You have the following options.

- [Help Cards](#) give you the opportunity to get acquainted with ICQ, quickly and easily.
- **Help Index** opens up the ICQ Help File where you may find explanations on the different features of the program.
- [ICQ Announcements](#) provides messages from the ICQ server and links to some of ICQ's Web services.
- **Instructions; ICQ F.A.Q; User to User Help; Tutorials, Help, Support;** and **Obtain ICQ Manual**, lead you to specific ICQ Web sites where you can get more information on the ICQ program and the [ICQ User's Guide](#).
- **About** provides you with information on the ICQ version and build that you are using.
- **Reactivate Help Dialogs** gives you the option to reactivate dialogs and notices to appear automatically, if you have disabled them.

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Help Cards - Introduction

Help Cards give you the opportunity to get acquainted with ICQ, quickly and easily. Help Cards have been constructed for the most commonly used features on ICQ. They also include links to the ICQ Help File for further explanation.

See [Help Cards—Displaying and Selecting](#).

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Help Cards - Displaying and Selecting

To display ICQ Help Cards:

1. Click on the **ICQ** button and select **Help**.
2. Select **Help Cards** to display the **ICQ Help Cards** dialog.
3. Choose from the listed topics.
4. A Help Card dialog will open on your desktop explaining briefly the task you wish to perform.
5. Choose one of the following options:
 - Click on the **Web Help** button to lead you to an online tour of ICQ via your Web browser.
 - Click on the **Back** button to go back to the list of help topics.

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Standby - Activating

As a modem user, you may launch the [NetDetect Agent](#) by activating the Stand By Mode from your ICQ button. Make sure that the Connection settings in your Owner Preferences is configured for a modem user. See [Preferences—Connections](#).

To initiate standby mode:

1. Click on the **ICQ** button on your ICQ Window.
2. Select **Standby** to display the **Confirm Standby Mode** dialog notifying you that sleep mode will be activated.
3. Click on the **Yes** button to activate Standby mode, or click on the **No** button to close the dialog without activating. The **ICQ NetDetect Agent** icon replaces the **ICQ** icon displayed in your desktop tray.

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Shutting Down ICQ

To close your ICQ Program:

1. Click on the **ICQ** button.
2. Select **Shut Down**. ICQ will automatically disconnect.

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