

Introduction – Owner Preferences

The Owner Preferences enable 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.

For information on customizing a specific user's preferences on your Contact List, see the [User Preferences \(Alert/Accept Modes\)](#) section.

Note: The options pertaining to Owner Preferences apply to the Advanced Mode. The Simple Mode includes only some of these options. Alert/Accept Modes apply to Advanced Mode only.

To access the Owner Preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. The **Owner Prefs For [User]** dialog includes the following categories for settings your preferences.
 - 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 [ICQ Email](#).
 - The [Picture](#) option enables you to configure your picture authorization settings.
 - The [ICQ Offline 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. 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. The Remove option will not be available for them.

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* Access the Main Help File by clicking the **ICQ** button, selecting **Help** and then **Help Index**.

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Introduction - User Preferences (Alert/Accept Modes)

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.

For information on configuring your Alert Modes, see the [Alert Modes](#) section.

For information on configuring your Accept Modes, see the [Accept Modes](#) section.

Note: Alert/Accept Modes apply to Advanced Mode only.

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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](#).

Note: This option applies to Advanced Mode only.

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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