QQ International Instruction Manual

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Installation

To install QQ International:

1. Download the latest version of QQ International from the official QQ website www.imqq.com

2. Double click the QQIntl1.0.exe file.

3. Select a language for the QQ International Interface

4. Click “I have read and accepted it” and click Next

5. Select your Shortcuts and click Next

6. Select Installation Paths. We recommend you use the default settings.
7. Read about the QQI features during installation

8. Once Installation is complete select your options and click the Finish Button
   - [ ] Run Tencent QQ Now
   - [ ] Launch Tencent QQ at computer startup
   - [ ] Display New Features
Sign Up for a QQI Account

Signing Up for an Account – Step 1

Each QQ account has its own unique ID Number, we call these QQ IDs.

To Sign Up for a New QQ ID:

- Click the Sign-Up Button and you will be redirected to the QQ ID Account Sign Up Website.
- Open the following link in your browser http://download.imqq.com/signup.shtml

The Sign-Up Website appears in your browser

NOTES:

- To Sign Up for an account or change your password, please use the IE Explorer Browser.
- Signing up with your email address, you will be assigned a QQ ID automatically.
- You can sign into your new account using either your QQ ID or email address.

Signing Up for an Account – Step 2

Sign-Up and Create your Account:

1. Click the Sign Up Button on QQI or go directly to http://download.imqq.com/signup.shtml
2. Click the Button on the webpage http://download.imqq.com/signup.shtml
3. Fill in your QQ Account information
4. Click the Confirm Button and agree to service terms below
Now the Sign-Up process is complete, you are sent an Activation Email to the email address you specified. All you have to do now to complete the Sign-Up process and get your Free QQ ID is to open your email and click the Account Activation link.

You are now ready to sign into QQ International & start using all of the exciting features. See Singing Up for an Account – Step 3

**Singing Up for an Account – Step 3**

**Activation Mail**

Once the Sign-Up process is complete, you are sent an Activation Email to the email address you specified. Here are some FAQ (Frequently Asked Questions) and quick solutions to problems that are sometimes encountered with the Activation Mail.

**I Have Not Received the Activation Mail**

In the case that you did NOT receive the Activation Mail in you Inbox, please try the following steps:

1. Check your Trash Box and Spam folders for the Activation Mail from QQI Tencent, in case it was mistaken for Spam or Junk Mail by your Email Provider.
2. Review the Activation Mail Details in case you have entered an incorrect email address or made a typo. To correct this simply repeat the Free Sign-Up process which only takes several minutes to complete. See, Sign Up for a QQI Account
**NOTE:** To learn more about QQ ID’s, Email Binding and other Account FAQs, *See, Email Binding and QQ ID FAQ* or please visit [http://accountadm.qq.com/en/account/faq.shtml](http://accountadm.qq.com/en/account/faq.shtml)

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**The activation mail has been sent.**

The system has sent an activation mail to your mail box ( lumberjackoo@hotmail.xoma ).

Please [click here](http://accountadm.qq.com/en/account/faq.shtml) to open your mail box. Please bind the email with your QQ ID following the directions provided in the mail. Password is not required.

If the email account has not been bounded, you may not use it to sign in to QQ or use other services.

---

**If you have not received the activation mail**

1. Please check the Trash box. The activation mail may be considered as a spam mail and moved to the Trash box.
2. If you are sure that the mail has not been received, please [click here](http://accountadm.qq.com/en/account/faq.shtml) to request the system to send the mail once again.
3. If you still can not receive the activation mail, please [click here](http://accountadm.qq.com/en/account/faq.shtml) to change email address.
Protect your QQ ID

Protecting your QQ ID helps to set up an account with more security features. If you forget your password and cannot access your account, setting up QQ Protection will allow you to retrieve your password. It is highly recommended that you use the QQ security features to keep your QQ ID protected for privacy issues and security.

After you have confirmed your Activation Mail, you will receive your Unique QQ ID as shown in the figure below.

![Protect your QQ ID Button](image)

Your application is successful! Your QQ ID is **1494292726**

This ID is unprotected, for privacy issues we recommend you to secure it.

To protect your QQ ID:

- Click the Protect your QQ ID Button after Signing up for a new account
- Go directly to the Security Center Homepage at [https://account.qq.com/cgi-bin/en/index](https://account.qq.com/cgi-bin/en/index)
- Click the QQ Main Menu Button and select, Security Center / Security Center Homepage
ID Protection Center / Security Center Homepage

The ID Protection Security Center Homepage enables you to:

- View your ID Protection Status
- Set / Change ID Protection Information
- Retrieve Password via ID Protection
- Change your QQI Password

To define your security settings:

1. Click the QQ Menu Button
2. Select Security Center Homepage; the ID Protection Homepage will appear in your web browser

**NOTE:** IF you do NOT set up ID Protection or Bind your Email to your QQ ID, we cannot help you to retrieve your password in the event that you forget your password.
Set QQ ID Protection

ID Protection gives you additional security over your account and password. With ID Protection you can set 3 additional ‘questions and answers’ that only you would know the answer to, avoiding password theft and increase account security. If you forget your password you can use Retrieve Password via ID Protection or by Binding your Email.

**NOTE:** IF you do NOT set up ID Protection or Bind your Email to your QQ ID, we cannot help you to retrieve your password in the event that you forget your password.

View ID Protection Information

To view your ID Protection Information, click the ID Protection Status Button:

- If your QQ ID is not protected you can Click Change ID Protection Information to protected
- Once you have protected your QQ ID you can click here to verify your account is secure.
How to Set / Change ID Protection

ID protection questions are used to verify your identity. Please answer the questions based on true facts.

To Set Up or Change ID Protection Information:

1. Click the Set ID Protection Tab

2. Answer 3 default questions and click NEXT

   - Question 1: Your mother’s name?
     Answer: Jean
   
   - Question 2: Your father’s name?
     Answer: John
   
   - Question 3: Who was your best childhood?
     Answer: James

3. Confirm the answers of the protection questions
4. Click Next and your QQI ID is now Protected

Set ID Protection Successfully
- You have set ID protection successfully. Click OK to view your current ID protection status.

Retrieve Password via ID Protection

To Retrieve your Password via ID Protection:

1. Click the Retrieve Password Button
2. Enter your QQ ID Number
3. Answer three ID Protection security questions
4. Enter a new password

You password is reset to your new chosen password and now you can sign into QQI again using the new password
Change QQI Password

To Change Your QQI Password:

1. Click the Start Menu Button and select Change Password; the ID Protection Security Center Homepage is displayed

   To change your password, please answer the ID protection question below.
   ID protection questions are used to verify your identity.

   Question: Your father's name?  
   Answer: ________________________________

2. Answer the security question and click Next Button

   Please set the new password.

   New Password:  
   Password Strength:  
   Confirm Password:  

3. Enter your new password

   Password Changed Successfully

   The password has been changed!

4. Re-Sign into your QQI Account using the new password

   Offline Alerts

   Sorry, your password has been changed. To keep your ID safe, please exit and sign in to QQ/IM again.

   Please change your password.
Bind Email Address

Binding links your QQ number to your email address. This allows you to sign into QQ by entering your email address rather than your QQ number.

In the English version of the QQ client, you can’t bind an email address from QQ (@qq.com.) Sorry!

Why should I bind my email address?

An email address is much easier for you and your friends to remember than a long QQ number. Binding your QQ number to your email address also helps to prevent identity theft.

Once you bind your email address, you can set your profile to display your email address rather than your QQ number. This helps to distinguish you from other QQ users.

Also see Email Binding and QQ ID FAQ

How to Bind you Email Address

1. To Bind your email address click on your Profile Icon; the My Profile Window is displayed

2. Click the link; you are directed to the Bind your Email Website

3. Enter you Email Account and click OK; a confirmation email is sent to you email address

4. Open your inbox and confirm the QQ Binding of Email Address; you are re-directed to the Verify Your Identity Webpage

5. Enter you QQ ID and click the Next Button
How to Unbind My QQI ID

To Unbind your QQI Account:

1. Click on your Profile Icon; the My Profile Window is displayed.

2. Click the Change the Display ID link; you are re-directed to the Set Display ID Website.

3. Click the I want to unbind link; the Unbind Email warning is displayed.

4. Click the Unbind Now Button.
**How to Change My Display ID**

Changing your Display ID changes whether your Email Address or QQ ID Number is displayed at the top of your Chat Window and mouse-over Quick Profile Details.

![Display ID Examples](image)

*Here we can see the Display ID is the QQ ID Number
Here we can see the Display ID is the Email Address*

**Note:** In your QQ Profile Details, both your QQ ID Number and Email bound address is displayed.

Additionally, you can choose either your QQ ID Number or Email Address to be used for people to search for you using the Search for Contacts Tool. Not choosing, allows people to search for you using both ID Number and Email.

**To Change your Display ID Settings:**

1. Click on your Profile Icon; *the My Profile Window is displayed*
2. Click the **ID: (Change the display ID)** Change the Display ID link; *you are re-directed to the Set Display ID Website*
![Set Display ID Website](image)

3. Select the your QQ ID Number or Email Address
4. Check the **Find me through this Display ID** check box to allow other people to find you using the Search for Contacts Tool via the selected ID Type Only
5. Click the Setup Button
**Note:** You can only change your Display ID 2 times each month.
Signing Into QQ International

To Sign into QQ International:

1. Enter your QQ ID Number or Email Address
2. Enter your Password
3. Click the Sign In Button

Status before Signing In:

Allows you to select a status to use before Signing into QQI

Remember My Password

Check this box to allow QQI to remember your password and no longer need to enter your password each time you Sign In.

Sign In Automatically

Check Sign In Automatically to allow QQI to Sign In to your last used QQ Account automatically without having to enter ID or Password. You can also set QQI to start at windows startup and sign in automatically. For more details see, General Settings

**Note:** You can also hide your QQ ID and Password each time you open the QQI Instant Messenger. See, Security and Privacy for more details.

When you Sign Into QQ International Messenger for the first time, the Quick Skins Selection appears, allowing you to customize your QQI Interface right away.
Quick Guide to the QQI Instant Messenger

This is not your typical IM contact list. Prepare yourself to be amazed by the power and genius and ingenuity of the QQI IM Control Panel.

Quick QQ Display Icon and Quick Profile Details

Try moving your mouse cursor over your profile display icon to see your Profile Details, PM, Location and Weather and Display Picture pop-up. You can choose to show or hide your current Location and Weather. See Status Sharing.

You can mouse over any contact in your list to get their quick Profile Details, PM, Location & Weather and Display Picture.

QQ Status

A wide selection of QQ Statuses to chose from to show your current status to all other contacts. Each status affects the way you receive Messages, Alerts and Sounds. In addition each Status can be customized with a custom message. To learn more about each status see, Status Descriptions:

Personal Message (PM)

Share with everyone your thoughts, feelings and ideas or absolutely anything that pops into your mind by entering a Personal Message, and update it as often as you like. You Personal Message (PM) will be displayed in your friend’s contact list in the same way you see their PM in your own list.
The Weather and forecast at your current location.

Try leaving the mouse over your weather icon to see the weather forecast for the coming 3 days in current location.

QQI Today Button

Opens the “QQ International Today” Window giving you all the latest news, new QQ features, popular sites and QQ groups, travel advise and much more with just the click of a button. Direct access to “what’s new” at the QQ International Community, China Daily, City Weekend, eChinacities and Ctrip.

The Today Window pops up each time you sign into QQI and can be hidden using the Don’t display the Today window during the next 5 days Check Box.

Open My Mail Box Button

Click the Mail Box Button for direct access to your email. The Mail Box Button displays how many new unread emails you have in your mail box.

Memo Button

The Memo is a great new QQI feature. Create Memos with notes and details to Pop-Up onto your screen at a chosen date and time. Memos can Pop-Up onto your screen according to the predetermined time, day or month set for any day of the week or month. Never forget a Birthday, or be late for an appointment again! See, How to Create Memos
Message Box Button

The Message box displays any new messages you may have missed while offline or in Mute or Busy Status and also lists recent contact requests. For more details on the message box see, Message Box

Change Skin Button

The Change Skin Button allows you to customize your QQI’s appearance by changing the Skin, Color, Shade and Transparency. Choose from a wide selection of Default Skins and adjust the Colors, Shading and Transparency. You can even use any photo or image as your own custom QQI Skin. For full instructions on how to change your QQI appearance see, Changing the QQ International Appearance
**Contact Quick Search**

Find any contact within seconds by just typing their name or id, or even one letter into the Find Contacts List field to see all contacts with nicknames starting or containing a single letter.

**Customizable Contact list, categories and advanced settings**

Your contact list can be fully customized to your preference. Show or Hide offline contacts. Change the size of contact display icons. Organize your contacts into default categories and create your own categories. Sort order by Contacts, Name, ID Number or Status. See [Contact List - Customizing](#).

**QQ Groups List**

Click this Button to list the QQ Groups you have joined and Discussion Sessions. To learn more about QQ Groups and Discussions, see [Discussion Chats - Invite Contact](#).

**Recent Contacts:**

Click on the Recent Contacts Button to view the list the people you have communicated with recently or since you last signed into QQI.

**QQI Auto-Hide Feature**

Another unique feature of the QQI Instant Messenger is the Auto-Hide setting which allows you to drag the QQ Instant Messenger to any border of your screen and as soon as you move your mouse away it will automatically hide itself. Simple move your mouse back to the location you last left your QQ Instant Messenger to have it re-appear.

If at any time you lose or forget where you placed the QQI IM use the Hotkey function to have it re-appear by pressing Ctrl + Alt + Z on your keyboard. The Auto-Hide feature and Always On Top can be changed in the QQI Settings. See [General Settings](#).
Quick Guide to the QQI Side Bar – Mini Apps

QQ Contacts Panel

The QQI Contact Panel lists all your Contacts, Groups and Recent Contacts in categories. This is your main Chat panel for communicating with other contacts and will always open here each time you Sign In to QQI by default.

Address Book Mini App Description

The Address Book Mini App lets you build and store an Address Book of contacts, both online and offline, quickly and efficiently. You can change sort order to find people in your Address Book quickly and Password Protect your Address Book. For advanced instructions on how to build and use the Address Book, see How to Make an Address Book.

QQ Groups - Description

Enjoy the Group Panel recommendations of the latest hot groups featuring on QQ International, each of which hosts both foreign and Chinese members speaking in English! You’ll definitely find people who share similar interests and, if not, just start your own group!
City Weekend

Featuring free local classifieds for housing, jobs, personals and upcoming entertainment events as well as extensive bar and restaurant listings and reviews, City Weekend is your premier user-powered guide to Beijing, Shanghai, Guangzhou.

International Channel Shanghai

Get the latest channel and video reviews in entertainment, lifestyle, and current events in Shanghai.

China Daily

China Daily is China’s national English-language newspaper, which was founded in 1981 and today has a circulation of almost 400,000 worldwide.

For readers at home and abroad, China Daily is a popular choice among English-language media in China. It is the only Chinese newspaper that has effectively entered Western mainstream society and is the newspaper most quoted by the foreign press. The paper also has published the largest number of supplements for international meetings in China among all media outlets. Global readers recognize China Daily as the most authoritative and influential English-language media in the country. It serves as an important window for “China to understand the world and be understood by the world”.

Quick Guide to the QQI Side Bar/Mini Apps, How to Change My Display ID
Ctrip - As China's leading travel service enterprise, Ctrip provides over 40 million registered members with comprehensive services including hotel reservations, flight ticketing, packaged tours and corporate travel management.

In addition, both business and leisure travelers who hold Ctrip memberships enjoy access to travel information and special discounts from preferred businesses throughout China.
eChinacities.com is an English-language website that provides a comprehensive range of services and information for both international visitors and China-based expats.

On eChinacities.com, you'll find comprehensive guides to 41 major Chinese cities covering everything from the best (and worst) restaurants, attractions and activities, articles on every aspect living and traveling in China, and up to date news and bulletins you won’t find on any other English-language site. No other online resource offers the wealth of information about China business, travel and life that eChinacities.com does.

It is developed and maintained by an international team of editors and researchers who know what information our users need when it comes to visiting, living and doing business in China.

Since its launch, eChinacities.com has grown in popularity among expats who live and work in China and international visitors who travel to China for business and leisure purposes.

“We strive to create and update new and valuable features for our expanding user base”.

Quick Guide to the QQI Side Bar/ – Mini Apps, How to Change My Display ID
nciku is an Online Dictionary for English & Chinese learners. www.nciku.com has a unique function which allows you to practice your Chinese Characters by drawing them into a field with your mouse. Try it out!

改

QQ International Translator

The built in QQ International Translator now allows you to chat with anyone around the world with quick translation direct from you QQ Instant Messenger.

Translate over 32 languages into your very own language and use the Copy To Clipboard Button to paste the translated text directly into your Chat Window.
ChinesePod

Learn Chinese Mandarin directly from your QQ International Panel. Listen and download the latest weekly audio lessons.

ChinesePod is a convenient way to learn Chinese that combines audio lessons, web & mobile study tools and integrated, live speaking practice with teachers. Founded in Shanghai, China in September 2005, ChinesePod has developed into the global leader in delivering Chinese-language training.

“Our mission is simple: to make language learning easier for adult students by taking advantage of modern pedagogical principles and the latest web and mobile technologies”.

NEXTSTEP

The Best Business Directory In China

Use the NEXTSTEP Business Directory to Search through the largest database of businesses or browse by categories to find exactly what you are looking for, directly from you QQI Instant Messenger.

The NextStep Directory is more than your average yellow pages. NextStepDirectory.com is a single database of business listing set across a network of directories offering comprehensive service information that allows users to make informed business decisions from one location.

The NextStep Directory has been built to assist in the daily operations of businesses. Whether for a small start-up, or a multinational firm, the NextStep Directory will make doing business easier in China.
WordReference.com Dictionaries

The WordReference Dictionaries are free online translation dictionaries. The most popular dictionaries are the Spanish Dictionary, French Dictionary and the Italian Dictionary.

Create a QQI Personals account to get started.

Shanghai Business Review

Shanghai Business Review is a monthly English-language magazine that provides business information and market intelligence to senior executives at Foreign Invested Enterprises in Shanghai and for those looking to enter into the Shanghai market.

The editorial content covers a cross-section of industries and practices including: corporate financing, human resources, taxation, legal and regulatory changes, corporate structuring, marketing, branding strategies and personal finance for senior executives and entrepreneurs operating in China and, particularly, Shanghai.
**QQ World Clock**

The World Clock is useful and fun tool to keep track of the time and weather all around the world and is updated live. Customize your World Clock to display the time and weather at your family, friends, and contact’s locations at anytime.

**To Add a World Clock location:**

1. Click the Add City Button
2. Select the Region, Country and City
3. Click Done

**UI Manager (User Interface Manager)**

Use the UI Manager (User Interface Manager) to show/hide the QQ Side Bar icons and adjust the list order. Use the check boxes to show/hide each Icon and the Up and Down Buttons to change the list order.
Chatting and the Chat Window

QQ Chatting makes your conversations with other people exciting and provides you with many tools to keep things fun and most of all, communicate better. In this chapter we will cover the following topics:

- **Chatting and the Chat Window**
  - Chatting with Contacts
  - Send Message Button Options
  - Quick Reply Messages!
    - How to Send Quick Reply Messages
    - How to Create Custom Quick Reply Messages
  - How to Change Message Text Font
  - How to Change Message Text Color
  - Chat Window Zoom Size
- **Using Emoticons**
  - Inserting Emoticons
  - Custom Emoticons
    - Adding Custom Emoticons
  - Emoticon Shortcuts
    - Change, Add or Remove Emoticon Shortcuts
    - Disable all Emoticon Shortcuts
    - Deleting Emoticons
  - Emoticon Groups
  - Import / Export Emoticons
- **Sharing Pictures in the Chat Window**
  - Inserting Images
  - Pasting Images into the Chat Window
- **Screen Captures**
  - How to Use the Screen Capture Tool
  - Record Video Clip – Capture Tool
  - Capture Video Image
- **Doodle - Picture Pop-Up Toolbar**
- **Doodle Tool – Paint Editor**
Chatting with Contacts

To chat with contacts simply double click on the contact in your QQ Contact List or right click the contact and select Send Message. The Message Window for the selected contact or group appears.

Simply enter the text and click the Send Button or press Enter on your keyboard.

Send Message Button Options

QQI provides you with 3 options you can choose from to send a message in a Chat Window.

To change Send Message options click the Send Arrow Button:

- **Press Enter to Send**  
  This setting allows you to simply press the Enter key each time you want to send a message into the chat window

- **Press Ctrl + Enter to Send**  
  This setting allows you to send messages by pressing the Ctrl + Enter key combination each time you want to send a message

- **Message Mode**  
  Message Mode closes the chat window of the contact you send the message to immediately after sending a message. Note, selecting Message Mode only affects the Contact you are currently chatting to in the chat window. You can choose to enable or disable Message Mode separately for each contact and QQI will remember this setting each time you chat with each individual contact.
Quick Reply Messages!

The Quick Reply Message Tool is a extremely helpful feature that allows you to create custom messages to reply to a contact without having to re-type them.

For example: if you find yourself typing the same sentence many times to many contacts, you can add this sentence to your Quick Reply Messages, and simply click on the Send Button in the chat window to send the text.

How to Send Quick Reply Messages

To send a Quick Reply Message:

1. Make sure your chat window is empty and have not typed anything.
2. Click the Send Button; a list of default and/or custom quick reply messages are displayed.
3. Select the message you want to send; the Quick Reply Message is automatically sent to your contact.

Note: If you have already typed any texted into your chat window prior to clicking the Send Button the Quick Reply Messages List will not appear.
How to Create Custom Quick Reply Messages

To create custom Quick Reply Messages:

1. Click the Send Button and select Quick Reply Settings; the QQ Settings, Auto Reply Window is displayed.

   ![Quick-reply Settings](image)

   - Set quick reply (max 50 characters): 1
   - I will be right back

2. Click the Add Button to create a new Quick Reply Message or select the Quick Reply List Box to edit any default or existing Quick Reply Messages.

3. Type the Quick Reply Message

4. Click the Apply Button

How to Change Message Text Font

To change the message font:

1. Click the Button in the QQ Chat Window.
2. Select the font Style, Size, Bold, Italic and/or Underlined.

How to Change Message Text Color

To change the message font color:

1. Click the Button in the QQ Chat Window
2. Click the Button and select a Color; the Color Palette is displayed
3. Select a Colour or click the Define Custom Colors Button and click OK
Chat Window Zoom Size

To adjust the View Size of the text in the Message Window, right click on the chat window and select View Size and select the desired Zoom level.

Using Emoticons

Inserting Emoticons

Using emoticons is a quick and simple way to express your feelings while communicating, increase the overall experience of chatting online in the same way we do in person using facial expressions and hand gestures.

To insert an Emoticon:

1. Click the Insert Emoticon Button 😊 in the chat window
2. Select the Emoticon

Alternatively, you can type the Emoticon Shortcut. To learn the Shortcut for each separate Emoticon simply mouse over the Emoticon and you can see the Shortcut and description for each Emoticon. For example, to enter the emoticon for “bye”, simply type /bye and 😊 will appear.
Custom Emoticons

You can add your own custom Emoticons and copy other people’s emoticons to add to your own set of custom Emoticons. In addition you can create Groups of emoticons and set custom Keyboard Shortcuts to each emoticon separately. Emoticons can be imported from other QQ accounts or backed up by using the Export Tool.

Adding Custom Emoticons

To Add Custom Emoticons:

1. Click the Insert Emoticon Button

2. Click the Custom Emoticons Button; the emoticons window is displayed

3. Click the Add Button; the Add Custom Emoticon Window is displayed
4. Browser for the image, (supported formats are jpg, jpeg, bmp, gif, and png)
5. Select a group to add the new emoticon to or create a new group by clicking the Add a Group Button
6. Select a Shortcut or leave the shortcut field empty to disable shortcuts for this emoticon
7. Enter a Name and click OK

**Emoticon Shortcuts**

You can type the Emoticon Shortcut into the chat window to save time finding them each time in the Emoticon Window. To learn the Shortcut for each separate Emoticon simply mouse over the Emoticon and you can see the Shortcut and description for each Emoticon. For example, to enter the emoticon for “bye”, simply type /bye and 😔 will appear.

**Change, Add or Remove Emoticon Shortcuts**

**To Change the Shortcut for an Emoticon:**

1. Click the Insert Emoticon Button 😊
2. Click the Custom Emoticons Button; the emoticons window is displayed
3. Select the Emoticon you want to edit click the Edit Button
4. Change, Add or Remove the Shortcut and click OK

**Disable all Emoticon Shortcuts**

To disable all emoticon keyboard Shortcuts:

1. Click the Insert Emoticon Button 😊
2. Uncheck the Shortcuts Button

**Deleting Emoticons**

To Delete a Shortcut:

1. Select the shortcut 😎
2. Click the Delete Shortcut Button 😢

**Emoticon Groups**

QQI supplies you with a large selection of default emoticons. When you add more Emoticons you can start dividing them into different Groups to help you browse through different styles of emoticons.

To Add, Move, Rename or Delete an Emoticon Group:

1. Click the Insert Emoticon Button 😊
2. Click the Custom Emoticons Button; the emoticons window is displayed
3. Click the Group Button to Add, Move or Delete an Emoticon Group 🎆
Import / Export Emoticons

The Import / Export lets you save, backup and share custom emoticons with friends. All Emoticons are Imported & Exported as *eip* (Emoticon packages) or *eif* files (Emoticon Export Files).

To Import / Export Custom Emoticons:

1. Click the ![Insert Emoticon Button](image)
2. Click the ![Custom Emoticons Button](image); *the emoticons window is displayed*
3. Click the ![Import & Export Button](image)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Selected Custom Emoticons</td>
<td>Allows you to export one or more Emoticons to a file. To select multiple emoticons hold the Shift button while selecting each emoticon.</td>
</tr>
<tr>
<td>Export Custom Emoticons From the Group</td>
<td>Allows you to export a Custom Group of Emoticons to a file.</td>
</tr>
<tr>
<td>Export All Custom Emoticons</td>
<td>Exports all Custom Emoticons to a file.</td>
</tr>
<tr>
<td>Import</td>
<td>Allows you to Import Custom Emoticons from a file.</td>
</tr>
</tbody>
</table>
Sharing Pictures in the Chat Window

QQ International gives you a huge range of options for sharing media such as pictures, videos and files.

Pictures can be sent directly to a contact as a file or can be placed in the Chat Window for direct viewing. There several ways of sharing and showing pictures directly in the chat window using QQ International:

- Use the Insert Image Button
- Copy and Paste a picture into the Chat Window
- Use the Screen Capture Tool to capture an image from your screen
- Alternatively you can send pictures as files which do not appear in the main chat window. See, File Transfers

Inserting Images

To insert an image into the chat window:

1. Click the Insert Image Button
2. Browse to find the file you want to share, using the preview image window.
3. Select the file and click OPEN; the image appears in the chat window.
4. Enter any addition messages or emoticons and click SEND; the image and message appears in the chat window.

Supported file types are, bmp, jpg, jpeg and gif files. You can also use the screen capture tool or send files to share images with another contact.
Pasting Images into the Chat Window

To Paste an Imagine into the Chat Window:

1. Copy (Ctrl+C) the imagine from your computer
2. Click in the Chat Window and Paste (Ctrl+V)
3. Click the Send Button

Screen Captures

One of the unique and exciting functions of the QQ International Messenger is the use of Screen Capturing and Video recording. Using these tools allow you to share exactly what you see with your own eyes with other people immediately in the Chat Window.

How to Use the Screen Capture Tool

To capture an image from your screen:

1. Click the Screen Capture Button and or use the Hotkey Ctrl + Alt + A on your keyboard; *your window is frozen at that moment and the mouse cursor appears in rainbow colors to indicate the screen capture process has started.*
2. Click and drag the mouse over the area of the screen you want to capture, and let go of the mouse when the area is complete; *the Screen Capture Toolbar appears after releasing the left mouse button.*
3. Click the Finish Button or Double Click the selected area to end the capture; *the captured image appears in the Chat Window.*
4. Click the Send Button
**NOTE:** You can use the Screen Capture Toolbar to add text or drawings to the captured image before sending it to the Chat Window.

**Record Video Clip – Capture Tool**

The Record Video Clip Capture Tool allows you to record an animated gif file from 6-10 seconds. The animated gif capture can then be displayed in the Chat Window.

**To Record a Video Clip:**

1. Click the Screen Capture Button and select Record Video Clip; the Video Recording Tool appears.

2. Move the cursor over the window you wish to record; the window is outlined in red to indicate the Window you have selected.

3. Double click the window to begin recording; the Video Recording Tool will begin to record and count down from either 6 or 10 seconds depending on the Clip Recording Settings. See Clip Recording Settings.

4. Click SEND Button to show the video in the chat window.
Capture Video Image

The Capture Video Image Tool allows you to take a screen capture of a selected window, unlike the Screen Capture Tool with which you need to drag and select the area you want to capture.

To Capture a Video Image:

1. Click the Screen Capture Button and select Capture Video Image; the Video Recording Tool appears.

2. Highlight the window you want to capture; the selected window is outlined in with a red border.

3. Double click the window; the captured image appears in the chat window.

Show Screen Capture Toolbar

Shows or Hides the Screen Capture Toolbar when using the Screen Capture Tool

Hide the Chat Window when Capturing Images

Selecting this option automatically hides the current Chat Window when you start the Screen Capture Tool

Clip Recording Settings

You can choose to record Video Clips in either Small or Large. To change the Clip Recording Settings, click the Screen Capture Button and select Clip Recording Settings.

- Small – Records Videos at a width of 160 pixels for a maximum of 10 seconds
- Large – Records Videos at a width of 320 pixels for a maximum of 6 seconds
Doodle - Picture Pop-Up Toolbar

Picture Pop-Up Toolbar is a new feature of QQI. Mouse-over any Image or Emoticon displayed in the chat window and the Toolbar will appear.

The Picture Pop-Up Toolbar allows you to:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add as Emoticon</td>
<td>allows this button to save any picture as an Emoticon</td>
</tr>
<tr>
<td>Save as</td>
<td>allows you to save the Image as a file</td>
</tr>
<tr>
<td>Doodle</td>
<td>allows you to draw and edit any picture using the new Doodle Paint Tool. See, Doodle Tool – Paint Editor</td>
</tr>
</tbody>
</table>

Doodle Tool – Paint Editor

The Doodle Tool allows you to Alter, Paint, Draw and basically “Doodle” over any image.

To use the Doodle Tool:

1. Mouse-over any imagine in the Chat Window
2. Click the Doodle Button; the Paint Editor Window is displayed
3. Use the Paint Editing tools to Draw and Add Text to the selected graphic.
4. Check Add To Group to save the edited image to a Custom Emoticon Group.
5. Click the Finish Button; *the edited image is displayed in the Chat Window*

**Doodle Picture Tools**

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brush Tool</td>
<td>Allows you to paint over the image using different colours and brush weights</td>
</tr>
<tr>
<td>Text Box</td>
<td>Allows you to insert text into the image</td>
</tr>
<tr>
<td>Color Dialogue Box</td>
<td>Gives you a selection of dialogue boxes you can choose from to insert into the picture</td>
</tr>
<tr>
<td>Flash Text</td>
<td>Allows you to insert animated flash text</td>
</tr>
</tbody>
</table>
**Message Management**

**Message History**

The Message History Button allows you to see all previous messages, emoticons, images and file transfers between you and each separate contact.

To view the Message History of a contact you are chatting with in the Chat Window Click the Message History Button; *the message history side panel is displayed*

![Message History Display](image)

Search through the message history page by page using the arrow buttons or select a specific date from the calendar.

![Message History Search](image)

Click the Search Button to search for a keyword or phrase within the message history.

![Message History Search](image)

Click the More Button to access the Message Manager
Message Manager

The Message Manager logs and keeps track of all messages communications of your account to ensure that you never lose any information. Any graphics, screen captures and video images are also automatically saved in message history. The Message Manager provides you with complete control of all communications chronologically and efficiently. Some of the Message Manager functions include:

- Browse through each individual Contact’s Message history, Group, Discussion and Chat history and System Messages.
- Use the Calendar to view messages sent and received on a specified date. Dates on the calendar are highlighted to show on which day message history is present.
- Search for keywords, phrases and contacts throughout your entire history.
- Delete message history
- Import & Export Message History. The Import and Export Message History Tool allows you to backup and move your Message History and Custom Emoticons from one account or computer, to another.

To Open the Message Manager:

- Click the Message Manager Button at the bottom of the QQ International Panel
- Click the QQ Menu Button and select Tools / Message Manager.
- Click the Message History Button in any chat window and select Message Manager.
**Message Manager List**

The Message Manager lists all message history by type of communications.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts, and Sub-Categories</td>
<td>Shows the individual Message History of all your Contacts</td>
</tr>
<tr>
<td>Groups</td>
<td>Shows the Message History of all the QQ Groups you have joined</td>
</tr>
<tr>
<td>Discussions</td>
<td>Shows Message History of Discussion Sessions where additional contacts have been added to a conversation. <a href="#">See, Discussion Chats - Invite Contact</a></td>
</tr>
<tr>
<td>Chat</td>
<td>Shows Message History from strangers or people no longer on your Contact List</td>
</tr>
<tr>
<td>System Messages</td>
<td>Shows all System Message history</td>
</tr>
</tbody>
</table>

**Search Message History by Keyword**

Use the advanced search tools to find any reference to a keyword, name or phrase within your entire message history or narrow your search down using the time frame options.

![Search Message History](image)

**Delete Message History**

The Message Manager enables you to Delete Message History:

- Sentence by sentence
- Delete All from a specific contact or group
- Through the duration of a specified time period

**To Delete a Sentence of Message History:**

1. Select the history to delete
2. Click the [Delete History Button](#)
To Delete All Message History from a Contact:

1. Right Click on the Message History; *the delete options menu appears*

   ![Delete Message History](image)
   
   
   **Delete Message History**
   
   *Delete Message History*
   
   *Delete more message history (M)*

2. Select Delete more message history (M); *the Delete Message History Window is displayed*

   ![Delete Message History Window](image)

3. Choose a method to delete message history and click the Delete Button

   **Note:** You can also set QQI to automatically delete all message history each time you exit QQ International. *See, Security and Privacy*

All Message History is saved to Default or custom folder on your computer. You can clean up Message History, Images, etc, to free up disk space in the QQI Settings, File and History and/or set a size limit to be reminded to clean up message history if the limit is exceeded. *See, File and History.*
Import & Export Message History

Importing Message History

Importing Message History allows you to import messages and custom emoticons from a different account or a backup from a different computer into the account you are currently using.

To Import Message History:

1. Click the Import & Export Button in the Message Manager or Click the QQI Menu Button and select Tools / Import Tool; the Import Tool window is displayed.

2. Select the check boxes of the content you wish to import and click the Next.

3. Select the method in which you would like to import custom emoticons and message history and click Import.

- **Search and import automatically**
  Allows the Import Tool to search through your hard drive for any existing Message History files and automatically import them into your current account.

- **Import from a designated directory**
  Allows you to select the directory folder on your hard drive from which to import message history files.

- **Import a designated file**
  Allows you to select an individual message history file to import.
Exporting Message History

To Export Message History:

1. Open the Message Manager
2. Select Contacts, Groups, Discussions, Chat or System Messages to Export the history of a specific category. You can also Export the history of an individual group or contact by selecting the contact in the list field.
3. Click the Import & Export Button and select Export Message History
4. Select a File Type
   - Encrypted files (*.bak)
   - Webpage (*.mht)
   - Text files (*.txt)
5. Select a directory to save the history and click the Save Button
**Message Box**

The Message box displays any new messages you may have missed while offline or in Mute or Busy Status and also lists recent contact requests. The Message Box Icon 📬 is displayed in your System Tray when there are new messages in your Message Box waiting to be viewed.

**To Open the Message Box:**

- Click the 📬 Message Box Button
- Use the Hotkey Ctrl+Alt+S

*The Message Box Window is displayed*

- Select the **New Tab** to view all unread messages
- Select the **Requests Tab** to view all contact requests (new, old and ignored)
Video & Audio Calls

QQ International Messenger provides you with the most up to date, fast and clear live Video and Audio Calls with contacts, face to face with any contact either on the other side of the world or your next door neighbor. The Video Call Function of QQI is fluid and clear and even lets you control the Call Settings to adjust *speed over quality or quality over speed* in case of an unstable connection. The quality, speed and vast amount of options make QQI’s Video Call unique and stand out above all other Video Call applications available to date.

Some of the QQ International Video Call functions include:

- Take Snapshots during a Video Call
- Picture in Picture - Moving/Hiding your Video Screen
- Switch Screens Function which allows you to switch between seeing yourself or the contact in the Main Video Screen
- Play Video & Audio Files during a Video Call. Play any Video or audio to your friends from your hard drive. Live Stream a Video, or Movie to show or even watch a Movie together at the same time.
- Adjust Video Settings during a Video Call
- Pop-up Video Layout which separates the Video Window from the Chat Window
- Hide your Video Display during a Video Call
- Full Screen Video Call which allows you to expand the Video Window to the full size screen of your monitor.
- Play Audio & Video Files for a Contact
- Audio Test Wizard
How to Make a Video Call

To Make a Video Call:

1. Open a chat window with another contact
2. Click the Video Call Button; the side Panel of the Chat Window expands for a Video Call
3. Wait for the contact to Accept the Video Call invitation
4. Once the contact accepts the Video Call Invitation the Video and Audio is connected and you can speak and see each other clearly.
Use the Video Call Control Bar to enjoy many more features of QQI Video Call, adjust and fine tune audio quality, view the duration and connection quality of the Video Call.

To End a Video Call at any time, click the End Call Button.

Mouse over the top of the Video Call Window to use additional functions and enhance your overall experience.

**How to Adjust Audio during a Video Call**

Use the audio Microphone & Speaker Sliders to adjust and fine tune the sound during a video call.

- Click the Mic Button to Mute or Un-mute your microphone
- Click the Speaker Button to Mute or enable sound from your contact

**Video Call Special Tools**

**Take Snapshots during a Video Call**

The Snapshot Button lets you take a Quick Snap Shot of the Video Call Window at any time during a Video Call. Simply Press the Snapshot Button and the image is automatically saved as a BMP file in your default QQ Photo folder. To change the folder where Snapshots are automatically saved, see Audio/Video Settings.

**Picture in Picture - Moving/Hiding your Video Screen**

During a Video Call you can see your own video in the mini video screen. You can resize, hide and move the location of the mini-video screen during a video call.

- Resize or drag the mini video screen with your mouse to adjust the location
- Click the Hide Button to Hide/Unhide your video mini screen
Switch Screens

During a Video Call you can see your own video in the mini video screen. You can switch between the contact’s Video and your own Video to be displayed in the Main Video Call Area.

To Switch Screens during a Video Call:

- Click the Switch Screens Button to change between your own video or contact’s video display appearing in the larger video screen

Play Video & Audio Files during a Video Call

During a Video Call you can play Video and/or Audio files for your contact to view.

To Play a Video/Audio File during a Video Call:

1. Click the Play Audio/Video Button
2. Select the file you want to play and click Open

Use the Play and Stop Buttons and the Slider to control the video and/or audio, and volume controls to adjust the volume level or mute the audio. Also see, Play Audio & Video Files for a Contact

Adjust Video Settings during a Video Call

To adjust the Video Call Settings during a Video Call click the Video Settings Button. See, Video Settings – Chat Window.

Pop-up Video

Use the Pop-up Video Button to separate the Video Call Screen from the Chat Window

To use the Pop-up Tool:

1. Mouse over the top of your Video Call Screen; the Video Control Bar is displayed
2. Click the Pop-up Button

The Video Chat Window is displayed separately from the Chat Window and Stays on top of other screens. This function is especially useful when multitasking.
Hide your Video Display during a Video Call

To hide your own webcam during a Video Call:

1. Mouse over the top of the Video Call Screen; the Video Control Bar is displayed

2. Click the Show / Hide Video Button

Full Screen Video Call

The Full Screen Video Call function enables you to enlarge the Video Call Window to the maximum size of your desktop display. During a Full Screen Video Call you can:

- Use the Picture in Picture Button to show/hide the display of your own camera
- Take Snapshots in full screen mode
- Use the Switch Button to switch the main video display between the contact’s and your own video
- Use the Exit Full Screen Button to return to the default video call display window

To Make a Video Call in Full Screen Mode:

1. Mouse over the top of your active Video Call; the Video Control Bar is displayed

2. Click the Full Screen Button; the Video is enlarged to the maximum capabilities of your display
3. Click the Exit Full Screen Button or press Escape on your keyboard to return to the default Video Call Window

While in Full Screen Mode you can use the Full Screen Tool Bar to take Snapshots and Switch Screens. Snapshots are automatically saved to your QQI default folder and can be viewed by clicking on the link that appears in the Chat Window after taking a Snapshot.
Play Audio & Video Files for a Contact

QQI allows you play Music and Videos for your friends using the Playback Tool. You can also use the Playback Tool during a Video Call. Supporting a wide range of formats, you can show a friend a video clip, play a song or even a full length movie with this unique function.

To Play an Audio or Video File for a Contact:

1. Click the Video Call Button Arrow and select Play Audio/Video File for Contact
2. During a Video Call, click the Play Audio/Video Button
3. Select the file you want to play and click Open
4. Use the Play and Stop Buttons and the Slider to control the video and/or audio, and volume controls to adjust the volume level or mute the audio.
Video Settings – Chat Window

The Video Settings Window allows you to set up and configure your Video Devices which are used during Video Calls.

To adjust your video settings:

- Click the Video Call Button Arrow and select Video Settings; the Video Settings Window is displayed.

Preview

- My local image
- My display image

Please select a webcam:
Lists all available webcam devices you can use.

Priority Settings:

- Image Quality: Prioritizes image quality over speed during video chat.
- Transmission Speed: Prioritized transmission speed over quality during video chat.
- Bandwidth Saving: Bandwidth saving mode requires less recourses and is suitable for slow network connection or computers.

Click the Settings Button to access your selected video device’s advanced settings.
Audio Test Wizard

The Audio Test Wizard allows you to quickly set up and adjust your Microphone Audio output.

To use the Audio Test Wizard:

1. Click on the Video Button Arrow

2. Select Audio Test Wizard; the Audio Test Wizard Window is displayed

3. Select an Audio Device and speak into the Microphone to test your Audio

4. Once the Voice is detected sign is displayed, click the Next button to move onto Step 2 of the Audio Test Wizard; the Speaker Test Window is displayed

5. Click the Test Button to check your audio playback.

6. Click the Finish Button to complete and save the Audio Test Wizard Setup
Audio Calls

To Make an Audio Call

To Make an Audio Call:

1. Open the Chat Window with the Contact you want to call
2. Click the Audio Call Button
3. Wait for the contact to accept the Audio Call Invitation
4. Once connected, you can speak and hear the contact clearly
5. Adjust the volume controls to hear the contact clearly and mute or un-mute their audio or your microphone.
6. To End the Audio Call simply click the End Button
Audio Settings – Chat Window

The Audio Settings Window allows you to set up and configure your Audio Devices which are used during Audio Calls.

To adjust your audio settings:

- Click the Audio Call Button Arrow and select Audio Settings; the Audio Settings Window is displayed

Audio In: Lists all audio devices you can choose from to use in audio/video calls.

Audio Out: Lists all playback devices you can choose from to playback audio.

Adjust: Move the Microphone and Playback levels to the most efficient level.

- Auto Adjust Mic Volume
  Enables your microphone output level to be automatically adjusted by QQ International software depending on peak and silence levels.

- Auto Mic Boost
  Increases your microphone output level.
File Transfers

The QQ International Messenger’s High Speed File Transfer function allows you to send and receive files at an alarmingly fast transfer rate using its unique Peer to Peer connection. You can transfer files of any type and size and even send Offline File Transfers for your contact to receive when they log back in to QQI.

In case of interrupted connections, the Resume Transfer Function allows you to continue to send and receive files from the same point they were interrupted during a transfer. This saves you having to transfer a file from the beginning, all over again.

There are several ways you can Transfer Files:

- Drag and drop a file to a contact Chat Window or in your Contact List
- Use the Send Files Button in the Chat Window
- Send a Folder from your hard drive and all its contents directly to a contact. This saves you zipping and unzipping files each time you want to send several files at one time.
- Send Offline Files, which allows you to send files to a contact even if they are not signed into QQI. The sent files are then automatically received the next time the contact logs in.

How to Send Files

To Send a File/s to a Contact:

1. Click the Send Files Button in the Chat Window
2. Select one or multiple files to send and click the Open Button; a file transfer request is sent to the contact and will start to transfer once the contact accepts the file transfer.
3. Once the file transfer is complete you will be notified in the Chat Window that the file has been sent successfully.
How to Resume a File Transfer

In case of interrupted connections, the Resume Transfer Function also allows you to continue to send and receive files from the same point they were interrupted during a transfer.

To Resume a File Transfer:

1. Send the file again
2. The contact will be given the option to select Resume Transfer

Once selected the file transfer will continue to transfer from the point it was interrupted.

File Transfer Settings

The File Transfer Window allows you to choose a folder received files are saved and adjust the security level of file transfers.

For more information on Security Levels, see Security and Privacy
Discussion Chats - Invite Contact

Discussion Chats allow you to invite other contacts into a Chat Window and chat simultaneously with several contacts at the same time in the same Chat Window.

To Invite a Contact into a Chat Window Discussion:

1. Click the Invite Contact Button; the Select Contacts Window is displayed

2. Select or search for the contact/s you want to invite to the discussion

3. Select the Contact and click the Add Button; the contact is moved into the Selected Contacts List

4. Click OK

The Discussion Window is displayed with all the selected contacts.
Anyone already in the Discussion Chat can invite additional contacts to the Discussion.

- To add more contacts to the discussion click the Invite Contacts Button, repeat steps 1-4.
- Click the Send Mail Button to send an Email to all the contacts in the Discussion.
- To Exit the Discussion Chat Window, click the Exit Button.
- Click the Discussion Settings Button to control how messages from the Discussion Chat are received.
Remote Assistance

The Remote Assistance Tool allows a friend to **View** and/or **Control** your computer remotely. You can also give remote assistance to a friend who needs help.

In other words, you can have **full control** of a friend’s computer, using their mouse to assist them with any problems or fix issues your friend is having problems with.

**Note:**

Only allow trusted contacts or friends to have complete control over your computer. However at anytime you can stop the Remote assistance and gain back control of your system

**Requesting Remote Assistance**

**To request remote assistance:**

1. Open the Chat Window with the contact you want to connect to your computer

2. Click the **Remote Assistance Button** and select Remote Assistance; **the remote assistance request will be sent to your contact**

3. Wait for the Contact to Accept the Remote Assistance Request

4. Click the OK Button to confirm you want the contact to view/share your desktop
Now the contact can “View Only” your desktop and assist you by giving directions. If you click on the Request Button you are allowing the contact to have full control of your desktop.

Click the Request Button to allow full remote assistance, allowing the contact to have full control of your desktop.

At any time during the Remote Assistance session you can stop the connection by clicking the Stop Button or pressing the Hotkey Shift + ESC.

The Connection Strength meter shows your connection speed with the contact.

Click the **Settings** Button to adjust remote assistance settings.  *See, Remote Assistance Settings*
Remote Assistance Settings

The Remote Assistance Settings help you control the Quality and Speed of the remote assistance session.

**Image Quality**  Set to low Quality if the remote assistance session is responding slowly.

**Color Quality**  Select the Color Quality seen by the remote assisting user.
Your QQ Status

Your Status allows other people to see you presence online in many ways. You can change your status manually and automatically depending on inactivity and full screen mode. Changing your status may also change the way you receive messages (pop-up alerts), auto-reply messages and sound alerts.

- **Auto-reply messages:** In Away, Busy and Mute status, a contact will receive an automatic reply if they send you a message. To change auto-reply messages or create your own customized auto-reply messages see, [Auto Reply Settings](#).

- **Sound Alerts:** Sound Alerts are disabled in Mute mode and can be disabled quickly by selecting Turn Off Sound Alerts from the status list box. You can disable/enable and customize each separate sound alert. [See Sounds – Settings](#).

- **Pop-up alerts:** Pop-up alerts show when a new message is received. New message alerts are shown in your system taskbar and can be changed to automatically pop-up to the desktop screen or have a detailed notification pop-up from the taskbar. [See, Message Alerts](#).

To Change the Status:

- Select the status from the QQ International Panel
- Right click on the QQ International icon in your system tray.

Once you have changed your status, your display Icon and contact list will appear in your friend’s lists, with your new status. For Example, here we can see the contact is Busy in their Display Picture and Icon.

Your QQ Status, /To Change the Status:
## Status Descriptions:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Status</strong>:</td>
<td>Shows all other Contacts that you are available for communication.</td>
</tr>
<tr>
<td><strong>Q-ME Status</strong>:</td>
<td>The Q Me status shows you are available and willing to chat with new contacts or groups.</td>
</tr>
<tr>
<td><strong>Away Status</strong>:</td>
<td>The Away status allows other people to know you are Away From the Keyboard. By default your status will change to Away after 5 inactive minutes. Contacts that send you a message will receive an automatic reply message. To change the automatic away time, see Status and Alerts, Online Status</td>
</tr>
<tr>
<td><strong>Busy Status</strong>:</td>
<td>Set your status to Busy to show you are currently occupied. You status will automatically change to Busy when running a full screen application. This can be changed in the Status and Alerts Settings Window.</td>
</tr>
<tr>
<td><strong>Invisible Status</strong>:</td>
<td>The Invisible Status allows you to be Online but appear Offline to all contacts. Other contacts will see your status as Offline. You may still send messages to contacts while Invisible, however you will appear Online to a contact if you send a message. You can also allow specific contacts to be able to see you are Online while in the Invisible Status. See How to Appear Online or Invisible to Each Contact Separately</td>
</tr>
<tr>
<td><strong>Mute Status</strong>:</td>
<td>The Mute status ignores all received messages, turns of notifications of new messages in the QQ taskbar and mutes all sound alerts. You can view all received messages while in mute mode by opening the Message Box. See Message Box</td>
</tr>
<tr>
<td><strong>Offline Status</strong>:</td>
<td>Selecting Offline will Sign-Out of QQ International. You will not be able to receive or send any messages while Offline. The QQ International program remains open so that you can still make adjustments to your settings while Offline.</td>
</tr>
</tbody>
</table>

**Your QQ Status, Status Descriptions:**

- Lock QQ: For more details on Lock QQ see, Lock QQ
Lock QQ

Lock QQ is a feature to protect your private information, disabling all message and sound alerts, video/audio and any notifications from the System Tray Icon.

**YOU WILL NEED TO REMEMBER YOUR SIGN IN PASSWORD TO UNLOCK QQ**

To Lock QQ:

- Select Lock QQ from the Status List or press CTRL+ALT+L

To Unlock QQ:

1. Click the Unlock Button
2. Enter your Password

To set a custom password or set a time limit after which QQI will automatically be locked, see Lock Settings

How to Appear Online or Invisible to Each Contact Separately

A unique feature of QQ International is your ability to appear online or invisible to each contact separately, regardless of your Global Status.

To appear online or invisible to a single contact:

1. Right click on the contact in the QQ Panel and select Profile.
2. Select the Settings Tab
3. Check a Box to Block, Appear Online or Appear Offline to this specific Contact.
4. Click OK

Also see, Contact Profile Privacy Settings
Contact List - Customizing

Your contact list can be fully customized to your preference. Show or hide offline contacts. Change the size of contact display icons. Organize your contacts into default categories and create your own categories. Sort order by Contacts, Name, ID Number or Status.

Sorting Contacts into Categories

You can sort your Contacts into default Categories and also create New Categories to arrange your contacts more efficiently. Each contact can be assigned a custom nickname as not to confuse them with others and make it easier to find and differentiate between Contacts with similar nicknames and foreign language names.

To Move a Contact to a Category:

1. Right click on the Contact you want to move
2. Click Move Contact To
3. Select a Contact Category; the Contact is now listed under the selected Contact Category

Alternatively, to move a Contact to a different category you can drag the Contact with the left mouse button to a different Category.

Note: When you add a new contact to your QQ International Contact List, you can select the Group/Category in to which you want the new Contact to appear.

Creating New Categories

To Create a New Category:

1. Right click on a Category in the QQ Contact List.
2. Select Add Group.
3. Enter the name of the new Category.

Contact List Icon Size

To Change the view size of the Contacts in your Contact List:

1. Click on the Contacts List Arrow
2. Select Icon Size
3. Choose Large, Small or Normal Icons.
4. Select Display My Icon to show your own Contact in your Contact List

Note: The Show Large Icon When Selected option is only available when the Small Icons Size is selected.
Contact List Show Name Options

To display contact names by Display Name or Nickname:

1. Click on the Contacts List Arrow
2. Select Show Name
3. Select either Show Display Name or Show Nickname

Contact List Simple View Options

1. Click on the Contacts List Arrow
2. Select Simple View to hide all contact’s PM’s and show only their display name

Contact List Sort Options

Sort your Contact List by:

- By Level: Sorts Contacts by VIP Status Level
- By Latest Update: Sorts Contacts by latest Profile changes
- By Name: Arranges your Contacts by Name

Show Only Online Contacts / Show All Contacts

To show only Online Contacts:

1. Click on the Contacts List Arrow
2. Select Show Online Contacts Only; Offline or Hiding contacts are not displayed in your contact list.

To Show All Contacts (Offline and Hiding included)

1. Click on the Contacts List Arrow
2. Select Show All Contacts; All contacts, including Offline and Hidden contacts appear in your contact list.
Blocking, Deleting Contacts

Block Contact

Blocking a contact will prevent all communication coming from a specified Contact. The Contact will be moved to your Blocked Contacts list. Blocked Contacts can be unblocked at anytime if you want to communicate with them again. See Do Not Disturb.

To Block a Contact:

1. Right click on the contact you want to Block
2. Select Block Permanently; the Delete Contacts Window is displayed

![Delete Contacts Window]

3. Click OK to Block the contact

The Blocked Contact is automatically moved to your list of Blocked Contacts and you will no longer be able to receive messages from them.

Unblock Contact

To Unblock a Contact:

1. Right Click on the contact you want to Unblock from the Blocked Contacts List
2. Select Add to Contact List
3. Click OK

![Tips Window]

The Contact will return to a contact list category and you will be able to receive messages from the Unblocked Contact.
Delete Contact

Deleting a Contact will remove a Contact from your Contact List and you will no longer able to see if that contact’s status or communicate with that contact from the QQ Contact List.

To Delete a Contact:

1. Right click on the contact you want to delete
2. Select Delete Contact; the Delete Contacts Window is displayed
3. Click OK to delete the contact from your contact list
4. Check the Delete me from their contact list to delete yourself from their contact list also

**Note:** Deleted contacts can still send you messages and only removes them from your contact list. If you deleted a contact by accident you can search and add the Contact to your QQI Contact List Again, see, Searching and Adding Contacts.
Changing the QQ International Appearance

You can fully customize the appearance of your QQ International Messenger using different Skins, Colors, Shades and levels of Transparency. You can also use any image or photo as your own custom background. To Change & Customize the QQ International Messenger:

Click the Skin Button on the QQI Messenger; the Skins Panel is displayed

**Skins**

To Select a Default Skin:

1. Mouse-over the default Skins to preview each Skin; QQI Messenger’s appearance changes accordingly

2. Click on the Skin you want to use and click the Skin Button again to return to QQI Messenger

To Use a Custom Image as your QQI Skin:

1. Click the Add Skin Button or Drag any image to the top of the QQI Messenger
**Default Colors**

Use the Default Colors Tab to select a custom color for your QQI Messenger.

![Default Colors Image]

**Custom Colors and Shades**

Use the More Colors Tab to select a custom color and shade for your QQI Messenger.

![Custom Colors and Shades Image]

**Transparency Feature**

Click the Transparency Icon to Activate / Deactivate the Transparency Feature.

When activated, use the Transparency Slide bar to set the level of transparency.

![Transparency Feature Image]
QQI Profiles

QQ International Profiles, share information about yourself and allow you to view details about other contacts. You can also change your Display Icon or take a snapshot with a webcam to be displayed in your profile.

You can change the display name of contacts on your list, so you will not confuse them with other contacts and save details such as email address and phone number. Also you can change the Security Settings for each contact in the Profile Window.

My QQ Profile

To view your own QQI Profile:

- Double Click the Display Icon
- Click on the QQ Menu Button and Select Settings / My Profile; the My Profile Window is displayed

QQ Profile – Basic Tab

In the My Profile - Basic Info Tab you can:

- Change your Nickname
- Change your Personal Message
- Enter your Basic information as desired
- Change your Display Icon or create a Custom Display Icon, see, Changing your Display Icon
- Change your Display Picture, see Changing your Display Picture
- Change your Display ID or bind/unbind your account
QQ Profile – Details Tab

In the My Profile – Details Tab Window you can:

- Enter any addition details about yourself
- Set your Privacy Settings. See, Profile Privacy Settings

In the Details Tab Window you can change your Privacy Settings and enter addition information such as, contact details spoken languages and occupation etc. These details allow other people to search for you using the Advanced Search Tool, depending on your Security Settings.

Profile Privacy Settings

The Profile Privacy Settings allow you to choose who can view the details in your Profile. There are 3 Privacy Settings you can choose from:

<table>
<thead>
<tr>
<th>Privacy Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open to Public</td>
<td>Makes all your details available for anyone to view, including people using the advanced search tool.</td>
</tr>
<tr>
<td>Friends Only</td>
<td>Allows Only contacts in your contact list to view your Telephone, Mobile and Email Address details.</td>
</tr>
<tr>
<td>Private</td>
<td>Hides your Telephone, Mobile and Email Address details from ALL Contacts.</td>
</tr>
</tbody>
</table>
**Friend’s QQI Profiles**

View other Contact’s QQI Profiles to learn more about each contact. You can change the display name of contacts on your list, so you will not confuse them with other contacts and save details such as email address and phone number. Also you can change the Security Settings for each contact in the Profile Window.

**To view a Contact’s QQI Profile:**

- Double Click on the contact in your contact list
- Right click on the contact and select View Profile

*The Contact’s QQI Profile is displayed*

Select the Basic Info and Details Tabs to browse through the contact’s details.

**How to Change a Contact’s Profile Display Name**

**To Change a Contact’s Display Name:**

1. Click the Display Name Tab; the *Display Name Profile Info appears*
2. Enter a new Display Name for the Contact and any other additional details
3. Click OK
Contact Profile Privacy Settings

The Contact Private Settings Tab allows you to:

- Temporarily Block a Contact
- Always appear Online to the contact even when using the Invisible Status
- Always appear Offline to the contact regardless of your global status

To access the Private Settings of a Contact:

1. Double Click on the contact in your Contact List; the contact’s QQI Profile is displayed
2. Click on the Settings Tab; the contact’s Profile Private Settings appear
Changing your Display Icon

The Display Icon appears at the top of your QQ International Messenger and can be customized to any image of your choice. Your Display Icon appears in other people’s QQ Contact Lists and can be used as a unique way to be identified. Graphics, Photos or Snapshots from a web cam can be used as Display Icons.

To Change the Display Icon:

- Right Click on the Display Icon and select Change Icon
- Click the Change Icon Button in the My Profile Window, see My QQ Profile

The Change My Icon Window is displayed

In the Change My Icon Window you can:

- Upload a Custom Profile Picture to be used as your Display Icon
- Choose from many recommended System Profile Icons
- Take a snapshot with a webcam and upload it as your Profile Icon. To create a Recorded Display Icon you must first become a QQI VIP.
How to Make your own Custom Display Icon

To Load a Picture as your Display Icon:

1. Click the Load Picture Button.
2. Select the image file you want to use and click OPEN; the Display Icon Edit Window is displayed.
3. Resize and move Frame Tool over the picture to select an area you want to use as your Display Icon; view the preview window to see the final outcome of your selected area.
4. Use the Rotate Tools to adjust your picture.
5. Click the OK Button.

**Note:** Bmp, Jpg, Jpeg and Gif files are supported.
How to Take a Snapshot or Record a Video for your Display Icon

To Take a Snapshot with a Webcam:

1. Click the Webcam Button; the Webcam Window is Displayed
2. Click the Snapshot Button to take a snapshot from your webcam; the Snapshot counts down from 3,2,1 and then takes a picture
3. Click the Shoot Again Button to take another Snapshot or click the Save Button; you are returned to the Change My Icon Window
4. Click OK to confirm the new Display Icon

To Take a Record a Video with a Webcam:

1. Click the Webcam Button; the Webcam Window is Displayed
2. Click the Record Video Button to take a 5 second recording from your webcam; the Record Video counts down from 3,2,1 and then starts recording
3. Click the Shoot Again Button to take another Video Recording or click the Save Button; you are returned to the Change My Icon Window
4. Click OK to confirm the new Display Icon Recording
How to Use a System Display Icon

To use a recommended System Profile Icon:

1. Click the System Profile Icons Tab; the list of recommended icons appear

2. Select a new Display Icon
3. Click the OK Button

Changing your Display Picture

The Display Picture appears on the right side of the Chat Window in the Sidebar and also in the contact list when you mouse-over a contact’s profile. Graphics, Photos or Snapshots from a web cam can be used as a Display Picture.

To Change your Display Picture:

1. Click the QQI Menu Button and select Settings / My Profile; the QQI Profile Window is displayed
2. Click the Change Image Button; the Change My Display Picture Window is displayed
3. Select a recommended default Image or click the Add Button to use a custom image; the Add Custom Image Window is displayed

4. Move the Frame Tool over the picture to select the area you want to use as your Display Picture.
5. Use the Zoom Buttons to set zoom in and out of the picture and view the preview of your selected area on the left Preview Panel. Click the Reset Button at any time to reset the Frame to the default Zoom and Area settings.
6. Click OK
Searching and Adding Contacts:

You can add new Contacts or Groups to your QQ International Account by searching for a unique QQ ID Number or Nickname. Also, you can use the Advanced Search Tool to find contacts or groups according to Profile Details, Topics of Interest, Online Status and Webcam.

To Search for a Contact:

- Click the Search Contacts Button located at the bottom of QQ International Messenger

*NOTE:* The window displays how many QQ users and Online. As shown in the Caption there are currently 111,058,315 users are online.

Search by Contact ID, Email Address or Nickname

To search for a Contact by QQ ID Number or Nickname:

1. Enter the ID number or Nickname of the Contact you want to search for
2. Click the Search Button; results are listed in the Search for Contacts or Groups Window
3. Select the Contact from the list and click the Add Button

*NOTE:* Searching by ID number gives you 1 result because each Contact is assigned a unique ID number. However, searching by Nickname may display results with several Contacts.
Advanced Search - Contacts

Advanced Search enables you to find people according to Profile Criteria, Online Status and Webcam.

To use the Advanced Search Tool:

1. Click the Advanced Search Button to display the advanced search options
2. Select the search criteria with which you want to search for contacts.
3. Check the Online or Webcam check box to search only for contacts online or with a webcam
4. Click the Search Button to search for contacts according to selected search criteria; a list of contacts appear in the Search for Contacts and Groups Window
5. Select a Contact you want to add and click the Add Button.

- **Country/Region:** Select the Country in which you want to search for contacts.
- **State/Province:** Select a State or Province. The State/Province list changes depending on the Country/Region selected.
- **City:** Select the City in which you would like to find contacts.
- **Age:** Select an Age Group
- **Gender:** Select either Male or Female. If you want to search for both male and female contacts, do not select a gender.
- **Language:** Select a language
- **Online:** Checking the Online Check Box gives you search results of only contacts that are currently online.
- **Webcam:** Checking the Webcam Check Box will give you results of people who have a webcam.
Adding Contacts

1. Select the Contact you want to add; *the selected row is highlighted in blue*
2. Click the Add Button; *the Contact Request window is displayed*
3. Rename or leave the Rename field blank to keep the contact's original name
4. Select a Category in which you want the contact to be listed. Click New Category to create a new category for the contact.
5. Click OK; *a Request is then sent to the contact and will appear in your QQI Contact List when confirmed*

**NOTE:** Depending on the Contact's Privacy Settings, you may be automatically Accepted or Declined to add the contact to your QQI contact list. Also, you may have to wait for them to either confirm, decline or ignore your request to add them to your QQ International Account.

For more information on Automatic Contact Request Settings, see *Identity Verification*.
Searching and Adding Groups

There are several ways to find QQI Groups to join:

- Search for Groups by Group ID Number using the QQI Search Button
- Click the Groups Sidebar Button to list many popular groups by Topics of Interest
- Visit the [http://www.imqq.com/](http://www.imqq.com/) website to find the most popular groups regularly updated

Searching for Groups by Group ID Number

To Search for a Group by Group ID Number:

1. Click the Search Contacts Button located at the bottom of QQ International Messenger; *The Search for Contacts or Groups Window is displayed*
2. Select the Groups Tab; *the Search for Groups Tab appears*

3. Enter the Group ID number and click the Search Button; *the QQ Group appears in the list.*

4. Select the Group and click the Join Button; *a request to join the selected group is sent to the group administrator and you should await confirmation.*
Searching for Groups using the QQ Groups Sidebar Button

You can find popular Groups to join by clicking on the Groups Button in the QQ Panel Sidebar.

Select a Group Category and scroll through the different QQ Groups to find one that you are interested in joining.

Click on the Group and click the Join Now Button.

Also visit the http://www.imqq.com/ website to find many popular and exciting groups.
How to Exit QQ International Messenger

There are 2 ways you can Exit and close the QQI Messenger:

- Using the x Close Program Button
- Using the System Tray

Exit Program Button Settings

To Exit and Close the QQ International Messenger:

1. Click the Close Button on the QQI Messenger; the Exit Tip Window appears

2. Select either to Exit and close the QQI program or minimize the QQI Messenger to the system tray when you click the Close Button

3. Check the “Don’t ask me again” check box to choose a default setting for each time you click the Close Button. This prevents the Exit Tip Window from appearing each time.

Note: If you have chosen a default Exit option using the “Don’t ask me again” check box, you can still change the default Exit options in the QQI Settings. See, General Settings

Exit Program from the System Tray

To Exit and Close the QQI Messenger Program from the System Tray:

1. Right click on the QQI Penguin in the System Tray
2. Select Exit
Multiple QQI Messenger Accounts

How to Sign Into a Different QQI Messenger Account

To change the account you are currently signed into:

1. Click the QQ Menu Button and Select Change ID
   
   You are automatically signed out of your current account a new Sign In Window appears

2. Enter the or select the account you want to sign into

How to Sign Into Multiple QQI International Messenger Accounts Simultaneously

QQI allows you to sign in to more than one account at the same time and open multiple QQI Messenger Applications.

To Sign in to Multiple QQI Accounts at the same time:

1. Sign into your first account as usual

2. Simply Double click the QQ International Program on your desktop or from your Start Menu and open a second QQI Messenger

3. Sign into the 2nd QQI Messenger with a different account
Memos

Memos are a new feature of QQ! Messenger that will never let you forget an appointment, idea or reminder again. One click on the Memo Button and in seconds you can set up a new memo to set to Pop-Up and remind you once, weekly or every day of the week at an exact time and date.

How to Create Memos

To Create a New Memo:

1. Click the Memo Button at the top of the QQ! Messenger; the Memo Window is displayed
2. Click the Create New Memo Button
3. Enter a Subject and Content of the Memo
4. Check the Set Reminder Box to define a time for the Memo to Pop-Up
5. Click the Save Button; confirmation of the set memo is displayed and will Pop-Up onto your desktop at the set times

The Memo Pop-Up Window

Once a Memo has been created with the Set Reminder option, a Pop-Up Window will appear on your desktop at the set times.

- Select a Memo and click the Click for Details Button to see any notes and comments you wrote for the Memo
- Select a Memo and click the Clear Button to remove a single reminder from the Pop-Up Reminder Window. Note, this does not delete the Memo but only clears it from your desktop
- Click the Clear ALL Button to remove all Pop-Up reminder Memos; the Pop-Up Window is closed. Note, this does not delete the Memo but only clears it from your desktop
• Click the Snooze Button to be reminded with a Pop-Up again at a later set time.

How to Delete Memos

To Delete a Memo:

1. Click the Memo Button at top of the QQI Messenger; *The Memo Window is displayed*
2. Select the Memo you want to delete; *the Memo is highlighted*
3. Right click on the Memo and select Delete or click the Button next to the Memo

*The Memo is deleted from your list of Memos*
Address Book

The Address Book lets you build and store an Address Book of contacts, both online and offline, quickly and efficiently. You can change the sort order to find people in your Address Book quickly and Password Protect your Address Book as a privacy option.

How to Make an Address Book

To Add a Contact to the Address Book:

1. Click on the Address Book Button in the Sidebar; the Address Book appears
2. To add contact details to your address book either:
   - Click the Add Contact Button to add a new contact in detail; the Address Book Contact Window is displayed
   - Click the quick add option, to enter only a Name and Number
3. Repeat step 2 to add additional people to your Address Book

To Delete an Address Book Contact:

1. Right Click on the Contact in the Address Book
2. Select Delete Contact
How to Add Address Book Contact’s Details

To Add/Edit an Address Book Contact’s Detailed Information:

- Click the **Add Contact Button**
  
  **OR**
  
- Right Click on the Contact and select View/Edit Contact

*The Address Book Contact Window is displayed*

![Address Book Contact Window](image)

Click the [Phone Details Button](image) to add additional phone number details. Select a Country to automatically add the country code to the phone number.

Click the [Add Button](image) to add additional phone numbers, Messengers or Email addresses.
How to Password Protect your Address Book

You can Password Protect your Address Book as a privacy option. To Password Protect your Address Book:

1. Click on the Arrow Button

![Arrow Button Image]

2. Select Create Address Book Password

![Password Settings Dialog]

3. Enter a Password and click OK

You will receive confirmation that Password Settings have been saved successfully and each time you open your QQI Messenger and open your Address Book you are asked to enter the Address Book Password.
Feedback

The Feedback Tool allows you to give any feedback, comments or suggestions you may have to the QQ International support team at any time. All comments are welcome and encouraged. Your opinion makes a difference!

To use the Feedback Tool:

1. Click the Feedback Button in the QQ control Panel; the Feedback Window is displayed.
2. Select a Category and fill in the information you want to post. Fields highlighted with a red star indicated required fields.
3. Click the Post Button to send us your feedback

![Feedback Window]

Invite Friends to use QQ International

To invite friends to start using QQ International Messenger, click the Invite Friends Button in the QQI Messenger and follow the instruction.

![Invite Friends Text]

Simply click on "copy" and then paste it in your email message to invite your friends to join your QQ International.

You can also share it on your favorite websites.
QQ International Settings

The Advanced QQI Settings allow you to customize and control all features of the QQ International Messenger Application. To open the Settings Window, click on the Button on your QQI Messenger or click the QQ Menu Button and select Settings.
General Settings

General

- **Automatically start QQ when I start my computer**
  Check this to start QQ International automatically when your computer starts.

- **Sign in automatically when starting QQ**
  Will sign in automatically to your current account when QQ International is started.

- **Status:**
  Select your default status when signing into QQ International.

- **Auto on Top**
  Keeps the QQ international Application on top of other windows on your desktop.

- **Auto-hide**
  Automatically hides the QQ Panel when switching to another window on your desktop or moving your mouse cursor away from the QQI Panel.

- **Display QQ icon in windows task bar tray**
  Displays/hides the QQ icon in your system tray.

**When you close the main Panel:**

- **Minimize to system tray without exiting**
  When selected, closing the QQ control panel will minimize QQ to your system tray but not exit the program.

- **Exit Program**
  When selected, closing the QQ control panel will exit the program.
• Language

Select the Language of the QQ international Interface. Currently supported languages include English, French and Mandarin.

**Hotkey Settings**

Hotkeys allow you to control QQ International functions with combination keys on your keyboard. You can disable and enable hotkeys or define your own custom Hotkeys.

![Hotkey Settings](image)

**Default QQ International Hotkeys are:**

- **View Messages**  
  Ctrl + Alt + Z
- **Message Box**  
  Ctrl + Alt + S
- **Lock QQ**  
  Ctrl + Alt + L
- **Capture Screen**  
  Ctrl + Alt + A

Click the **Restore Default Hotkeys** button to restore all Hotkeys to their default key combinations.

**Speed up Hotkeys:**

Select the Hotkey you want to use to send messages into the chat window:

- Press Ctrl + Enter
- Press Enter

*See also, Send Message Button Options*
Sounds – Setting

The Sounds Settings Window allows you to turn off/on sound alerts for each individual sound alert or mute all sound alerts. In addition you can set your own customized sounds for each alert using *.wav files.

☐ Mute all sounds – Disables all sound alerts from QQI

<table>
<thead>
<tr>
<th>Sound Types</th>
<th>Play</th>
<th>Status</th>
<th>Audio Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Message</td>
<td>🎧</td>
<td>On</td>
<td>C:\Program Files...\msg.wav</td>
</tr>
<tr>
<td>Group Message</td>
<td>🎧</td>
<td>On</td>
<td>C:\Program Files...\msg.wav</td>
</tr>
<tr>
<td>Contact Sign-in</td>
<td>🎧</td>
<td>On</td>
<td>C:\Program Files...\Global.wav</td>
</tr>
<tr>
<td>Audio/Video Call</td>
<td>🎧</td>
<td>On</td>
<td>C:\Program Files...\Audio.wav</td>
</tr>
<tr>
<td>System Messages</td>
<td>🎧</td>
<td>On</td>
<td>C:...\System.wav</td>
</tr>
</tbody>
</table>

To change a sound for an alert:

1. Click the Folder Icon next to the sound alert you want to change
2. Select the *wav file and click Open

To preview each sound click the 🎧 Play Icon.

To turn on/off an individual sound alert, click the On/Off Buttons in status list column next to the sound type.
File and History

Click the **Open Personal Folder** button to open the folder containing your chat history, saved and received images and all chat window communication media.

Please select a directory to save your personal folders in (Contains Message History).

- **Save to installation Directory** *(Not supported by Vista)*
- **Save to “My Documents”** *(Recommended)*
- **Custom**

You can clean up chat history, images, etc in your personal folder to free up disk space.

**To Clean up Personal Folders:**

1. **Click the Clean Up Personal Folders Button; the Clean Up Personal Folders Windows appears**
2. Select the type of files or media you want to delete

In the Clean Up Personal Folders Window you can see which Files are taking up the most disk space and open the folders to browse through files that you no longer want and would like to delete.

Remind me when personal files reach a limit allows you to set a maximum size limit of your personal files and be reminded if you start to exceed the specified limit.

**Network Connection**

Network Connection Settings allow you to configure your network connection or proxy before signing into QQ International. To access and configure Network Settings click the Settings Button before Signing into QQ International.
Software Updates

QQ International can regularly check for important updates and install them for you. Here you can enable/disable automatic updates or request notification before updates are installed.

Manual Updates

You can manually update QQ International or download for the latest version from download.imqq.com or Click the Live Update Button to start the update process.

Status and Alerts

Online Status

Online Status Settings allow you to customize your automatic status settings. By default your status is set to automatically change to Away after 5 inactive minutes. Here you can set a custom time to automatically change your status to Away, Busy, Mute or Lock QQ. Also you can create your own custom status and messages.
**Status Settings**

- **If in active for “x” minutes:**
  - Set the time after inactivity which your stats will automatically change to Away or Busy.
  - **Switch the Status to Busy or Away**
    - Select the status you want to change to after inactivity. *See Status Descriptions* for more information about each status.
  - **Lock QQ automatically**
    - Select this option to automatically Lock QQ after inactivity. *See Lock QQ* for more information.

- **Switch to busy while running full screen program** *(only available while in Online or Q Me Status Mode)*
  - When checked, your status will automatically change to Busy when running a program in full screen mode.
**Status messages**

To create your own custom status:

1. Click the Add Button; the Status Settings Window is displayed

![Status Settings Window](image)

2. Select the status for which you want to create a custom status
3. Enter a custom message that will be displayed beside your status
4. Click OK

You can then select your new custom message at the top of the QQ Panel from the Status drop down list box.

**Auto Reply Settings**

An auto reply message is sent to your contact when they send you a message while in Away, Busy or Mute mode. Here you can turn on/off the auto reply function and create your own personal auto reply messages or edit default auto reply messages.

![Auto Reply Window](image)

- Auto reply when status is set to Away, Busy or Mute
  
  *Check the box to enable/disable auto reply messages.*
**Auto Reply**

**To create your own personal auto reply messages:**

1. Click the Add or Edit Button; the Custom Auto Reply Window is displayed
2. Type a custom message and click OK.
3. Select the custom Auto Reply message and click Apply

**Quick-reply Settings**

For detailed information about Quick Reply Settings, see, *Quick Reply Messages!*

**Status Sharing**

Instant Status Sharing allows you to choose whether or not to allow other contacts to see your current Location and Weather.
Message Alerts

Enable/disable Pop up alerts for when a contact signs into their account, a new message is received and a new email is received. Message Alerts pop-up from your system tray. You can also choose the Sign-In Pop Up Alert to be displayed for only individual contacts.

To disable/enable Pop-up alerts for each type of alert, click the On/Off Buttons in the status list box.

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign in</td>
<td>On</td>
<td>Pop-up alert when contacts sign in</td>
</tr>
<tr>
<td>Messages</td>
<td>On</td>
<td>Pop-up alert when messages come</td>
</tr>
<tr>
<td>Mail alerts</td>
<td>On</td>
<td>Pop-up alert when mails come</td>
</tr>
</tbody>
</table>
Contacts and Chat

General

- **Auto pop-up chat window when message is received**
  Check this box to allow new messages to automatically pop-up to your screen. If unchecked, you will be alerted of new messages in your system tray by a flashing icon.

- **Disable chat window side panel**
  Hides the side panel of the Chat Window.

Clip Recording Settings

You can choose to record Video Clips in either Small or Large segments. For learn more about Clip Recordings, see [Record Video Clip – Capture Tool](#)

- Small – Records Videos at a width of 160 pixels for a maximum of 10 seconds
- Large – Records Videos at a width of 320 pixels for a maximum of 6 seconds
File Transfer

The File Transfer settings allow you to define the directory in which received files are saved. The Edit Security Level Button displays the Security and Privacy Settings Window. See, File Transfers.

Audio/Video Settings

The Audio/Video Settings Window allows you to set up and configure your Audio Devices and Video Devices which are used during Video and Audio Calls. See, Video & Audio Calls.

Save taken Snapshot pictures to:
Allows you to select the directory to which any Snapshots taken during video chats are automatically saved.
Audio Settings

Click the Audio Settings Button to edit your audio settings for a higher quality audio experience; the Audio Settings Window is displayed.

Audio In: Lists all audio devices you can choose from to use in audio/video calls.

Audio Out: Lists all playback devices you can choose from to playback audio.

Adjust: Move the Microphone and Playback levels to the most efficient level.

- Auto Adjust Mic Volume
  Enables your microphone output level to be automatically adjusted by QQ International software depending on peak and silence levels.

- Auto Mic Boost
  Increases your microphone output level.
**Video Settings**

Click the **Video Settings** button to edit your video settings for a higher quality audio experience.

![Video Settings](image)

**Preview**

- My local image
- My display image

**Please select a webcam:**
Lists all available webcam devices you can use.

**Priority Settings:**

- **Image Quality**
  Prioritizes image quality over speed during video chat.

- **Transmission Speed**
  Prioritized transmission speed over quality during video chat.

- **Bandwidth Saving**
  Bandwidth saving mode requires less recourses and is suitable for slow network connection or computers.

Click the **Settings** button to access your selected video device's advanced settings.
Do Not Disturb

The Do Not Disturb Window lists blocked contacts and blocked contacts within groups from which you will not receive messages. You can unblock them at anytime by selecting the contact and clicking the Unblock Button.

Security and Privacy

Password Security

You account password is remembered automatically and do not need to type it into QQ International each time you sign in. Click the Clear Password Button to erase your password from your computer memory and have to enter the Password each time you sign in.
To keep your QQ ID safe, please change your password regularly. For instruction on how to change your password, see Change QQ Password.

Enter validation information to Set QQ ID Protection. You can use this information to easily retrieve your password. For detailed instructions on ID Protection, see ID Protection Center / Security Center Homepage.

**NOTE:** Weak passwords should be change immediately!

Tencent has determined that the rate of theft for weak passwords is 80% higher than strong ones. For example, a password with all numbers, letters or a simple mix of numbers and letters will be stolen easily compared to strong passwords comprised of numbers, a mix of capital and lowercase letters, and special punctuation marks.

When you receive a notice that your password has been changed, if it was weak, it’s unlikely it was revealed to anyone but rather stolen or hacked. Once this notice appears, it’s important to change your password immediately.

If you suspect your password has been hacked, please change it immediately.

**Transfer Security**

Transfer Security Settings offer you 3 different levels of security to choose from. Select the most suitable level of security for your computer.

<table>
<thead>
<tr>
<th>Security Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security – High</td>
<td>High security prevents receiving any files from contacts or groups ensuring complete security.</td>
</tr>
<tr>
<td>Security – Medium (Recommended)</td>
<td>Medium security blocks high risk files automatically and allows several common file types.</td>
</tr>
<tr>
<td>Security – Low</td>
<td>Low security allows you to receive all files. The file extension of any executable (*.exe) files are automatically renamed for your security.</td>
</tr>
</tbody>
</table>
Message History Security and Privacy

The Message History Security Settings allows you to secure your message history with a password and security question. Also you can choose to automatically erase all message history automatically each time you exit the QQ International application.

- Clear all message history when exiting QQ
  - Send a notification before deleting
  - Delete without notice
- Encrypt Message History
  - Enter the password you want to use to view encrypted message history
  - Re-type the password to confirm
- Set encryption question
  - Create a security question which can be used in the event that you forget your Encryption Message Password. You can then retrieve your password by answering your Encryption Security Questions.
Privacy Settings

Search Conditions

Select how others can search for you:

- **By ID or nickname only**
  - Other QQ users can use the advanced search tool to find your unique QQ ID and communicate with you. [See Advanced Search - Contacts](#).

- **By webcam users**
  - Checking this option will only allow people who already know your nickname or unique QQ ID number to find you when searching for contacts.
  - Enables you ID to be listed within results when searching for users only with webcam in the Advanced Search Tool.

Messages from strangers:

- **Do not receive any chat messages**
  - Stops you from receiving messages from people not in your contact list.
Lock Settings

In the Lock Settings Window you can customize your Lock QQI settings, alter passwords to unlock QQ, Modify the Lock QQ Hotkey and set a time limit of inactivity after which QQI will automatically Lock. To learn more about QQ Lock, see Lock QQ
Identity Verification

When a Contact adds you to their contact list they must pass your identity verification before being added to your Contact List.

Select your Identity Verification Method:

☑ Let anyone add me as a contact  
Allows anyone to add you to their contact list without your verification.

☑ Require identity verification to add me as a contact  
Displays a pop-up message when a contact would like to add you to their contact list. You can then either Accept or Decline their request.

☑ Require personal question answer to add me as a contact  
Requires the contact to enter an answer to a security question to add you to their contact list. Select a default question or enter your own question to be answered by a contact who wants to add you. If they answer incorrectly their request is automatically declined.

☑ Respond to my questions and I will verify the answers  
Requires the contact to answer 1 or more questions you can choose from or create custom questions. You can then verify the answers given by the contact and decide whether to Accept or Decline.

☑ No one can add me as a contact  
Blocks everyone from adding you to their contact list.
QQ International FAQ

Email Binding and QQ ID FAQ

1. What is binding?

Binding links your QQ number to your email address. This allows you to sign into QQ by entering your email address rather than your QQ number.

In the English version of the QQ client, you can't bind an email address from QQ (@qq.com.) Sorry!

2. Why should I bind my email address?

Here are three reasons:

1. An email address is much easier for you and your friends to remember than a long QQ number.
2. Binding your QQ number to your email address helps to prevent identity theft.
3. Once you bind your email address, you can set your profile to display your email address rather than your QQ number. This helps to distinguish you from other QQ users.

3. What is a display ID?

After you bind your email address, you'll essentially have two IDs: your email address and your QQ number. One of these two—the display ID—will be shown more prominently in the QQ client. Your other ID will only appear in "My Profile."

Once your email and QQ number are successfully bound, you can choose which ID to display by changing your "My Profile" settings in the QQ client. Keep in mind: you can only change your display ID twice per month.

4. Why is other people’s display ID an email address, but mine is my QQ number?

You have to bind your email address to your QQ number in order to use an email address as your display ID. Email binding is only supported in version QQ2007 or later of the QQ client. Once your email and QQ number are successfully bound, you can choose which ID to display by changing your "My Profile" settings in the QQ client.

5. When I use my bound email address as an ID on certain parts of the site, I'm told that "This ID does not exist", or "Please enter the correct ID." Why?

Some services like QQ Show and QQ Music do not yet recognize bound email addresses as IDs. We're working on this! If you want to send gifts to a friend, you'll need to enter your friend’s QQ number rather than his or her email address. Your friend's QQ number is displayed on his or her “Profile” page.
6. Why can’t I use my bound email address to sign in to services like QQ Music, QQ Game, and QQ Show?

Currently you can only use your bound email address to sign into QQ. Other services like QQ Music, QQ Game, QQ Show, and QQ Pet do not yet allow you to use your bound email to sign in, change your password, or retrieve your QQ ID.

7. I've changed my display ID settings, but I still see my old ID being displayed.

You'll only be able to see your new display ID settings by signing out of the QQ client and signing in again. Your friends will see your updated display ID once they refresh your personal information.

8. If I bind my email address, can I use the QQ panel to check my email?

No—sorry! You can’t open your bound mailbox from the QQ panel.

9. Can I change my bound email address?

Yes, you can change your bound email address, but there are some limitations. Currently you're only allowed to change your bound email address five times per month. After you bind a third-party email address to your QQ ID, you'll receive an automated email asking you to activate the binding between your new email address and your QQ ID. If you choose not to activate this email address, you'll still have the same number of opportunities per month to change your bound email address as you had before.

10. Can I bind more than one email address to my QQ ID number?

No—sorry! Each QQ ID can only be bound to one email address.

11. What can I do if I'm using a bound email address, but I forget my QQ ID number?

Sign in to QQ. Go to Settings ——>My Profile. You'll see your QQ number listed after the display ID.
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