

## ICQ Email Address Import - Searching for Users

This option allows you to have ICQ search for an e-mail address 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 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 listed. 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.

**Note:** This option applies to Advanced Mode only with the exception of the Scheduler in section 4.

### 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 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) to send the selected users a request to add them to your Contact List.
  - Click on the **Uncheck All** button 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 **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.

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

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## Invitation to Join ICQ - Sending

This option allows you to send an invitation to a friend whose e-mail address you know.

### To send an Invitation to a user whose e-mail is known:

1. Click on the **Add/Invite Users** button. Alternatively, click on the **ICQ** button and select **Add/Invite Users**.
2. Select **Invitation to Join ICQ** to display the **Invitation to Join ICQ** dialog
3. In the **Invitation to Join ICQ** dialog, click on the **Invite a friend** button.
4. 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.
5. Click on the **Send Invitation** button to send the invitation.

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## Four Addresses - Sending

As an ICQ user, you now have four addresses by which users and non-users may contact you. By visiting this site, you can find your four addresses and learn the different ways others may contact you using these addresses. (You may access the Four Addresses Web site from the ICQ program). Also use this site to find the four addresses of other ICQ users to expand your options for contacting them.

- Your **ICQ#** allows other ICQ users to contact you by adding you to their Contact List.
- Your [ICQ Personal Communication Center](#) is an ICQ-hosted Web site that allows Internet users to see if you are online and to contact you directly from this site.
- Your **ICQ Personal Homepage** is a Web site that you may design, create, and host your own computer.
- Your **ICQ EmailExpress** address allows any Internet user (with an email account) to send you a short email directly to your ICQ Window.

**Note:** This section applies to Advanced Mode only.

### To send your four ICQ addresses to a friend:

1. Click on the **My ICQ** button and select **Send My Four ICQ Addresses** to display the **Send My Four ICQ Addresses** dialog.
2. Click on the **View My Personal Communication Center** button if you wish to view your Personal Communication Center.
3. Enter an email address in the **Enter the recipient's address below** field to send a letter informing others of your four ICQ addresses.
4. Choose from the following options
  - Click on the **Add a personal message** button to send a personal message inside the letter.
  - Click on the **Preview Email** button to view how your letter will appear to others.
  - Click on the **Search User's Email in Other Directories** button to search for an email address.
5. Click on the **Send Email** button to send the event.
6. Click on the **Cancel** button to cancel the event.

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## Configuring Preferences

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.

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