

## Introduction

### Searching for Users

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. 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.

LDAP is one of the many ways that ICQ provides you to search for users.

See [Searching for Users](#)

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## Searching for Users

### Searching for E-mail Addresses Using the LDAP Search

The LDAP Search enables you to search for (or confirm) the e-mail address of a person, company, or organization using Internet search engines without having to go to the Web sites of the search engines. You may access the LDAP search by the Add 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 (or confirm) an Internet user's or a group's e-mail address using the LDAP Search:

1. Click on the **ICQ** button and select **Add/Invite Users** button.
2. Select **Search other directories** to display the **LDAP Search** dialog.
3. 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.
4. Enter the name in the **Name:** field or part of the e-mail address in the **Email:** field of the person or group whose e-mail address you wish to find. You may also enter nicknames, company names, or organizations. 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.
5. Click on the **Start Search** button to begin your search. You may stop a search at any time by clicking on the **Stop Search** button. If your search is successful a list is displayed in the **FoundXUsers** field.
6. If your search is unsuccessful, you will receive a No User Was Found dialog. Click on the **OK** button. Then, click on the **New Search** button to begin your search again after you enter new information or change search engines. Or, choose from the following options.
  - Click on the **Invite A Friend** button to send a friend an [invitation to join ICQ](#).
  - Click on the **Search for Your Friends in Other Directories** button to search the LDAP.
  - Select **Send ICQ To**, to send the selected user on the list an [invitation](#) to join ICQ.  
If the search is successful, choose from the following options.
    - Select **Add To Contact List** to add the person to your Contact List, or to invite the person to join ICQ. 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 user.

#### 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. Double-click on a directory name in the list under the **Select Directory Service** heading in order to change or edit the directory details.
4. Click on the **OK** button, or click on the **Cancel** button to exit the dialog.

#### 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.

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