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 section 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 Whitepages option is one of the ways to search for friends.

See [Searching for Users with the White Pages](#)

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**.

Searching for Users with the White Pages

The ICQ White Pages is the ultimate directory for finding a specific person or group of people in the ICQ directory listings, as well as for making a new friend with similar interests on the ICQ Network. The ICQ White Pages consist of seven categories in which you may search for ICQ users. You may fill in several categories in order to narrow your search or just one category in order to broaden your search.

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 a user in the ICQ White Pages:

1. Click on the **Services** button in your ICQ Window and select **ICQ White Pages** to display the **ICQ White Pages Search Engine** dialog. Alternatively, click on the **Add/Invite Users** button in your ICQ Window to display the **Find/Add Users to your list** dialog and click on **ICQ White Pages**.

    You may search using one, some, or all of the eight categories. Fill in more categories to narrow your search and fewer categories to broaden it.

    Note: ICQ users are listed in the White Pages by the details they have entered in User Details.   If you do not succeed in finding the ICQ user in your first search you may broaden your search by filling in fewer categories in the search fields.

2. Check the box beside the category or click on the category button in the fields that are displayed to enter search parameters. Choose from the following categories and follow the corresponding directions.

    - **Name & Email**: Enter the corresponding text in one, some, or all of the fields. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Age, Gender, Language**: Use the pull-down menus next to the **Age Group**, **Gender**, and/or **Language** fields and choose from the list of options.   Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Location**: Enter the corresponding text in the **City** and/or **State** fields, and/or use the pull-down menu next to the **Country** field and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Occupation & Company**: Enter the corresponding text in the **Company Name, Company Div/Dept** and/or **Occupation Position** fields, and/or use the pull-down menu next to the **Occupation Field** field and choose from the list of options. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Interests**: Click on a topic in the **Select a Topic:** field. Choose a topic from the **Suggested Interests for: [Topic]** field and then click on the **Add** button. To further narrow your search, enter your own topics in the **Define New Interests / Edit Topic's Keywords** field and click on the add button.

      The topics you have chosen will appear in the **Selected Interests:** field.

      You may remove a topic by selecting a topic in the **Selected Interests:** field and clicking on the **Remove** button.

      Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Past Information**: Use the pull-down menu next to the **Past Category** field and choose from the list of options. To further narrow your search, enter a keyword (or keywords) in the **Keywords Description** dialog. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Affiliation/Organization**: Use the pull-down menu next to the **Category:** field and choose from the list of options. To further narrow your search, enter a keyword (or keywords) in the **Keywords Description** dialog. Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

    - **Homepage**: Choose a topic in the **Category:** field and enter a keyword (or keywords) in the **Enter Keywords:** dialog. Click on the **Select None** button to clear your keywords.   Click on the **OK** button, or click on the **Cancel** button to return to the **ICQ White Pages Search Engine** dialog.

3. You may edit any of the categories by clicking on the relevant button and reentering the information. You may broaden or narrow your search without deleting the category information you entered. Uncheck the boxes to disable that category and broaden your search. Check them again to re-enable the category and narrow your search.

    You may check the **Show Only Online Users** box to request that the results of your search will include only users that are online.

4. Click on the **Search** button to begin your search.   You also have the following options.

    - Click on the **Stop** button to interrupt the search.

- Click on the **Clear Search** button to clear your current search.
- Click on the **View My Details** button to see your User Details.   This is how others should see you and the criteria by which they will search for you.

5. Once the search is completed and a list of users is displayed, right-click on a user's name to display a pop-up menu. If the user already appears on your Contact List, the first two options will be disabled. You may choose from the following options.

   Note: Some of the options may not be accessible if you have not downloaded the ICQ Message Archive.

- Select **Add to Contact List** to add the user to your Contact List. Alternatively, double-click on the user's name to add him or her to your Contact List. 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 **Add To Address Book** to add the selected user to the Address Book in your ICQ Message Archive.

- Select **Info** to view the user's personal details.

- Select **Message** to send a message to the selected user directly from this dialog.

- Select **View User's ICQ Page** to view the selected user's ICQ Personal Homepage.

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.