Introduction

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

The ICQ Global Directory is one of the many ways you can search for users.

See ICQ Global Directory – Contact List Wizard

See ICQ Global Directory Search Engine

ICQ Global Directory – Contact List Wizard

The ICQ Global Directory – Contact List Wizard 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 the ICQ Network. See the Invitation to Join ICQ – Sending in the Main Help File.

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

To search for users using the ICQ Global Directory – Contact List Wizard:

1. Click on the **ICQ** button and select **Add/Invite Users**.   Then select **Find User -> Add to List**. Or, click on the **Add/Invite Users**. The **ICQ Global Directory Search Engine** 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 **Next** button. ICQ searches the Network. If your search is unsuccessful, you will receive a No User Was Found dialog. Click **OK**. Then, click on the **New Search** button to begin your search again after you enter new information or change search engines. If no searches were found, click on the **New Search** button and try entering more details. You have the following options.

   - Click on the **Invite a Friend** button to send your friend an invitation to join ICQ.

   - Click on the **Search for Your Friend's Email in Other Directories** button to open the LDAP Search.

   If your search is succesful, you get a list of users meeting your criteria. Follow the next step.

4. Double-click the user that you wish to add to your Contact List, or highlight a user name and click on the **Add** button, then click **Next**. If authorization is not required by the user for you to add him/her to your list, his/her name will be added immediately to your Contact List. If authorization is required, the user will be added only after your authorization request is approved by him/her. Follow the instructions below.

To send an authorization request:

1. In the **Add User to Contact List** dialog, type a reason for your authorization request in the **Enter Request Reason** field. You have the following additional option.

   - Check the **Activate ICQ Follow Up** service box to set ICQ to automatically re-send the authorization 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 Search Engine (Classic Mode)

You may access ICQ Global Directory Search Engine from the Add/Invite Users button, after you have entered a user's details in the Find Users tab of the Find/Add Users to your list dialog. Or, from the ICQ Global Directory – Contact List Wizard dialog, when you click on the Classic Mode button.

To search for users using the ICQ Global Directory Search Engine:

1. Click on the **ICQ** button and select **Add/Invite Users**.   Then select **Find User -> Add to List**. Or, click on the **Add/Invite Users**. The **ICQ Global Directory Search Engine** appears.

2. Enter the details of the user you are searching for in one of the tabs: Email, Details, ICQ#, Interests.

3. Click on the **Search** button. ICQ searches the Network. If your search is unsuccessful, you will receive a **No Results** dialog. If the information you entered does not appear on the ICQ Network, you will get a dialog notifying you that the user was not found. You may choose from one of the following options.

   - Click on the **Invite A Friend** button to invite that user to join ICQ, see the Invitation to Join ICQ – Sending in the Main Help File.

   - Click on the Search for Your Friends in Other Directories button to conduct a search through LDAP. See the LDAP Search section.

   - Click on the **New Search** button to begin your search again after you enter new information or change search engines. If no searches were found, click on the **New Search** button and try entering more details. If you receive a list of results, go to the next step.

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