



Introduction

ICQ Email plugin acts as an email notification tool and enables you to be notified from your ICQ client program when you receive new email to your free ICQmail account or to any other account that you specify.

Once you have signed up to the ICQmail program you are ready to receive email messages to this account. When you receive email to your ICQmail account, a special ICQmail  icon will appear on your Contact List.

Once you have specified other accounts that you would like to receive notification of, you will receive a flashing  icon on your System Notice button, desktop tray and next to the sender's name if he/she is an ICQ user and appears on your Contact List.

See [ICQmail – Preferences](#)

See [ICQ Email – Preferences](#)

See [Enhanced E-mail Check – Introduction](#)



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ICQmail - Signing Up

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

To sign up for an ICQmail account:

1. Click on the **ICQmail** button and select **Register New Account**. You will be led to the registration Web page.
2. Follow the step-by-step instructions. Once you have completed the registration process, you will receive a welcome mail. If you are online, a flashing **ICQmail**  icon will appear on your Contact List.
3. Double-click the flashing **ICQmail**  icon. An **Incoming ICQmail** dialog appears.
4. Choose from the following options.
 - Select **Read This Mail** to read a welcome letter from the ICQ support, introducing you to the ICQmail.
 - Select **Write Mail** to write an e-mail.
 - Select the **ICQmail Preferences** to configure settings for your ICQmail account(s).
 - Click on the **ICQmail Web Help** button to view the tutorials on the Web.
 - Click on the **Close** button to exit 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](#).

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ICQmail - Sending


To send an e-mail:

1. Click on the **ICQmail** button and select **Write mail**.
2. Select the mail account from which you want to send the e-mail. You will be led to your account on the Web site.
3. Fill in the information in the appropriate fields.
4. Type in the e-mail in the blank field.
5. 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.
6. Click on the **Send** button to send your e-mail, or click on the **Cancel** button to reset the form.

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ICQmail - Checking and Receiving mail


You may access your ICQmail account(s) directly from the Web site at <http://www.icq.com/icqmail> or from the ICQmail 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 or non-ICQ users if you have configured their account settings in the [Email Alerts tab](#) of your Preferences.

To check your ICQmail account(s):

1. Click on the **ICQmail** button and select **Read Mail (Inbox)**. Alternatively, click on the flashing **ICQmail** icon on your Contact List or next to the sender's name.
Alternatively, choose the account that you want to check (you may have more than one account). You are led to the ICQmail Web site.
2. If you choose to access the account directly from the Web site (<http://www.icq.com/icqmail>), enter your e-mail address and ICQ password in the appropriate fields and then click on the **Login** button.
3. 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 **Sent** 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.
4. Select the subject that you wish to read.
5. 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 on your Contact List:

Note: You will receive a flashing **ICQmail**  icon next to the name of ICQ users or non-ICQ users if you have configured their account settings in the [Email Alerts tab](#) of your Preferences.

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 pull-down menu and select a name on the Contact List to whom you want to assign the incoming account. Click on the **Assign** button. The next time you receive an e-mail from that contact, the flashing icon will appear next to the contact's name on your Contact List.
Note: This option will be available if the sender is an ICQ user who appears on your Contact List.
 - Click on the **Search user in Email directories** button to find more information on the sender or add him/her to your Contact List.
 - Click on the **Invite user to join ICQ** button to send an invitation to the user to join ICQ.
 - Check the **Auto launch when new Email arrives** to automatically launch the browser upon receipt of an incoming email.
 - Click on the **Publish Email** button to publish the email account in directories.
 - Click on the **Add This Account to Email Check** button to activate the [email check](#) whenever you receive an email from this particular user.
 - Click on the **Read this mail** button to read the whole content of the email.

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ICQmail - Preferences

This option allows you to configure your ICQmail preferences.

To access your ICQmail Preferences:

1. Click on the **ICQmail** button and select **Email Preferences**.
2. Choose the account that you wish to reconfigure. You will be led to the ICQmail Web site.
3. You have the following options.
 - Click on the **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.

To access your incoming ICQmail alert preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Email** and choose the [ICQmail Options tab](#).

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ICQ Email – Preferences

Configuring ICQ Email and ICQmail Preferences

To access your Email Preferences:

1. Click on the **ICQ** button in your ICQ Window to display a pop-up menu of options.
2. Select **Preferences**.
3. Select **Email** to access the following tabs.
 - Select the [Check Email](#) tab to configure your options for checking e-mail through ICQ.
 - Select the [Email Alerts](#) tab to enter the details of your e-mail account or accounts to enable ICQ to send and check your e-mail for you
 - Select the [VIP](#) tab to enable ICQ to distinguish incoming e-mail from accounts that you designate as V.I.P.
 - Select the [Send Email Options](#) tab to select ICQ Email or another e-mail program you wish to use for sending e-mail.
 - Select the [Email Message](#) tab to configure your incoming Email sound settings.
 - Select the [ICQmail Options](#) tab to configure your preferences for receiving notification of new emails to your ICQmail account.
4. Click on the **Web Information** button for more information about ICQ Email.
5. Click on the **Apply** button to set your changes, or click on the **Cancel** button to exit the dialog without saving your changes.

See [Email—Introduction](#) and [EEC—Introduction](#) for more information about ICQ Email.

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Email - Sending to ICQ Users on Your Contact List


Once you have configured ICQ Email (See [Email—Preferences](#)), you may send ICQ Email to ICQ users on your Contact List or to any other e-mail address, directly from the ICQ Window. (If you chose to integrate another e-mail program to work with ICQ, follow steps 1 and 2 of these instructions, then follow the instructions of your e-mail program for composing and sending a message).

To send e-mail to a user on your Contact List using ICQ Email:

1. Click on a user's name on your Contact List to display the pop-up menu of options, and select **Email** to display another pop-up menu of options.
2. Select **Send Email** to display an **ICQ Email** dialog. If the **Send Email** option is disabled for the selected user, he or she did not enter an e-mail address upon registration. If you know his or her e-mail address, see [Email—Sending to Non-ICQ Users](#).
3. The ICQ Email program is launched and the selected user's e-mail address appears in the **To:** field of the dialog. Choose from the following options.

- Enter another e-mail address (or several other e-mail addresses) in the **CC:** field if you would like to send copies of this e-mail to others. You may also enter other addresses in the **To:** field. Separate addresses with a semi-colon (;) or with whatever other sign you designated on the Email tab of your owner preferences.
- Click on the **To:** or **CC:**, to display a list of all users on your Contact List who entered their e-mail address, from which you may select the name(s) to whom you wish to send the e-mail. The **Select Names** dialog is displayed.

Select the name or names to whom you want to send the e-mail. Press the **Shift** key to select a few names.

Click on the **Arrow**  button to move the name to the relevant field (**To:** or **Cc:**).

If you would like to send a copy of this e-mail to a person whose e-mail address is unknown, click on the **Find** button to do an [LDAP Search](#).







Click **Save** to return to the **ICQ Email** dialog with the selected e-mail addresses appearing in the relevant fields. Or, select **Cancel** to return to the **ICQ Email** dialog without the selected names in the relevant fields.

4. Enter a title for your e-mail in the **Subject:** field.
5. Compose your message in the **Message** field.
6. Click on the **Send** button if you would like to send the e-mail as is. Click on the **Cancel** button to cancel sending this e-mail. If there was an error in the e-mail address, you will receive an error message.

Note: No record is kept of e-mails that you send using ICQ Email.

ICQ Email also gives you the option to send e-mail with an attached voice message or file.

To attach a voice message to your ICQ Email:

1. Follow steps 1 through 4 in the instructions above. If you want to send a voice message through ICQ Email, but you don't wish to send a text message, follow steps 1 through 3.
2. Click on the **Voice Message** button to expand the **ICQ Email** dialog.
3. Click on the **Record**  button and clearly record your message. Voice messages have a maximum length of 15 seconds (120kb).
4. Click on the **Stop**  button to stop recording your message before 15 seconds are up.
5. Choose from the following options.
 - Click on the **Play**  button to play back the message that you recorded.
 - Click on the **Forward** and **Backward**  buttons to move your playback progressively.
 - Click on the **Stop**  button to stop your playback.
 - Click on the **Delete**  button to delete your voice message.

You may also send any other type of file attachment with your ICQ Email.

To attach a file to your ICQ Email:

1. Follow steps 1 through 4 in the **To send e-mail to a user on your Contact List using ICQ Email:** instructions above, then continue with step 2 below.
2. Click on the **File Attachment** button to expand the **ICQ Email** dialog.
3. Click on the **Browse** button to display the standard Windows **Open** dialog.

4. Select the file you wish to send and click on the **Open** button.
Alternatively, select a file from your desktop or any other directory and drag it into the white **File Attachment** field.
5. Click on the **Send** button to send the e-mail.

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Email - Sending to Non-ICQ Users

You may also send ICQ Email through the Services button on your ICQ Window (or whatever e-mail program you have configured to work with ICQ) to non-ICQ users, to ICQ users not on your Contact List, or to a user on your Contact List who did not register his or her address with ICQ.

To send e-mail to non-ICQ users:

1. Click on the **Services** button and select **Email**.
2. Select **Send Email**.
3. The ICQ Email program (if this is what you configured) is launched and the selected user's e-mail address appears in the **To:** field of the dialog. Choose from the following options.
 - Enter another e-mail address (or several other e-mail addresses) in the **CC:** field if you would like to send copies of this e-mail to others. You may also enter other addresses in the **To:** field. Separate addresses with a semi-colon (;) or with whatever other sign you designated on the Email tab of your owner preferences.
 - Click on the **To:** or **CC:**, to display a list of all users on your Contact List who entered their e-mail address, from which you may select the name(s) to whom you wish to send the e-mail. The **Select Names** dialog is displayed. Select the name or names to whom you want to send the e-mail. Press the **Shift** key to select a few names.

Click on the **Arrow**  button to move the name to the relevant field (**To:** or **Cc:**).

If you would like to send a copy of this e-mail to a person whose e-mail address is unknown, click on the **Find** button to do an [LDAP Search](#).







Click **OK** to return to the **ICQ Email** dialog with the selected e-mail addresses appearing in the relevant fields. Or, select **Cancel** to return to the **ICQ Email** dialog without the selected names in the relevant fields.

4. Enter a title for your e-mail in the **Subject:** field.
5. Compose your message in the **Message** field.
6. Click on the **Send** button if you would like to send the e-mail as is. Click on the **Cancel** button to cancel sending this e-mail. If there was an error in the e-mail address, you will receive an error message.

Note: No record is kept of e-mails that you send using ICQ Email.

ICQ Email also gives you the option to send e-mail with an attached voice message or file.

To attach a voice message to your ICQ Email:

1. Follow steps **1** through **4** in the instructions above. If you want to send a voice message through ICQ Email, but you don't wish to send a text message, follow steps **1** through **3**.
2. Click on the **Voice Message** button to expand the **ICQ Email** dialog.
3. Click on the **Record**  button and clearly record your message. Voice messages have a maximum length of 15 seconds (120kb).
4. Click on the **Stop**  button to stop recording your message before 15 seconds are up.
5. Choose from the following options.
 - Click on the **Play**  button to play back the message that you recorded.
 - Click on the **Forward** and **Backward**  buttons to move your playback progressively.
 - Click on the **Stop**  button to stop your playback.
 - Click on the **Delete**  button to delete your voice message.

You may also send any other type of file attachment with your ICQ Email.

To attach a file to your ICQ Email:

1. Follow steps **1** through **4** in the **To send e-mail to non-ICQ users:** instructions above, then continue with step **2** below.
2. Click on the **File Attachment** button to expand the **ICQ Email** dialog.
3. Click on the **Browse** button to display the standard Windows **Open** dialog.

4. Select the file you wish to send and click on the **Open** button.
Alternatively, select a file from your desktop or any other directory and drag it into the white **File Attachment** field.
5. Click on the **Send** button to send the e-mail.

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Email Express

ICQ Email Express gives you the option to receive e-mail messages to your ICQ Window from users who have access to an e-mail account, but not necessarily to ICQ. Give out your Email Express address to e-mail account holders that are not registered to ICQ. You may also use this feature to keep in touch with other ICQ users when you don't have access to ICQ.

Email Express sends e-mail to the recipient's ICQ and notifies the recipient by a flashing icon on his or her Contact List and desktop tray. Online users will be instantly alerted. Only 450 characters of the e-mail may be sent. Longer e-mails must be sent both to the recipient's e-mail address and to their ICQ. Recipients will receive the first 450 characters by Email Express and the entire message by e-mail.

To retrieve your own Email Express address:

Your Email Express address consists of your ICQ#, the at symbol (@), and then **pager.icq.com**. For example, if your **ICQ#** was **0001**, your Email Express address would be: **0001@pager.icq.com**.

To send an ICQ Email Express to a user on your Contact List:

1. Click on a user's name on your Contact List to display the pop-up menu of options, and select **Email** to display another pop-up menu of options, as shown below.
2. Select **Send Email + Notify by ICQ** to display an **ICQ Email** dialog. (If the **Send Email + Notify by ICQ** option is disabled for the selected user, he or she did not enter an e-mail address upon registration. If you know his or her e-mail address, see [Email—Sending to Non-ICQ Users](#).) This will send the message from your e-mail to the recipient's e-mail address and ICQ, allowing you to send up to 450 characters by **ICQ** and an unlimited message to the recipient's e-mail.
3. See [Email—Sending to ICQ Users on Your Contact List](#) for instructions on sending ICQ Email and attaching files.

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Enhanced Email Check - Introduction

The ICQ Enhanced Email Check has a number of special features. For instance, the ability to check more than a single e-mail account and to delete incoming e-mail messages at the server of origin. This can be very beneficial when you receive large file attachments with your e-mail message, allowing you to avoid long download time. You can configure the number of lines that appear (up to 99) in the e-mail header message and decide if you want to delete the mail or download it in your e-mail program. When you view the message headers, the messages are still located on your ISP server and have not yet been downloaded to your computer. By deleting these e-mails, you will completely erase them from your e-mail server without an opportunity to later restore such emails.

In case an e-mail was sent from an e-mail address specified in the ICQ directories or on your Contact List for an ICQ account on your Contact List, such an ICQ account number and online/offline status will be listed in the list of incoming e-mails. In addition, you can also choose that upon receiving such an e-mail, a special icon will flash beside this ICQ account on your Contact List.

After you check an e-mail account, you can view the last date and time that the server was checked for e-mail. You can configure general sounds and animation files to notify you of incoming e-mail for all users or for specific users in your [VIP accounts](#).

See [E-mail—Preferences](#) for configuring ICQ to send and check your e-mail.

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Enhanced Email Check - Checking Your E-mail

Once you have configured the ICQ Enhanced Email Check, you may check your account directly from you ICQ Window.

Note: Go to the [Email Alerts tab](#) to configure your Email Check settings.

To activate the ICQ Enhanced Email Check:

1. Click on the **Services** button in your ICQ window and select **Email**.
2. Select **Check New Email** (or press **Ctrl+Shift+C**) to display the **ICQ Enhanced Email Check** dialog. This dialog contains the necessary tools to check your e-mail and configure your preferences for receiving and downloading e-mail from more than one e-mail account.
3. Headers for your incoming e-mail messages will appear in a pane on the right side of the dialog. An **envelope**  icon beside the headers indicates new e-mails. You may right-click on an e-mail header and choose from the following options.
 - Select **Send Message** to send an ICQ message to the sender of the e-mail, if he or she is an ICQ user and an ICQ number has been assigned to him or her in the EEC feature.
 - Select **Invite a friend to ICQ** to send an [invitation to join ICQ](#) if the sender is not an ICQ user.
 - Select **Move to VIP** to move this user into your [VIP](#) list, so that e-mails from him or her will appear in the VIP mailbox.
 - Select **Remove from VIP** to remove the sender from your [VIP](#) list.
 - Select **Preview** to preview the beginning lines of the e-mail message (up to 99, depending on what you've configured in your [Email Preferences](#).)
 - Select **Delete** to delete the e-mail from the server.

Note: Deleting these e-mails will completely erase them from your e-mail server with no opportunity to later restore them.

Note: Sometimes e-mail messages arrive in HTML format and will therefore appear as an attachment in the message.

4. The pane on the left side of the dialog lists the mailboxes you have configured into your [Email preferences](#), as well as the [VIP](#) mailbox. The numbers beside each mailbox indicate how many messages have been downloaded, out of the total number of message waiting on the server for that mailbox. Right-click on one of the mailboxes to choose from the following options.
 - Select **Delete All Messages** to delete all the messages in that mailbox.

Note: Deleting these e-mails will completely erase them from your e-mail server with no opportunity to later restore them.

- Select **Check Account** to check or recheck e-mails in that mailbox.
- Select **Stop Check** to stop the e-mail check in progress.

5. You may choose from these additional options in the **ICQ Enhanced Email Check** dialog.
 - Click on the **Preview** button to preview the beginning lines of the selected e-mail message (up to 99, depending on what you've configured in your [Email Preferences](#).)
 - Click on the **Reply** button to open your e-mail program (if you've configured it into your Email preferences) and reply to the sender.
 - Click on the **Move to VIP** button to move the sender of the selected onto your [VIP](#) list.
 - Click on the **Delete** button to delete the selected e-mail from the server.
 - Click on the **Delete All** button to move all e-mails listed in the dialog from the server.

Note: Deleting these e-mails will completely erase them from your e-mail server without an opportunity to later restore them.

- Click on the **Re-Check Mailboxes** button to recheck your e-mail.
- Click on the **Stop Check** button to stop the Enhanced Email Check in progress
- Click on the **Preferences** button to configure your [Email preferences](#).
- Click on the **Start My E-Mail Client** button to open your e-mail program if you've configured it into you [Email preferences](#).

- Click on the **Close** button to close the Enhanced Email Check dialog and stop the check in progress.

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Enhanced Email Check - Configuring the Check Email Tab

In the Check Email tab you may configure your preferences for visual alerts, sound alerts, and other receive settings.

To access the Check Email tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences**.
3. Click on **Email** and select the **Check Email** tab.

To configure Check Email options:

Choose from the following options.

- Check the **Show only new Emails** box to view only the new emails that enter your mailbox.
- Check the **Check for new Email messages every X minute(s)** box to enter the interval of minutes you wish the program to check for new Emails.
- Check the **Launch Email Check at startup** box to receive a visual alert upon startup of the ICQ Check Email feature.
- Check the **Auto launch default Email program upon receipt of a new Email message** box to automatically launch the Email program when upon incoming mail.

To configure Email display settings:

Choose from the following options:

- Check the **Display Email notification on Contact List if Email is assigned to user** box to display an incoming email icon next to the sender's name on the Contact List if you have previously assigned an email account to that user in the email response dialog or the ICQmail notification dialog.
- Check the **Display Email body with headers** box to show the email body text with headers.
 - Enter the number of the e-mail message that you want to preview before downloading in the **Display only __ lines when previewing an Email** field. The maximum number of lines that may be viewed is 99. The more lines you preview, the longer it takes to preview.

To configure the Email notifications settings:

- Check the **Play WAV file when Email enters the mailbox** box if you want a sound file played each time new e-mail headers arrive.
 - Click on the **Browse** button to select a WAV file you have saved, and then click on the **Test** button to see it.

See [Email Preferences](#) for configuring the other tabs of your Email Preferences.

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Enhanced Email Check - Configuring the Email Alerts Tab

The Email Alerts tab enables you to configure the details for your different e-mail accounts for which you want to receive e-mail headers, so that you may send and check your e-mail through ICQ.

To access the Email Alerts tab:

1. Click on the **Services** button and select **Email**.
2. Choose **Preferences** to open the **Owner Preferences For: [User]** dialog.
3. Click on **Email** and select the **Email Alerts** tab.

To configure the Email Alerts tab:

1. Click on the **Add** button to add an e-mail account. Select your type of mailbox from the pull-down menu. You have two choices.
 - Select **POP3** for a normal mail protocol.
 - Select **Critical Path** for an ICQmail account.
2. Enter a name for the e-mail account you would like to configure in the **Description:** field.
3. Choose the mail box type from the drop-down menu if you have not previously done so in the **Mailbox Type:** field.
4. Enter the address details of your mail server in the **Mail Server:** field.
5. Enter your e-mail user name that you use to connect to the server in the **Username:** field.
6. Enter your password for retrieving e-mail in the **Password:** field.

See [Email Preferences](#) for configuring the other tabs of your Email Preferences.

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Enhanced Email Check - Configuring the VIP Tab

The VIP tab allows you to set ICQ to sort your e-mail for you, isolating incoming mail from accounts that you consider to be VIP. You may add an account to your VIP list in two ways—via the VIP tab, and on the ICQ Enhanced Email Check dialog as mail arrives. See [EEC—Checking Your E-mail](#) to learn how to add an account to your VIP list via on the ICQ Enhanced Email Check dialog.

To access the VIP tab:

1. Click on the **Services** button and select **Email**.
2. Choose **Preferences** and click on the **VIP** tab.

To add an e-mail account to your VIP list:

1. You may choose from the following options.
 - Click the **ICQ Users** radio button and enter the name of the ICQ user whose account you wish to place on the VIP tab in the **ICQ Users** field.
 - Click the **Other Users** radio button and enter the name of other users whose account you wish to place on the VIP tab in the **Other Users** field.
2. Click on the **Add** button to add the account to the VIP List or click on the **Remove** button to remove the account from the VIP list.

To configure VIP Email Alerts:

- Check the **Play WAV** box to set ICQ to sound a WAV file alert you have saved when you receive mail from a VIP account. Click on the **Browse** button to select the WAV file of your choice, and then click on the **Test** button to hear it.

See [Email Preferences](#) for configuring the other tabs of your Email Preferences.

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Enhanced Email Check - Configuring the Send Email Tab

In the Send Email tab you select the e-mail program that you wish to use for sending e-mail.

To access the Send Email tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences** and then choose the **Send Email Options** tab.

To configure the Send Email tab:

1. Choose from the following options.
 - Select the **Use ICQ Email Client** radio button to use the ICQ Email within the ICQ program for sending your e-mail.
 - Select the **Use current registered Windows Email client** radio button if you use Internet Explorer Mail or MS Exchange.
 - Select the **Use specified Email client** radio button if you use an e-mail program other than Internet Explorer Mail or MS Exchange, such as Netscape. Click on the **Browse** button to locate the path of the e-mail program. Enter your e-mail command line in the **Command Line:** field. For most e-mail programs, including Netscape, you may leave this as **mailto:%e**. Click on the **Add EMail** to add the e-mail variable.
2. Define the sign that you wish to use as a separator between two e-mail addresses in the To: or CC: fields in the **Use the sign ____ As separator between two email addresses** field.
3. Enter your outgoing e-mail server in the **SMTP Server** field. If you do not know your SMTP server information, contact your Internet service provider, or click on the **SMTP Setup Help** button for online help.
You may click on the **Web Information** button to learn more about ICQ Email.

See [Email Preferences](#) for configuring the other tabs of your Email Preferences.

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Enhanced Email Check - Email Message Tab

In the Email Message tab you configure the alert settings for an incoming email message.

To access the Email Message tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences** and then choose the **Email Message** tab.

To configure the Email Message tab:

Check the **Play Sound** box to play a sound every time you receive an Email message. Select the path and the sound file from the  button.

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Enhanced Email Check - Configuring the ICQmail Options Tab

In the ICQmail Options tab you can configure your preferences for receiving notification of new emails to your ICQmail account.

To access the ICQmail Options tab:

1. Click on the **Services** button and select **Email**.
2. Select **Preferences**.
3. Select the **ICQMail Options** tab.

To configure the ICQMail Options preferences:

You have the following options.

- Check the **Auto launch browser when new Email arrives** box to be notified when you receive new ICQmail.
- Check the **launch browser in new window** box to get the new ICQmail in a separate window. This is automatically checked if you check the **Auto launch browser when new Email arrives** box.
- Check the **Receive notification only from users on my Contact List** box if you want to only be notified in case where the ICQmail is from someone on your Contact List.
- Click on the arrow next to the **Language** field and choose a different language from those listed in the drop down menu. This effects the language in the browser of ICQmail site.

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