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 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.
Click here for information about the new features on ICQ 2000b version.

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

Tip: When you open a dialog in the ICQ program and would like to obtain specific information regarding your options, press F1 on your keyboard to be led to the relevant Help File page.

Note: This Help File including the Help Cards relates to the ICQ 2000b beta version software only and refers to the Simple mode options. ICQ assumes no responsibility for, and there is no guarantee that this Help File including Help Cards is free of errors, omissions and discrepancies or contains a description of all the features of ICQ 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 or the ICQ Terms of Service documents.

This Help File including Help Cards is subject to the provisions of the ICQ Terms of Service documents available on or through http://www.icq.com/legal/ (the "ICQ Terms of Service"). In case of contradiction between any provision of this Help File and any provision of the ICQ Terms of Service documents, the provision of the ICQ Terms of Service documents shall prevail, unless the provision of this Help File reflects narrower responsibility on behalf of ICQ Inc. than the appropriate provision in the ICQ Terms of Service.

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IMPORTANT NOTICE

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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

This Help File including Help Cards is provided as a convenience only (as specified herein) and is subject to the provisions of the ICQ Terms of Service.

Important Notice: Links to 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.

The ICQ Services and Information contain functionalities and services that allow sending, delivering or receiving information between ICQ users and between ICQ users and non-ICQ users, which may be relayed or carried through public, Partners', third parties' or other networks, systems, servers, Web sites or applications (e.g. telephone and cellular networks, email servers etc.) ("Third Parties' Network"). The Third Parties' Networks are not controlled by ICQ Inc. in any way and ICQ Inc. shall not be responsible for the performance, availability, functionality, quality or reliability of any of the Third Parties' Networks or the information sent, delivered, relayed, carried or received through the Third Parties' Networks. Notwithstanding anything herein, ICQ Inc. does not warrant or guarantee that the information sent, relayed, carried or delivered through these Third Parties' Networks will reach its destination or its correct address or recipient or that the details of the recipient or sender are correct or accurate.

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

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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ICQ User's Guide

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

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

Click Here For more details and to order your copy of the ICQ User's Guide!

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

ICQ Window

Introducing the ICQ Window

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

Here is a brief description of each feature of the ICQ Window:

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

Partners Logo button: Leads you to the Web to display information on that particular partner.

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

How to Start button: Leads you to Web help where you get instructions on how to use ICQ.

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

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

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

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

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

Status bar: Indicates your online/offline ICQ Status.

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

Announcements - Viewing ICQ Announcements

The ICQ Announcements dialog appears upon start-up of ICQ and may be accessed through the Help option available from the ICQ button. This feature provides messages from the ICQ server and links you to some of ICQ's Web services. The dialog disappears after sixty 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**.

Working Mode - Selecting a Working Mode

ICQ offers you two modes in which you may use the program–Simple Mode and Advanced Mode. In Simple Mode, you may use the basic program features such as sending and receiving messages. In Advanced Mode, you may use all of the ICQ features. (The mode that you are currently using, Simple Mode, is the default.)

To select your working mode:

1. Click on the **ICQ** button or on the **System Notice** button and select **Advanced Mode** or **Simple Mode** (only one appears, depending on your current mode) in your ICQ window. Alternatively, click on the **To Advanced Mode** button on your Contact List.

2. The **Simple/Advanced Mode selection** dialog appears and tells you your current mode. Click on the **Switch to Advanced mode** or **Switch to Simple Mode** button.

3. Click on the **Close Window** button to close the dialog without switching to a different working mode.

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Status Modes – Selecting

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

Your status is represented to you by an icon displayed in the ICQ Window, and in your desktop tray.

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

To select your Availability-Status mode:

1.   Click on the **Status** bar in the ICQ Window, and select a status from the pop-up menu.

      Alternatively, right-click the **Status** icon in your desktop tray, and then select **Status**.

2.   Choose one of the Status mode options.

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Status Modes – Options

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

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

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

There is no need to close ICQ. When you disconnect from the Internet, ICQ automatically disconnects from the ICQ servers, and the ICQ NetDetect Agent icon is displayed in your desktop tray.   However, if you want to close ICQ, while you are still on the Internet, select **Offline/Disconnect**, or click on the **X** button on the top right side of your ICQ Window.

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

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

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

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

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

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

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

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Searching for Users – Introduction

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

See Searching for Users to Add to Your Contact List Using the Add/Invite User's Button, Searching for Users Using the ICQ Global Directory—Contact List Wizard and Searching for E-mail Addresses Using the LDAP Search

Add/Invite User's Button

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

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

1. Click on the **Add/Invite Users** button.

2. Enter the details of the user in one of the following fields.

   - Enter the user's e-mail address in the **Email** field.

   - Enter the user's **Nickname**, **First Name** and **Last Name** in the appropriate fields.

   - Enter the user's ICQ# in the **ICQ number** field.

3. Click on the **Search** button to conduct a search based on the details you have entered.

   - If the user was found in the ICQ directories, you will receive the **ICQ Global Directory Search Engine** dialog. Double-click on the name of the user that you wish to add to your Contact List, or highlight a user name and click on the **Add User** button. 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.

4. If your search is unsuccessful, you will receive a dialog allowing you to begin your search again or to invite the user to join ICQ. You may choose from the following options.

   - Click the **Email**, **Details**, **ICQ#** or **Interests** tabs if you wish to try and search the user by other details. Enter the relevant information in the appropriate fields. Click on the **New Search** button to clear the fields and begin a new search. You may stop the search at any time by clicking on the **Stop Search** button.

   - Enter an E-mail address in the blank field if you wish to send your friend an invitation to join ICQ. If you don't have the person's e-mail address, you can search for his/her e-mail through the LDAP search.

   - You may add a message that you want to send in the **Add a Personal Message** field.

   - Click on the **Preview Letter** button to preview the message before sending an email invitation.

   - Click on the **Send Invitation** button to send the email invitation.

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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White Pages

Searching for Users Using the ICQ White Pages

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

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

To search for a user in the ICQ White Pages:

1. From the ICQ Global Directory, click on the **White Pages** button.

    You may search using one, some, or all of the eight categories. Fill in more categories to narrow your search and fewer categories to broaden it.

    Note: ICQ users are listed in the White Pages by the details they have entered in their User Details.   If you do not succeed in finding the ICQ user in your first search you may broaden your search by filling in fewer categories in the search fields.

2. Check the box beside the category or click on the category button in the fields that are displayed to enter search parameters. Choose from the following categories and follow the corresponding directions.

    *   **Name and E-mail**: Enter the corresponding text in one, some, or all of the fields. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Age, Gender, Language**: Use the pull-down menus next to the **Age Group**, **Gender**, and/or **Language** fields and choose from the list of options.   Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Location**: Enter the corresponding text in the **City** and/or **State** fields, and/or use the pull-down menu next to the **Country** field and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Occupation and Company**: Enter the corresponding text in the **Company Name, Company Div/Dept** and/or **Occupation Position** fields, and/or use the pull-down menu next to the **Occupation Field** field and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Interests**: Click on a topic in the **Select a Topic:** field. Choose a topic from the **Suggested Interests for: [Topic]** field and then click on the top **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 bottom **Add** button.

        The topics you have chosen will appear in the **Selected Interests:** field.

        You may remove a topic by selecting a topic in the **Selected Interests:** field and clicking on the **Remove** button.

        Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Past Information**: Use the pull-down menu next to the **Past Category** field and choose from the list of options. To further narrow your search, enter a keyword (or keywords) in the **Keywords Description** dialog. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Affiliation/Organization**: Use the pull-down menu next to the **Category:** field and choose from the list of options. To further narrow your search, enter a keyword (or keywords) in the **Keywords Description** dialog. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    *   **Homepage**: Choose a topic in the **Category:** field and enter a keyword (or keywords) in the **Enter Keywords:** dialog. Click on the **Select None** button to clear your keywords.   Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

3. You may edit any of the categories by clicking on the relevant button and reentering the information. You may broaden or narrow your search without deleting the category information you entered. Uncheck the boxes to disable that category and broaden your search. Check them again to re-enable the category and narrow your search.
    You may check the **Show Only Online Users** box to request that the results of your search will include only users that are currently online.

4. Click on the **Search** button to begin your search.   You also have the following options.

    *   Click on the **Stop** button to interrupt the search.

    *   Click on the **Clear Search** button to clear your current search.

- Click on the **View My Details** button to see your User Details.   This is how others will see you and the criteria by which they will search for you.

5. Once the search is completed and a list of users is displayed, right-click on a user's name to display a pop-up menu. If the user already appears on your Contact List, the first two options will be disabled. You may choose from the following options.

   Note: Some of the options may not be accessible if you have not downloaded the ICQ Message Archive.

- Select **Add to Contact List** to add the user to your Contact List. Alternatively, double-click on the user's name to add him or her to your Contact List. 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.

ICQ Global Directory - Contact List Wizard

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

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

To search for users using the ICQ Global Directory:

1. Click on the **ICQ** button in your ICQ Window and select **Add/Invite Users**. Follow the instructions in the Add/Invite User's button section. If your search has not acquired any results, the **ICQ Global Directory Search Engine** dialog appears.

2. Click on the **Wizard Mode** button. The **ICQ Global Directory**—**Contact List Wizard** appears.

    You may enter one or more of the details, depending on the information you have about the user. The more information you provide, the narrower the results that you will receive.

    - Click the **Search by Email** radio ¤ button and enter the Email address in the **Email** field.

    - Click the Search by any of the following parameters radio ¤ button and enter the **Nickname**, **First Name** and/or **Last Name** in the appropriate fields.

    - Click the **Search by ICQ Number** radio ¤ button and enter the ICQ# in the **ICQ#** field.

    - Click the **Search by Interest** radio ¤ button and click on the **Interest** button. The **Selected Interests** window appears. Select an interest according to topic or define the interest according to keywords and click on the **OK** button.

3. Click on the **Search** button. ICQ searches the Network. If your search is unsuccessful, you will receive a **No User was Found** dialog. You have the following options:

    - Click the **Invite A Friend** button to send the user an invitation to join ICQ.

    - Click the **Search for your Friend's Email in Other Directories** button to search the Worldwide Email Directories.

4. Click the Next button to open the Adding a user is concluded dialog or click the Back button to go back and edit your search. Alternatively, click the Cancel button to leave the ICQ Global Directory.

5. If you receive a list of results, go to the next step.

6. Double-click the user that you wish to add to your Contact List, or highlight a user name and click on the **Add** button. 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 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

The LDAP Search enables you to search for the e-mail address of a person, company, or organization using Internet search engines. You may access the LDAP search by the Add/Invite Users button. The LDAP Search tool also appears, as an option when other search results do not find that the person you're looking for is a registered ICQ user. This enables you to find that person's e-mail address in order to send him/her an invitation to join ICQ.

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

1. Click on the **ICQ** button in your ICQ Window and select **Add/Invite Users**. Follow the instructions in the Add/Invite Users button section. If your search has not acquired any results, the **ICQ Global Directory Search Engine** dialog appears.

2. If your search is still unsuccessful you can click on the Search for your Friend's Email in Other Directories, which opens the **LDAP Search** dialog is displayed.

3. Enter the name or part of the e-mail address of the person or group whose e-mail address you wish to find. 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.

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

4. Click on the **Start Search** button to begin your search. You may stop a search at any time by clicking on the **Stop** button. If your search is successful you will see a results dialog.

5. If your search is unsuccessful, you will receive a **No Results** dialog. Click **OK**. Then, click on the **New Search** button to begin your search again after you enter new information or change search engines.

6. Right-click on a name in the search dialog, to get a dialog of advanced options. Alternatively, click on the four buttons on the right of the results list to carry out the first four options. You may choose from the following options.

   - Select **Send ICQ To** to send the selected user on the list an invitation to join ICQ.

   - Select **Add to Contact List** to add the 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 **Send Email** to send the person an e-mail message.

   - Select **Get More Info** to view more information about the selected person.

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. Click on the **OK** button or click on the **Cancel** button to exit the dialog.

4. Double-click on a directory name in the list under the **Select Directory Service** heading in order to change or edit the directory details.

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

You may delete directory entries that you have added, but you may not delete the default directory entries. Select a directory entry in the **LDAP Search** dialog and click on the **Delete** button to delete the entry.

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.

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.

Contact List - Introduction

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

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

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

Renaming a User on Your Contact List

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

To rename a user on your Contact List:

1. Click the user on your Contact List and select **Rename**. The user's name is highlighted and a box appears around it.

2. Enter whatever name you wish to allocate to that user and press **Enter.**

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

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Contact List - Deleting a User

Deleting a User on Your Contact List

You may delete users from your Contact List.

To delete a user from your Contact List:

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

User ToolTips - Introduction

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

- Full User Name
- Name of icon (homepage, birthday, phone, etc.)
- Incoming event type
- Phone numbers
- Email address

The Tool-Tips dialog includes an **Update Phones** option, which links you to the Phone Book tab of the user's 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 by default on your Contact List when you point your cursor on a user name. You may disable this option.

To remove the User Tool-Tips:

1. Click on the **ICQ** button and select **Preferences**.
2. Click the **Contact List** icon. A dialog is displayed.
3. Uncheck the **Show user Tool-Tip** box.

Invitation to Join ICQ - Sending

Sending an Invitation to Use ICQ Using the Invitation option

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

To invite a person to join ICQ:

1. Click on the **Add/Invite Users** button.   Alternatively, click on the **ICQ** button and select **Add/Invite Users**. Then click on the **Invitation to Join ICQ** 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, or click on the **Cancel** button to close the dialog without sending an invitation.

DBConverter

Updating Your Database

In order to upgrade to ICQ 2000b 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. Double-click on the Database Converter folder in your ICQ folder on your desktop 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 chose from the following options.
   - Click on the **Convert/Fix Another ICQ Owner** button if you want to convert the database of another ICQ owner registered on your computer.
   - Click on the **Done** button to close the dialog and then restart ICQ with the newly installed database.

User Details - 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.

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's Details**. 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, etc. 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.

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 Information.

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 eight icons 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 which 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 entering them 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 entering them 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. 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**.

4.   Click on the **More Options** button and choose from the following options, offered on each tab.

- Click on the **Save as vCard** button to save your information as a vCard file in a directory that you select.

- Click on the **Unlist** button to clear all of the information in the Global Directory so that no information about you will be publicized, except for your ICQ#. Users will be able to identify you only by your ICQ#.

- Click on the **Publicize Your Details in ICQ Web-Directories** button 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).

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

Preferences - Introduction

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

To access the Preferences:

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

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

- Contact List enables you to customize the appearance and settings of your Contact List.
- Miscellaneous enables you to customize your general settings.
- Connections enables you to specify the ICQ server to which you are connected.
- Events enables you to specify parameters for the incoming file transfers, ICQ chats, URLs, and sound configurations.
- Security & Privacy enables you to set certain security and privacy preferences.
- ICQ Email Import enables you to configure the search of your email address books.

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Configuring your Contact List Settings

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

To configure your Contact List settings:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Contact List** icon.
3. Choose from the following options.
   - Check the **Popup Contact List upon incoming event** box to set your Contact List to automatically open (when it was minimized) upon receipt of an incoming event.
   - Check the **Global online alert** box to receive an online global alert when a user comes online. Then check the **Blink** box to receive a flashing user name alert and/or the **Sound** box to receive a sound alert.
   - Check the **Show Contact List buttons** box to show the tabs that appear at the bottom of your Contact List. These include the Instructions, the To Simple/Advanced Mode, and the Chat With A Friend buttons.
   - Check the **Show user ToolTip** box to show the ICQ Tool Tips.
   - Check the **Sort Contact List by:** box and then select either the **Name** radio ¤ button or the **Status** radio ¤ button to view the names on your Contact List either alphabetically by name or according to their Availability status.
4. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

Preferences - Connections Settings – General Tab

Configuring the General Tab

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

To specify your Internet connection type:

1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **General** tab.
3. Choose from the following options.
   - Select the **Modem (dialup connection)** radio ¤ button if you are connected through a modem or any other dialup device.
   - Select the **Permanent (LAN, Cable Modem, etc.)** radio ¤ button if you are connected through a LAN.
   - Check the **Launch ICQ on startup** box to launch the NetDetect Agent when you start your computer, which will automatically launch ICQ when you connect to the Internet.
   - Check the **Launch default Web browser when connection is detected** box to automatically launch your Web browser upon connection to ICQ or to the Internet.
   - Check the **Automatically activate sleep mode upon disconnection** box to put the NetDetect Agent in your desktop so that ICQ is launched upon connection to the Internet.   (If you've disconnected from the Internet and closed ICQ, once you re-connect to the Internet again, this option will launch your ICQ.)
   - Click on the **Edit Launch List** button if you wish to launch other applications upon connection to the Internet.

     Click on the **Add** button to display the **NetDetect Launch Application** dialog.

     Enter the name of the application in the **Enter Application Name** field.

     Enter the executable file (*.exe) in the **Application Executable Path** field, or click on the **Browse** button to locate the file.

     Enter the command line in the **Command Line Parameters** field.

     Enter the directory path in the **StartUp Path** field, or click on the **Browse** button that specifies the folder that contains the original item or some related files.   Sometimes, folders need to use files from other locations.   You may need to specify the folder where these files are located so that ICQ can locate the program.
4. Choose from the following options if you have problems communicating with other users.
   - Click the **Always use Internal IP** radio ¤ button to use your internal IP number.
   - Click the **ICQ will determine the IP automatically** radio ¤ button to allow ICQ to choose whether to use your real IP or internal IP to establish the best connection.
   - Click the **Always use real IP** radio ¤ button to use your external IP number.
5. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

Preferences - Connections Settings - Server Tab

Configuring the Server Tab

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

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

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

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

Preferences - Connections Settings - Firewall Tab

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

Preferences - Connections Settings - User Tab

Configuring the User Tab

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

To change the incoming ports:
1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Connections** icon and choose the **User** tab.
3. Choose from the following options:
   - Click the **Use server proxy settings (recommended)** radio ¤ button.
   - Click the **Not Using Proxy** radio ¤ button to change the incoming ports if you are not using a proxy.
     Click on the **Use dynamically allocated port numbers (default)** radio ¤ button to use the port numbers allocated by ICQ.
     Click on the **Use the following TCP listen port for incoming event** radio ¤ button to enter incoming ports.
     Enter the TCP listen ports in the **From __ From __ fields**.
   - 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 incorporate the changes or click on the **Cancel** button to exit the dialog without saving your changes.

Preferences - Events Settings - General Tab

Configuring the General Tab

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

To configure additional options to apply to all events:
1. Click on the **ICQ** button and select **Preferences**.
2. Click on the **Events** icon.
3. Choose from the following options.
    - Check the **Pop up response dialog on your desktop without having to double-click on the incoming event icon** box if you want a response dialog to automatically display upon receipt of the selected event.

    - Check the **Set ICQ to automatically select a sender's name on your Contact List upon receipt of the selected event from that user** box to automatically have a sender's name selected on your Contact List upon receipt of the selected event from that user.

    - Check the **Automatically send messages through server if direct connection fails** box to automatically send the selected event through the ICQ server if direct connection fails.

    - Check the **Configure ICQ to play a sound upon receipt of an event** box to automatically be alerted by a sound upon receipt of incoming events.

    - Check the **Do not log event history** box to disable the History of Events feature that automatically saves all incoming events.

   Note: The **Default Incoming File(s) Path:** field specifies the default location in which incoming files will be saved if you do not specify a different location. The ICQ default location is **C:/Program Files/ICQ/Received Files**.
4. Click on the **Apply** button to incorporate the changes or click on the **Cancel** button to exit the dialog without saving your changes.

Preferences - Security & Privacy

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

The various ICQ software versions may contain different privacy and security features that enable you to maintain your privacy while still enjoying ICQ. The privacy and security issues described here for the **Simple 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 99b, 99a Windows CE, the Macintosh versions or the Java versions of ICQ. Also note that the privacy and security issues described in this Help File may not apply to the Advanced Mode options of ICQ 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 and select **Preferences.** Alternatively, click on the **ICQ** button and select **Security & Privacy**.

2. Select **Security & Privacy**.

3. Choose from the following tabs.

   - Select the General tab to determine if users need your authorization to add you to their Contact Lists, and 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 account from an ICQ account on your Ignore List. You may also use this tab to choose whether to accept messages only from users on you Contact List and/or to ignore WWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous versions of ICQ.

   - Select the Words List tab to filter your present choice of words and URLs from incoming ICQ events, search results information pertaining to queries you made on the ICQ Global Directory for information about users and information on random users available through the Chat With A Friend feature.

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

See also 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.

Preferences - ICQ Email Import

You can set the ICQ Scheduler to search your Email address books for new contacts at designated times.

To set the scheduler:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **ICQ Email Import**.
3. Check the **Activate ICQ Email Import Scheduler** box to activate the scheduler.
4. Choose the search frequency from the drop-down menu.
5. Click on the **Apply** button to save the change or click on the **Cancel** button to exit the dialog without making the change.

Security & Privacy - Introduction

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

The various ICQ software versions may contain different privacy and security features that enable you to maintain your privacy while still enjoying ICQ. The privacy and security issues described here for the **Simple 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 99b, 99a Windows CE, the Macintosh versions or the Java versions of ICQ. Also note that the privacy and security issues described in this Help File may not apply to the Advanced Mode options of ICQ 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 and select **Preferences.** Alternatively, click on the **ICQ** button and select **Security & Privacy**.

2. Select **Security & Privacy**.

3. Choose from the following tabs.

    •   Select the General tab to determine if users need your authorization to add you to their Contact Lists, and 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 account from an ICQ account on your Ignore List. You may also use this tab to choose whether to accept messages only from users on you Contact List and/or to ignore WWPager, EmailExpress messages, and multi-recipient messages and/or not to allow Direct Connection communication with previous versions of ICQ.

    •   Select the Words List tab to filter your present choice of words and URLs from incoming ICQ events, search results information pertaining to queries you made on the ICQ Global Directory for information about users and information on random users available through the Chat With A Friend feature.

4. Click on the **Apply** button to incorporate the 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.

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

Security & Privacy - General

Configuring the General Tab

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

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

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

    #### Changing Your Contact List Authorization Mode

    This option allows you to determine whether or not users should request your permission to add you to their Contact Lists, thus allowing them to detect your online/offline status. See Authorization Mode – Changing.

    #### Selecting Your Security Level

    This option allows you to choose from three settings to determine your ICQ program's security level, regarding when you are required to enter your password. If you are the only one with access to your computer, you may select the low security level so that you don't need to enter your password for most ICQ operations (For example, every 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 User Details).   If others may have access to your computer, you can choose high security level, so that you are required to enter your password every time you log on to ICQ and for other activities once ICQ is open. See Security Level – Selecting.

    #### Activating Web Aware

    The Web Aware feature allows you to determine whether others can see your online/offline status on the World Wide Web. When you activate this feature other Internet users will be able to see your ICQ# online or offline status. See Web Aware - Activating.

2. Click **Save** to save your changes, or click **Cancel** to exit the dialog without saving your changes. You can click on the **Web information** button to be led, via your browser, to ICQ's online Security and Privacy Center.

Security & Privacy - Words List

Configuring the Words List Tab

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

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

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

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

To access your Words List tab:

1. Click on the **ICQ** button and select **Security & Privacy** to display a pop-up menu of options.
2. Select the **Words List** tab.
3. Click on the **Unlock (Enter Password)** button to display a **Password Verification** dialog.
4. Enter your password in the **Password** field.
5. Click on the **OK** button to enable the options on the **Words List** tab.

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

1. In the **Words List** tab, click on the **Add** button to display the **Define New Word** dialog.
2. Enter the word or URL that you want to filter in the **Enter Word** field.
3. You may right-click on the word and choose from the **Cut**, **Copy**, and **Paste** options to cut or copy a word or URL from another directory and paste it into the **Enter Word** field.
4. Click on the **OK** button to return to the **Words List** tab. The word or URL now appears on your **Words List** under the heading **Objectionable words**.
5. Click on the **Apply** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

To update your Words List:

1. In the **Words List** tab, choose from the following options.
    *   Click on the **Edit** button to change a word or URL in your **Words List**.
    *   Click on the **Remove** button to remove a word or URL from your **Words List**.
    *   Click on the **Import List** button to import a list of words or URLs from another file or from another user.
    *   Click on the **Export List** button to save your Words List in another file or to send to another user.
    *   Click on the **Web Help** button for additional information on the Words List.
2. Click on the **Apply** button to save your settings, or click on the **Cancel** button to cancel your changes and exit the dialog.

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

1. Choose from the following filter actions under the heading **Filter Action** in the Words tab.
    *   Select the **Do not filter any events (filter disabled)** radio ¤ button to receive all of your Incoming ICQ Info (as defined at the beginning of these instructions) with no filtration.
    *   Select the **Replace objectionable words with** radio ¤ button to receive all of your events and view a user's information, but filtering out the word or URLs on your Words List with whatever symbol you enter in this field. An asterisk (*) is the default symbol.
    *   Select the **Discard events with objectionable words** radio ¤ button to not receive Incoming ICQ Info (as defined at the

beginning of these instructions) which include any filtered words.

- Check the **Replace/Discard only the entire word** box to refrain from filtering words that incorporate characters, strings, or words that are listed on your Words List.

2. Choose from the following events to which you'd like to apply the filter action you selected.

- Check the **Incoming events (messages)** box to apply the selected filter action to your incoming events.

- Check the **User's information on: Global Directory** box to apply the selected filter action to search results pertaining to queries you made on the ICQ Global Directory for information about users.

- Check the **Chat With A Friend** box to apply the selected filter action to the user information available through the Chat With A Friend feature.

3. Click on the **Apply** button to save your settings. Or, click on the **Cancel** button to exit the dialog without saving your changes.

Security & Privacy - Ignore

Configuring the Ignore tab

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

To limit the type of events you receive:

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

2. Select the **Ignore** tab.

3. Choose from the following options.

   - Check the **Do not accept WWPager messages** box to set 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 **Apply** button to save your settings, or click on the **Cancel** to exit the dialog without saving your changes.

To limit the users from whom you receive messages:

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

2. Select the **Ignore** tab.

3. Choose from the following options.

   - Check the **Accept messages only from users on my Contact List** box to set 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.

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

     l Select **Users not on my Contact List** to ignore Multi-Recipient Messages only from Users not on your Contact List.

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

   l Check the **Do not allow direct communication with previous ICQ software versions** if you do not wish to establish Direct Connection communication events from ICQ users with earlier versions of ICQ which do not fully support the Direct Connection feature.

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

The Ignore List

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

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

To add a specific user to your Ignore List:

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

2. Select the **Ignore** tab.

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

3. Click on the **Add to Ignore List** button to display a Search for users to add to your Ignore List dialog.

4. Choose one of the tabs−Email, Details, ICQ# or Interests. Enter the corresponding details about the user whose events you want to ignore, and click on the Search button.

5. Double-click the user to be added to the Ignore List. Events from this ICQ# will be ignored.

   Alternatively, you may search in the ICQ Global Directory for the user that you wish to place on your Ignore List.

   You may click on the **Import** button to add a user or a group of users to your Ignore List from another file on your computer.

   You may click on the **Export** button to save your Ignore List in a separate file.

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

To remove a user from the Ignore List:

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

2. Select the **Ignore** tab.

3. Select the user on the **Ignore List** and click the **Remove From Ignore List** button.

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

Security & Privacy - Password

Configuring the Password Tab

This tab enables you to change your password.

To change your password:

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

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

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

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

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

Security & Privacy - Direct Connection Tab

Configuring IP Settings

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

To configure your Direct Connection settings:

1. Click on the **ICQ** button and select **Security & Privacy** to display the Security dialog.
2. Select the **Direct Connection** tab.
3. Choose from the following settings.
    - Click the **Allow Direct Connection with any user** radio ¤ button to allow peer to peer communication with the entire ICQ community, thus enabling any user to view your IP address.
    - Click the **Allow Direct Connection with users listed on your Contact List** radio ¤ button to allow peer to peer communication with users on your Contact List thus enabling them to view your IP address.
    - Click the **Allow Direct Connection with any user upon your authorization** radio ¤ button to allow peer to peer communication and enable others to view your IP address only 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 **Apply** button to save your settings, or click **Cancel** to exit the dialog without saving your changes.

Please note: This feature is provided to you as a convenience only. ICQ does not guarantee non-exposure of your IP address under any of the above settings. The ICQ program is a non-secured application. You should therefore not assume that if you use this feature to avoid exposure of your IP address, others would not be able to see it. For more information refer to http://www.icq.com/direct connection

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

Authorization Mode - Changing

This option allows you to determine whether or not users are required to request your permission to add you to their Contact Lists, thus allowing them to see your online/offline/away status. You set your Authorization Mode during the ICQ registration process and you may change it at any time thereafter.

To determine your Contact List Authorization settings:

1. Click on the **ICQ** button and select **Security & Privacy**.

2. Select the **General** tab.

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

   - Select the **All users may add me to their Contact List and see my online/offline status** radio ¤ button to enable any user to add you to his or her Contact List, and therefore see your online/offline status, without requiring your permission.

   - Select the **My authorization is required before users add me to their Contact List** radio ¤ button to require other users to receive your authorization before they add you to their Contact List to limit unwanted users from adding you to their Contact List without your authorization.   Therefore, in the case that you do not wish to accept an authorization request, you may choose not to respond to it and the user will not receive a negative response.

4. Click on the **Apply** 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 have already added you to their lists before you were in Authorization Mode. If such a user is bothering or annoying you, you may place the user on your Ignore List.   Another option is to delete your current ICQ#, register again as a new user, and then enable the Authorization Mode. This however, will require you to reconstruct your Contact List.

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

Web Aware - Activating

Activating the Web Aware feature

The Web Aware security feature allows you to determine whether to enable others to view your online/offline status on the World Wide Web. When you activate this feature other Internet users will be able to see your online or offline status from the World Wide Web.

To activate the Web Aware feature:

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

2.   Select the **General** tab.

3.   To allow others to see your online/offline status on the Web, check the **Allow other users to view my online/offline status from the Web** box under the heading **Web Aware**.

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

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

Security Level - Selecting

Selecting Your ICQ Security Level

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

To determine your security level:

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

2.   Select the **General** tab.

3.   Choose from the following options under the heading **Security Level**.

- Select the **Low** radio ¤ button to enable ICQ operations (logging in, updating user details, and changing password) to occur without entering your password. This option may be suitable if you're using ICQ on a computer on which you are the only one with access.

- Select the **Medium** radio ¤ button to set ICQ to save your password, and so that most ICQ operations are carried out without entering a password. However, changing user details, your password and other settings will require the use of your password.

- Select the **High** radio ¤ button to activate high security level. This is recommended for users who share a computer, yet value their security. You will be requested to enter your password every time you run ICQ. You will also be required to enter your password, to change your User Details, your password and other ICQ activities. Your Contact List cannot be accessed until the valid password is given.

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

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

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

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

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

Messages - Sending

You may send instant messages to other ICQ users.

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

1. Click on the user's name on your Contact List to whom you would like to send a message from the pop-up menu and select **Message**.   Alternatively, double-click on the user's name to open the message dialog.

2. You may choose from the following options.

   - Click on the **Sound** button to allow the sound of typing when your write a message. Click on the button again to dismantle the sound.

   - Click on the **Auto Color** button to view your messages in the colors you set for sending messages. Click again to view the message in default black and white.

   - Click on the **Clock** button to view the time at which the each message was sent or received.

   - Click on the **Font** button to select a font style and size for the text of your message.

   - Click on the **Font Color** button to select a font color for the text of the message.

   - Click on the **Font Background Color** button to select a background color for your message.

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

   Watch the Character Counter at the top of the dialog to keep track of the number of characters in your message.   You may send messages of unlimited length to online users who also have the 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 of ICQ) can only receive messages of up to 450 characters.   If your message to those users exceeds 450 characters, a warning is displayed and you should edit your message so that it doesn't exceed 450 characters.

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

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

4. Click on the **Send** button to send the message. If you are online, the message is sent and the dialog will remain open.   The text you typed will automatically move to the upper box. Or select **Cancel** to cancel sending the message.

   If you are offline, your message is saved in the OutBox and sent when you reconnect to the ICQ server.

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

Messages - Receiving

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

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

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

To receive an incoming message:

You may choose from the following options:

- Click on the **Sound** ![icon] button to allow the sound of typing when your write a message. Click on the button again to disable the sound.

- Click on the **Auto Color** ![icon] button to view your messages in the colors you set for sending messages. Click again to view the message in default black and white.

- Click on the **Clock** ![icon] button to view the time at which the each message was sent or received.

- Click on the **User Details** button to display the sender's details.

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

- Click on the **Ignore User** button if you do not wish to respond to the message.

- Click on the **Add to Contact List** button if you wish to add the user to your Contact List.

  You may also respond by sending a message without adding the user to your Contact List.

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** ![Online] 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.

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

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.

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

Chat - Responding

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

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

- Click on the **Switch to Split** button so that each character typed is seen in real time.

- Click on the **Switch to IRC** button so that text is sent to your chat partner's window only after you press **Enter**.

To respond to a Chat Request:

1. Double-click on the flashing **Chat** icon in your desktop tray or next to the sender's name on your Contact List. Alternatively, click the sender's name on your Contact List and select **Receive** from the pop-up menu. The **Incoming Chat Request** dialog is displayed.

2. Choose from the following options:

   - Click on the **Accept** button to start the chat session. A chat session dialog is displayed and you may begin the chat. If there is a delay of more than a few minutes, the sender has either cancelled the request or is unavailable.

   - Click on the **Do Not Accept** button if you do not want to participate in the chat session. Choose from the possible responses displayed in the pop-up menu.

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

To add a user to a chat already in progress:

1. Click the **Add to Session** button in the **Incoming Chat Request** dialog.

2. Select **Chat session name** from the pop-up menu. The user is added to your existing chat session. Alternatively, drag and drop the user from your Contact List into your chat window.

See Chat Window for instructions on how to participate in a chat.

Chat - Making Yourself Available

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 may 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.

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

Chat Window

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

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

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

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

- The lower section displays the chat text that you receive from your chat partners.

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

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

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

File Menu

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

- Select **Send Focus** and minimize your chat dialog to inform your chat partners when you are not focused on your chat window. If this option is checked, other users will be given an indication that you are away and not reading the chat message. In IRC style, your ICQ user name will appear in italic in your chat partner's participants list if you are in away mode from your computer. If this option is not checked when you minimize your chat dialog, your chat partner will assume that you are reading his or her chat message and will not know that your chat dialog is minimized.

- Select **Clear Buffer** to clear the displayed text from the chat windows in your chat dialog only. (This will only clear the text from your view but will not clear the text from your chat partner's view.)

- Select **Log on** to specify that the chat will be saved as a text file. If you select this option before you begin the chat, the entire chat, from start to finish, will be saved. Selecting this option will open a **Save As** dialog in which you specify the file to which you want to save the chat.

- Select **Save Buffer** to save the current chat as a text file. This option enables you to save only what is currently displayed in the chat windows. It opens a **Save As** dialog in which you specify the file name to which you want to save the chat.

- Select **Kick User** to remove a selected chat partner from your chat session as a result of a majority vote.

- Select **Quit** to end a chat session or to save it before closing chat.

Edit Menu

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

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

Layout Menu

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

- Choose **Reset** to reset the window sizes in the chat dialog to the default settings.
- Choose **Vertical** to change the layout of the windows in the chat dialog to vertical layout, displaying the chat windows side by side.
- Choose **Horizontal** to change the layout of the windows in the chat dialog to horizontal layout, displaying the chat windows in a stack.
- Choose **Split** to change the layout of the windows in the chat dialog from the current layout to a horizontally tiled layout.
- Choose **IRC Style** to change the chat layout to the standard IRC style. IRC style displays the text of the conversation in the order that it was entered and presents the name of the person who is communicating next to that person's entered text.

Note: Once a chat consists of seven or more people, the chat session will automatically be displayed in IRC style.

- Choose **Tool Bar** to select/deselect the option to display the tool bar.
- Choose **Name Bars** to select/deselect the option to display the name bars.
- Choose **Always on top** to select/deselect the option to keep the chat dialog displayed on top of all other open applications (always showing on your desktop).

Display Menu

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

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

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

Other Menu

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

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

Action Menu

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

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

Help Menu

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

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

See Chat Toolbar for more options in the Chat window.

Chat Toolbar

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

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

- Click on the **Sleep** button to minimize your chat dialog until your chat partner begins typing.

- Click on the **Override font & color format** button to assign the font and color settings that you chose to be displayed for all participants in chat, on your window. Any changes (in color or font) made by your partner will not be viewed by you.

- Click on the **Background Color** button to specify the background color of the window in which you type the text (the upper section of your chat dialog). In your chat partner's chat dialog, the window in which he or she views your text, will have this background color unless he or she had chosen to override your settings.

- Click on the **Color** button to specify the font color of the text you type into your chat dialog that you and your chat partners will view.

- Click on the **Bold** button to type your chat in bold text.

- Click on the **Italic** button to type your text in italic.

- Click on the **Underline** button to underline your text.

- Click on the **Style** button to change your screen style from Split Screen to IRC, or vice versa.

- Click on the **Sound** button to hear your typing skills in action.

- Click on the **Action** button to automatically place words or phrases into your chat session. Choose from many defaults or add your own Actions. See Chat Actions.

- Click on the **Emotions** button to insert up to nine different animations containing words or a phrase for your chat session. See Chat Emotions.

-

Click on the **Smiley** button to insert up to fourteen different smiley faces into your chat session.

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

- Click on the **Menu** button to open an ICQ menu that enables you to send an event to your chat partner, or to view his or her ICQ Personal Homepage or user details.

- Click on the **Freeze** button to temporarily stop the receipt of incoming chat so that you can copy the desired text to the clipboard. If you continue to type text while in Freeze, the other chat participant will not be able to see your text until you un-freeze 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.

Chat Emotions

ICQ Chat Emotions are a great way to express how you feel through a picture and a descriptive word, by inserting an emotion graphic into your chat. You may add text to accompany your emotion graphic. There are nine different graphics to choose from and each graphic is accompanied by its own unique Chat Emotion sound.

To insert a Chat Emotion into your chat:

1. Click on the **Send Emotion** button in the **Chat** tool bar to display the **Gesture Event** dialog.   Alternatively, select **Action** in the Menu bar and then select **Send Emote**.

2. The left column displays the nine Emotion graphics. Select an emotion graphic and enter at least one character in the **Enter Message** field.

3. Click on the **Send** button. The emotion graphic and your message will be displayed in the chat dialog.

4. Click on the **Cancel** button to cancel the emotion graphic without sending it.

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Chat Actions

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

To insert a Chat Action into your chat:

1. Click on the **Chat Action** button in the Chat dialog. Alternatively, select **Action** in the Menu bar and then select **Send Action**.

2. Select an action message from one of the default Action Messages and your selection will appear in the chat session (written in third person).

To edit or add Chat Action Messages:

1. Click on the **Chat Action** button, and select **Enter New Message**. The **Action Event** dialog is displayed.

2. Enter the text that you want to represent the action in the **Action Description** field. Describe the action that you wish to convey. Write the action message in third person, such as "cries tears of joy."

3. Click on the **Send** button. Your Action Message automatically appears in the chat windows of the other chat partners, preceded by an action icon and your name, such as " Sharon cries tears of joy."

4. Click on the **Cancel** button to cancel the action without sending it.

To edit the preset messages in the Action Messages:

1. Click on the **Edit Presets** button in the **Action Event** dialog. The **Edit Actions Presets** dialog is displayed.

2. Click on the arrow next to the **Preset Label** text field to view the drop-down list of Preset Messages; select the message that you want to edit.

3. Enter a new description in the **Preset Action Description** field.

4. Click on the **Rename** button to display an **Edit Preset Label** dialog.

5. Enter a new name for the action and click **Save**.

6. Click **Save** again to return to the **Action Event** dialog.

7. Click on the **Send** button to send your action message to your chat screen.

8. Click on the **Cancel** button to minimize your **Actions Messages** dialog.

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

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** ![stop button] button to interrupt your chat playback.

- Click on the **Fast-forward** ![fast-forward button] 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.

File Request − Receiving

In order for you to receive a file, the sender must send you a request and you need to accept the request. This allows you to decide whether you wish to accept and receive the file or not. Both you and the sender must be online in order for a file transfer to take place.

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

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

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

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

To respond to a File request:

1. Double-click the flashing **File** 📄 icon in your desktop tray or next to the sender's name on your Contact List. Alternatively, click on the sender's name on your Contact List and select **Receive**. An **Incoming File Request** dialog is displayed. The dialog displays the file name or number of files, the total file(s) size, and a description of the files if the sender entered one.

2. You may choose to accept or refuse the file transfer request. You also may click on the **Reply** button to send the sender a message.

To accept the File Transfer request and receive the file:

1. Click the **Save As** button to save the files in the ICQ default directory: C:\Program Files\ICQ\Received Files\[User's Name]. Alternatively, click the **Save As** button and select a location if you want to save the files in a different directory. The file transfer now begins.

2. You may choose from the following options while the file is being transferred.

   - Move the **Speed** slider between 0 and Max to increase or decrease the speed of the file transfer. (This option is only available to LAN users, who may wish to expand or minimize the bandwidth when sending a file.)

   - Click on the **Skip File** button if more than one file is being transferred and you do not wish to accept a particular file in the batch.

   - Click on the **Abort** button if you want to stop the file transfer.

   - Monitor the file transfers progress on the **File** and **Batch** progress bars.

3. When the file(s) have been transferred, a dialog is displayed informing you that the transfer was successful. Choose from the following options.

   - Click on the **Open** button to open the received file.

   - Click on the **GoDir** button to view the folder in the window dialog in the directory where it was saved.

   - Click on the **System Notice** button in your ICQ Window, and select **Incoming Files Folder** to view the file that you received in the **Received Files Folder**. Alternatively, click on the **My ICQ** button and select **Incoming File Folder**.

   - Click on the **OK** button to open the file at a later time.

To refuse the file request:

1. Click on the **Decline** button to refuse the file transfer request.

2. Choose from the responses to be sent directly to the sender or select **Enter your reason to decline** to open a dialog in which you can enter your own reason for declining the request.
   If a file was not transferred successfully, for example, if the phone line disconnected during the file transfer, you can continue downloading, receiving, or sending the file from the point at which the transfer had been aborted.

To recover an interrupted file transfer:

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

2. Choose from the following options.

   - Click on the **Resume** or **Resume All** button to recover the file transfer and transfer the file from the breaking point rather than from the beginning.

   - Click on the **Replace** (or **Replace All**) button to start the file(s) transfer from the beginning.

   - Click on the **Save As** button to save your file in a different directory or under a different name.

   - Click on the **Skip** (or **Skip All**) button to decline the file or batch transfer

   - Click on the **Abort** button to cancel the file transfer.

Incoming Files Folder

The files that you have received from a user are stored in a folder matching that user's name, in the Incoming Files Folder.

To view the files received by users:

1. Click on the **System Notice** button in your ICQ Window, and select **Incoming Files Folder**.

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

Web Page Address (URL) − Receiving

Receiving and Responding to an incoming Web Page Address

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

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

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

Please read Important Notice: Links to Third Parties' Services.

To respond to a Web Page Address transfer request:

1.   Double-click the flashing **Incoming Web Page Address** 🌐 icon in your desktop tray, or next to the sender's name on your Contact List. Alternatively, click on the sender's name and choose **Receive**. An **Incoming URL** message appears displaying the Web page address and a short description of the Web page if the sender entered one.

2.   Choose from the following options.

   - Click on the **Reply** button to reply with a message to the sender of the URL.

   - Click on the **Forward** button to forward the Web page address that you received to another ICQ user or users.

   - Click on the **Add To Bookmark** button to add the Web page address to your MS Internet Explorer™ favorites. If your Web browser is MS Internet Explorer™, your incoming bookmarks are saved in a folder called ICQ Incoming Bookmarks. You may view the URLs that you have book marked directly from your ICQ Window.

   - Click on the **Go to URL** button to view the Web site in your default Web browser. If your browser is open you may choose to view the page in your current browser window or to open a new window in your browser.

   - Click on the **Read Next** button (if enabled) to display the next incoming event.

   - Click on the **Close** button to exit the dialog without viewing the URL.

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

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

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

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

Contacts – Receiving

You may receive contacts from the Contact List of another user and add them to your own Contact List. You will be notified of incoming contacts by a flashing Contact ▣ icon next to the sender's name in your Contact List and in your desktop tray. If authorization is required by the user to add him or her to the Contact List, you will also have to request that user's authorization.

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

To receive contacts from a user:

1. Double-click on the flashing **Contact** ▣ icon next to the sender's name in your Contact List or in your desktop tray. Alternatively, click on the sender's name and choose **Receive**.   An **Incoming Contacts** dialog is displayed.
2. Click on one of the contacts and choose from the following options.

   • Click on the **Send Message** button to display the **Send Message** dialog if you wish to only send a message to that contact.

   • Click on the **Get User Info** button to display the contact's **ICQ Global Directory-User Details** dialog, to check information about the contact.   See User Details—Viewing.

   • Click on the **Add To Contact List** button to add the contact to your Contact List.

   • Click on the **More** button to expand the dialog and your options.

   • Click on the **Close** button to exit the dialog without adding the contact to your list.

ICQmail - Introduction

ICQ offers you a free email account. All you have to do is sign up and you will be able to send and receive messages through the ICQ program. See ICQmail – Signing Up. You may access your e-mail account from the ICQ button or from the ICQ Web site at http://www.icq.com/icqmail/.

When you receive email to your ICQmail account, a special ICQmail icon will appear on your Contact List.

In addition to sending and receiving mail, you may use the Web services to configure your email.

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ICQmail - Signing Up

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

To sign up for an ICQ e-mail account:

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

    - Click on the **Read This Mail** button to read a welcome letter from the ICQ support, introducing you to the ICQmail.

    - Click on the **ICQmail Web Help** button to view the tutorials on the Web.

    - Click on the **Close** button to close the dialog.

    You will now be able to access your email account directly from the Web site at http://www.icq.com/icqmail or from the ICQmail button in your ICQ program. See ICQmail – Checking.

ICQmail - Checking and Receiving Mail

You may access your email account(s) directly from the Web site at http://www.icq.com/icqmail or from the ICQ button in your ICQ program. Mail from non-ICQ users will appear in your inbox on the Web. You will receive a flashing **ICQmail** icon next to the name of ICQ users who are on your Contact List upon incoming mail.

To check your ICQmail account(s):

1. Click on the **ICQ** button and select **ICQmail**. You will be led to the ICQmail Web site.

2. Choose **Read Mail (inbox)**.

3. Choose the account that you want to check (you may have more than one account). You are led to the ICQmail Web site.

4. If you choose to access the account directly from the Web site (http://www.icq.com/icqmail), enter your e-mail address and password in the appropriate fields and then click on the **Login** button.

5. You may choose from the following options.

   - Click on the **Select All** button if you want to move all e-mails to the **Trash**, **Sent** or any other folder you may have created.

   - Click on the **Unselect All** button if you do not want to move all e-mails to the **Trash** or to the **Send** folder.

   - Place a check mark in the box next to the e-mail that you want to choose.

   - Click on the **Move To** button and select the location to which you want to move the selected e-mails from the drop down menu.

6. Select the subject that you wish to read.

7. In the Message window, choose from the following options.

   - Click on the **Reply** button to reply to the sender

   - Click on the **Reply All** button to reply to all senders.

   - Click on the **Forward** button to forward the e-mail to another address.

   - Click on the **Move To** button and choose the location to which you want to move the selected e-mails from the drop down menu.

To receive an e-mail from an ICQ user on your Contact List:

1. Double-click on the flashing **ICQmail** icon next to the sender's name. An **Incoming ICQmail** dialog appears.

2. Choose from the following options.

   - Click on the **Read This Mail** button to open the e-mail.

   - Click on the **ICQmail Web Help** button to view the tutorials on the Web.

   - Click on the **Close** button to close the dialog.

ICQmail - Sending an E-mail

To send an e-mail:

1. Click on the **ICQ** button and select **ICQmail**. You will be led to the ICQmail Web site.

2. Choose **Write mail**.

3. Select the mail account from which you want to send the e-mail. You will be led to your account on the Web site.

4. Fill in the information in the appropriate fields.

5. Type in the e-mail in the blank field.

6. Choose from the following options.

   - Click on the **Attachments** button if you wish to send an attachment with your e-mail.

   - Click on the **Addresses** button if you wish to open up your address book and select the address of the recipient from the list. When you click on a specific recipient, his or her address will automatically appear in the **To** field of your e-mail.

   - Click on the **Spell Check** button to enable the spelling option to check your document.

7. Click on the **Send** button to send your e-mail, or click on the **Cancel** button to reset the form.

ICQmail - Preferences

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

To access your ICQmail Preferences:

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

-    Click on **Forward** option to configure your e-mail to forward incoming mail to another account.

-    Click on the **Vacation** option to configure your e-mail to automatically answer incoming mail with a standard message. This may be useful when you are away and want to inform others about it.

-    Click on the **External Mail** option to configure your e-mail to consolidate your ICQ e-mail with the other e-mails accounts. All e-mails will then be received in the ICQ e-mail account.

-    Click on the **Settings** option to configure settings for the appearance and operation of your e-mail account.

-    Click on the **Personalities & Signatures** option to create different signatures for different people, or change the e-mail address as viewed by other people.

-    Click on the **Colors** option to customize the mail's appearance.

ICQ Integration for Outlook - Introduction

ICQ 2000b integrates the ICQ program with Microsoft's® Outlook® e-mail/organizer program, enhancing your Outlook® 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® 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.

For a thorough ICQ Integration for Outlook Help, go to the Advanced Mode Help File.

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

ICQ Interests - Introduction

ICQ Interests is another way to make your Web experience more personal and immediate. Use this feature to find out what's happening on ICQ right now. Discover the coolest and newest ICQ communities on the Internet. Meet other people who share your interests by joining an ICQ User Created Chat, User Created List, Message Board, or Interest Group on a specific topic. Enjoy relevant information, products, and services provided by ICQ Interests sponsors and content partners. Or participate by building your own ICQ community.

The ICQ Interests option, located in the ICQ button, connects you to the expansive system of ICQ Networks. ICQ Networks are ICQ users grouped and listed by many topics including similar interests, professions, age groups, hobbies, and locations. These groups and lists are interconnected to make up an enormous community of ICQ users.

You may use the ICQ Interests option to be led to Web sites where you may join specific parts of the ICQ Networks, thereby making yourself more accessible to be contacted by other ICQ users. Or you may use the Networks to find other users that you would like to contact. You may use the feature to simply view what's going on in various Networks, by reading message boards for example, or to take a more active role by posting a message or joining a chat session. You may also create your own community within the ICQ Networks.

ICQ Networks come in the forms of ICQ Chat Rooms, ICQ ChatRequests, ICQ Interest Groups, ICQ User Created Lists, ICQ Message Boards, and ICQ GameRequests, as well as the ICQ *PeopleSpace* Directory.

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

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History of Events - System

ICQ automatically logs all incoming and outgoing events for the ICQ server.

To view the system history of events:

1. Click on the **System Notice** button in the ICQ Window to display the pop-up menu of options; select **History & OutBox**. Or, double-click on the **System Notice** button.

2. A **History Of Events: The ICQ Server** dialog is displayed.
   Choose from the following tabs.

   - Choose the **System** tab to display a list of events received from the ICQ server. Double-click on an event to display all its details.

   - Choose the **OutBox** tab, to show the events that you sent while you were offline or to users who were offline at the time you sent the events. Events are stored in the OutBox until you connect to an ICQ server, unless the event requires an online recipient.

3. Double-click on a message to get a dialog to display the contents of that message. You may choose from the following options.

   - Click on the **Close** button to close the dialog.

   - Click on the **Previous** button to show the previous message on the list.

   - Click on the **Next** button to view the next message on the list.

4. Right-click on a **System message** for options regarding the selected message.

System Message - Receiving

System messages are messages sent by the ICQ servers to update you on server information and ICQ news. You are notified of an incoming system message by a unique sound and System Message icon. After you have viewed a system message, it is saved in the History of Events of the ICQ server. Double-click the **System Notice** button in the ICQ Window to view a log of the messages sent to you by the system.

To receive a System Message:

Double-click the flashing **System Message** icon in your desktop tray or on the **System Notice** button in the ICQ window. Or, click on the **System Notice** button in the ICQ Window and choose **Receive** from the pop-up menu.

You may receive the following types of System Messages:

- **Authorize User** requests your permission to add your name to another user's Contact List.

- **Authorize User Reply Message** informs you of the reply to your request to add a user to your Contact List. A flashing icon appears under the **Waiting Authorization** heading on your Contact List.

- **Notify Message** notifies you when a user in the **Future Users Watch** section of your contact List has registered.

- **You Were Added** informs you that you have been added to a user's Contact List.

- **Automatically Add to List Request** requests a user to be automatically added to a Contact List when he or she registers with ICQ.

- **Server Message** displays messages generated by the ICQ servers.

- **Network Status** launches the **View Network Status** page in your default browser, in which you can check information about the ICQ Network Status if ICQ cannot establish connection to an ICQ server.

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About Help

Using ICQ's Help

ICQ provides you with help tools to manage the program more easily and more efficiently.

You have the following options.

- Help Cards give you the opportunity to get acquainted with ICQ, quickly and easily. Access the Help Cards option from the Help Card button on your Contact List.

- **Help Index** opens up the ICQ Help File where you may find explanations on the different features of the program.

- ICQ Announcements provides messages from the ICQ server and links you to some of ICQ's Web services.

- **ICQ F.A.Q**, **User to User Help**, **Tutorials**, **Help**, **Support** and **Obtain ICQ Manual** lead you to specific ICQ Web sites where you can get more information on the ICQ program and the ICQ User's Guide.

- **About** provides you information on the ICQ version and build number that you are using.

- **Reactivate Dialogs** gives you the option to reactivate help and other dialogs to appear automatically, if you have disabled them.

To access ICQ's Help:

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

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Help Cards - Introduction

Help Cards give you the opportunity to get acquainted with ICQ, quickly and easily.   Help Cards have been constructed for the most commonly used features on ICQ. See Help Cards—Displaying and Selecting.   They also include links to the ICQ Help File for further explanation.

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

Help Cards - Displaying and Selecting

To display ICQ Help Cards:

1. Click on the **ICQ** button and select **Help**.   The Help Card Main Menu dialog opens on your desktop.

2. Select **Help Cards** and choose from the topics displayed.

3. A Help Card dialog will open on your desktop explaining briefly the task you wish to perform.

4. Choose one of the following options:

   - Click on **Next** to display the next Help Card topic.

   - Click on **Back** to display the previous Help Card topic.

   - Click on **Topics** to return to the Help Card Main Menu.

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

Shutting Down ICQ

To close your ICQ Program:

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

ICQ Web Search - Introduction

The ICQ Web Search makes searching the Web quick and easy. The Web Search is located in the ICQ Window providing a gateway to the Web, right on your desktop. Just enter a search query and press **Enter** and you are led to the search results on ICQ's own search engine, ICQ iT! (http://www.icqit.com) No need to open your browser, no need to find the homepage of a search engine and only then enter your query…and wait−the ICQ Web Search requires just two quick steps to fast search results! ICQ iT! offers a wide choice of options, including many advanced options to narrow your search to find exactly what you're looking for as well as several options to search for other ICQ users. Even when your ICQ Window is minimized you may use the ICQ Web Search floating panel to search the Web from your desktop, as you work on other applications.

The ICQ Web Search also provides a bridge to ICQ's Web site, and to the many ICQ communities. Tools for Webmasters and site builders are also readily available.

Please read Important Notice: Links to Third Parties' Services.

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ICQ Web Search - Returning to a Recent Search

You may also use the Web Search to search for queries you've recently used, in order to return to a past search or use a different search engine or service.

To return to recent search results:

1. Click on the **Arrow** button beside the Web Search field to display the pop-up menu of options. Alternatively, press the **Tab** key when the cursor is inside the Web Search field to display the Web Search menu options.

2. Select **Recent Searches** to display your past Web Search queries. Select a query to return to those search results.

Tip: You may also use the **up** and **down**↓ arrow keys when your cursor is in the **Web Search** field to browse recent search queries.

The ICQ Web Search returns the original search results for that query. Click on the link of one of the results to go to that page.