

Viewing User Details

The information an ICQ user supplies when updating his/her User Details is available to you when that user is added to your Contact List. You may view another ICQ user's personal details, provided this information was provided to the ICQ servers. You can also update a user's details, which will automatically change the information about that user in your address book and Contact List. Your user details dialog will include the following similar fields. See [User Details – Updating](#).

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

Note: The information you enter for a user will be termed User Defined and will appear in a different color than the rest of the information. In addition, 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.

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.

Note: All options described below apply to the Advanced Mode of ICQ. The options that apply to the Simple Mode are Contact, Main, Home, Work, More, About and Group/Past/Interests only.

To view a user's details:

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

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

See [Updating Your User Details](#)

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](#).

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

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Updating your User Details

As an ICQ user, you may wish to supply 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 that ICQ# on their Contact List will be required to update your user information by clicking on the **Retrieve** button in order to view the new or revised details or information entered.)

Note: In order for your changes to take effect, you may need to enter your password. Therefore, it is important to remember your password.

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.

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.

Note: All options described below apply to the Advanced Mode of ICQ. The options that apply to the Simple Mode are Contact, Main, Home, Work, More, About, Interests and Group/Past only.

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 nine tabs and is very similar to the dialog that other users will see when they view your user details. They should be able to view any changes you make once they have updated your details.
3. Select from the following options:
 - The **Contact** icon displays important details selected from other dialogs in the User Details. It includes your user name, nickname, company name, e-mail addresses, phone numbers, fax number, birth date, picture, and any additional information that you choose to enter about yourself.
 - The **Main** icon displays your ICQ#, your name, and e-mail addresses. Your nickname will appear on other users' Contact Lists.
 - The **Home** icon contains your home address, your phone numbers, and your local time. You may change any of these details, and you may add any missing details by simply typing in the relevant fields. Select **Display Map** to go to the relevant Web site, via your browser, which displays a map of your city. You may set your local time, by selecting the Greenwich Mean Time offset from the **GMT Offset** pull-down menu.
 - The **Work** icon displays details about your company including company address, phone numbers, and your company Web site. You may change your work's phone, fax and cellular details by clicking on the relevant icons next to the relevant fields, and you may add any missing details by simply typing in the relevant fields. This tab also provides a link to a Web site offering a map of the city where you work.
 - The **More** icon displays details about your homepage, gender, age, birth date, and the languages that you speak. Click on the pull-down menus for **Gender**, **Age**, and **Birth Date**. In addition, you can enter three spoken languages. Entering your birth date will notify other users that have you on their Contact List) of your birthday by displaying a balloon icon beside your name on other ICQ users' Contact Lists on the day of your birthday. They then have the option to send you a greeting card for the occasion. Make sure you enter the complete date to save it. See [Greeting Cards—Receiving](#) and also [Greeting Cards—Sending](#). You may also select the **View Horoscope** button to be led, via your browser, to an online daily horoscope.
 - The **About** icon displays any details that you choose to enter about yourself. You can enter any information you like - about your personality, likes or dislikes, family, friends, and hobbies, whatever you wish other ICQ users to know about you.
 - The **Interests** icon displays your hobbies and interests. Place a check mark near the field in which you wish to enter the information. Click on the pull-down menu button to choose a category of interest and to display a **[User] Selected Interests** dialog. Select a specific interest from the list under the heading **Selected Interests**. Click **Select** so that the interest appears under the heading **Your Selected Interests**. Repeat until your list is complete, and then click **OK** to return to the Interests dialog.
 - The **Group/Past**: displays the organizations or other groups that you belonged or belong to, as well as other background information about yourself that you choose to enter, such as where you went to high school or college. Check the box or boxes under the headings **Organization**, **Affiliation**, **Group** or **Past Background**. Select the categories from the pull-down menus and then enter the details (such as the name of the school, group, or organization) in the relevant fields under the heading **Enter Name(s) or Keywords**.

- The **Unknown** icon displays the information plug-ins (i.e., phone, picture, etc.) you have installed on your ICQ system. Select a plug-in from the **ICQ Info Plug-in/s:** field to display a description of the plug-in in the **Description:** field.
 - The **Phone Book** icon displays your telephone numbers. You may choose to enter any phone number you want, making yourself available to other users via the telephone. Click on the **Add** button and enter the details in the relevant fields. For more information, see [Phone Book](#) section.
 - **Picture** icon displays any photos you may have uploaded for other users to view. Click on the **Browse** button and select the picture file from your c:\ drive.
4. Click on the **More Options** button and choose from the following options, offered on each tab.
- Click on the **Save as vCard** 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).
 - Click on the **Save** button to save your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

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