

## Introduction

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

See: [Greeting Cards—Sending](#)

See: [Greeting Cards—Receiving](#)

See: [Preferences – More Options](#)

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## Greeting Cards-Sending

### Sending Greeting Cards to ICQ Users

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

#### Sending Ready-made Cards to ICQ Users

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

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

1. Click on the name of a user on your Contact List to whom you wish to send a Greeting Card to display the pop-up menu of options.
2. Select **Greeting Card** under the **Other Services** heading to display the **Send Online Greeting Card** dialog. (If you send an invitation to a user who is offline, the **Send Offline Greeting Card** dialog appears.)
3. Select the **Pick out a card** from the ready-made collection provided radio button.
4. Select an occasion or theme from the list under the heading **Select a theme from list**.
5. Select a more specific occasion or theme from the list under the heading **Select a card title**.
6. Click **Next**.
7. Enter text in **Title** field if you wish to give your card a title different from the default one displayed.
8. Enter the name of the person to whom you're sending the greeting in the **Receiver** field, if you wish the name to appear differently than it does on your Contact List.
9. Enter a personal greeting in the **Message** field.
10. Enter your name in the **Sender** field if you wish to change the name that appears as the default.
11. Click **Next**.
12. Click on the **Preview The Card On Your Browser** button to see a full preview of the **Greeting Card** that the recipient will receive. Close or minimize your browser to return to the **Send Online/Offline Greeting Card** dialog. Click on the **Back** button if you want to change the design of your card.
13. Click on the **Send** button to send your **Greeting Card** or click the **Cancel** button to cancel sending your Greeting Card.

#### To send an American Greetings Card:

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

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

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

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

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

8. Check the **Preview** box next to **Card Border**. Browse and select a border from the pull-down menu.
9. Check the **Preview** box next to **Image**. Browse and select an image from the pull-down menu.
10. Click on the **Preview Your Card Design** button to see your card. Read the **Security Alert** dialog and click **Yes** if you wish to proceed.
11. If you want to change the design of your card, click on the **Back to Card Generator** button. If you are satisfied with the design, click on the **Save Design** button. Read the **Security Alert** dialog and click **Yes** if you wish to proceed.
12. Note the **Design Number** of your card and close or minimize your browser to return to the **Online/Offline Greeting Card** dialog.
13. Enter your card's design number in the **Design Number** field and click **Next**.
14. Enter a title for your greeting in the **Title** field.
15. Enter the name of the person to whom you'd like to send the greeting in the **Receiver** field if you want to change the name that appears.
16. Enter a message for the main body of your Greeting Card in the **Message** field.
17. Click **Next** to see the text you've just entered. Click **Back** if you wish to edit the text.
18. Click **Preview The Card On Your Browser** to view your finished card (text and graphics). Close or minimize your browser to return to the **Send Online/Offline Greeting Card** dialog.
19. Click **Send** to send the card or click **Cancel** to cancel sending the card.

See: [Greeting Cards—Receiving](#)

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## Greeting Cards-Receiving

### Receiving Greeting Cards

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

#### To receive an ICQ Greeting Card:

1. Double-click on the flashing **Greeting Card**  icon next to the sender's name on your Contact List or in your desktop tray. Or, click on the sender's name on your Contact List and select **Receive**.
2. Click on the **Click here to see the card on your Web browser** button to view your card. Choose from the following options on the Web site.
  - Click on the **Reply with an ICQ Greeting** button to send a Greeting Card back to the sender. Follow the instructions on the site.
  - Click on the **Send an ICQ Greeting** button to send a Greeting Card to someone else. Follow the instructions on the site.
3. Minimize or close your browser and choose from the following options.
  - Click on the **Reply** button to choose an event from the pull-down menu and send it to the sender.
4. Click on the **Close** button to exit the Incoming Greeting Card dialog.

See: [Greeting Cards—Sending](#)

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