

WordPress: Using Contact Form 7

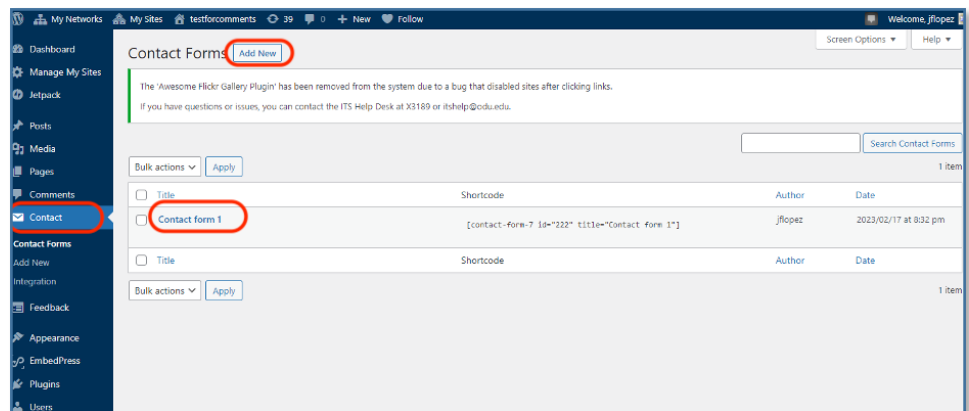
Contact Form 7 is a handy WordPress plugin that allows visitors to contact you directly from your WordPress site.

Prerequisites:

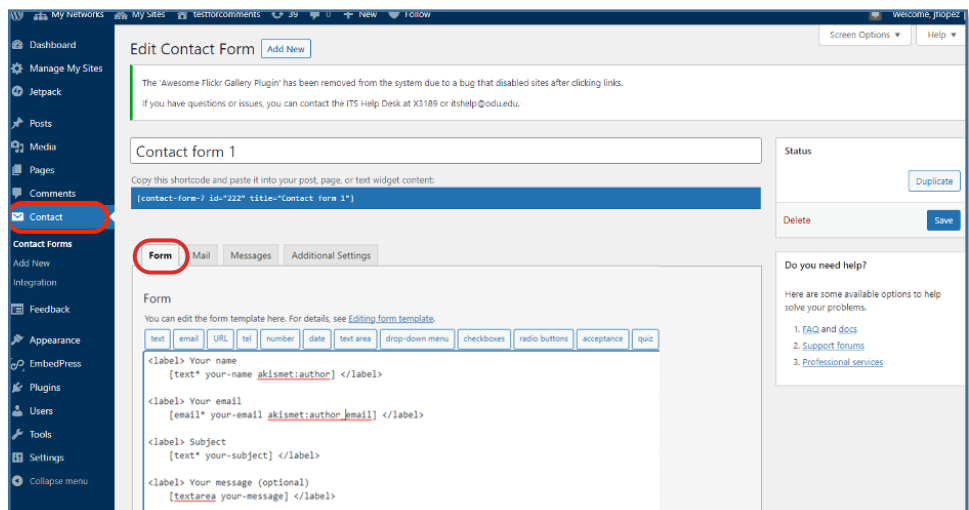
- *Contact Form 7* plugin activated on your WordPress site.
- *Akismet* plugin activated (to add Spam Filtering to Contact Forms).

Add or edit an existing contact form

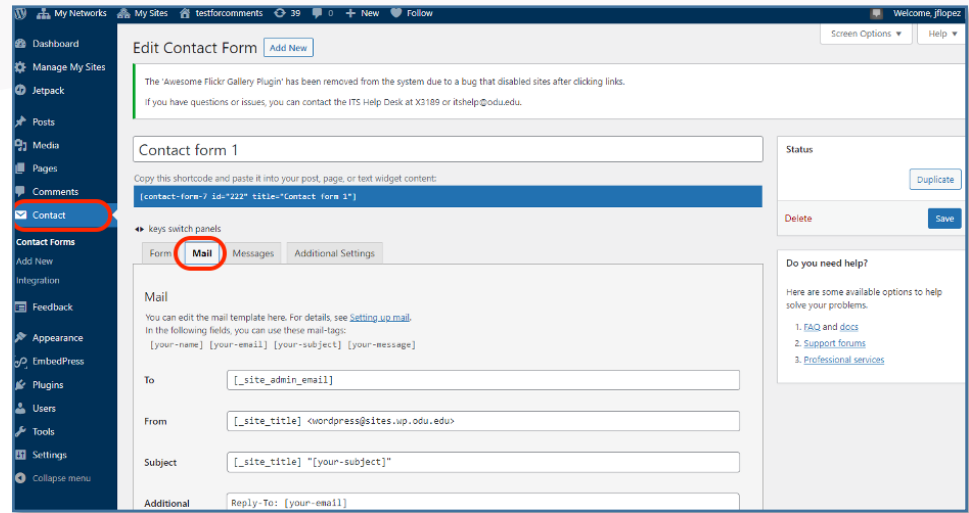
1. From the WordPress site's dashboard, click **Contact** in the left-hand menu.
2. Click **Add New** or click on the name of an existing **Contact Form** to edit it.



3. Add/edit your form on the **Form** tab.



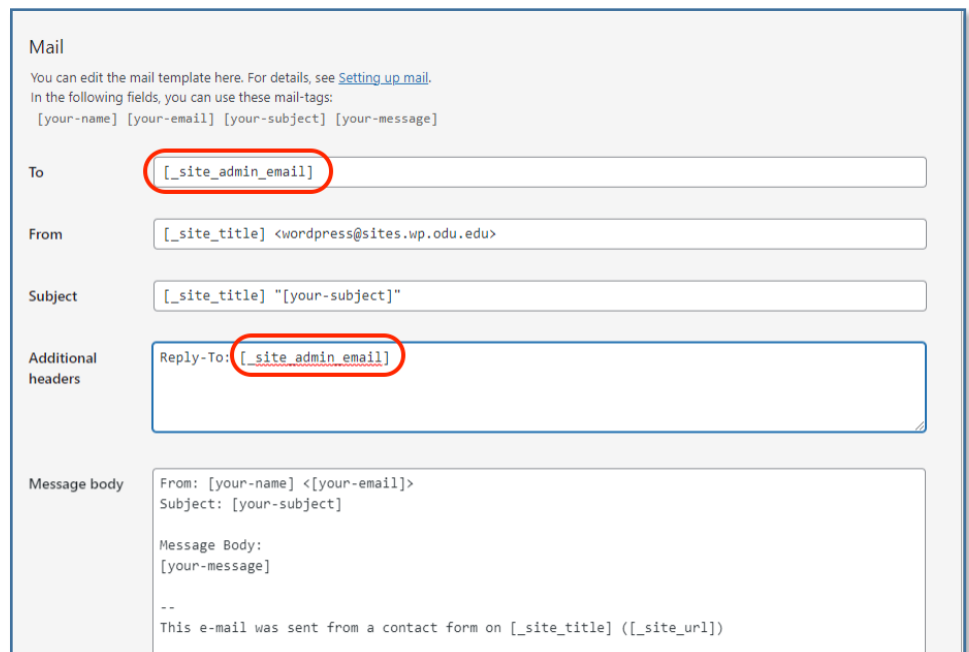
4. Edit the email template on the **Mail** tab.



Contact Form 7 Best Practices

If you use a Contact Form on your WordPress site, whether you are building it directly or copying from a site template, it is recommended to follow the guidelines below to ensure your form is secure, resilient against spam, and works correctly.

1. Make sure your email address or the site owner email template variable `[_site_admin_email]` is specified in the "To" and "Reply To" fields. This ensures that any contact messages will be delivered to you as the site owner.





2. If you manage multiple WordPress sites with Contact Forms, you should add the site URL variable `[_site_url]`, and the page URL variable `[_url]` to the email footer in order to distinguish the WordPress site. You can also add the site title variable `[_site_title]` to the email footer or in the "Subject" field along with the actual subject provided by the person filling the form.

Mail

You can edit the mail template here. For details, see [Setting up mail](#).
In the following fields, you can use these mail-tags:
`[your-name]` `[your-email]` `[your-subject]` `[your-message]`

To:

From:

Subject:

Additional headers:

Message body:

```
From: [your-name] <[your-email]>
Subject: [your-subject]

Message Body:
[your-message]

--
This e-mail was sent from a contact form on [_site_title] ([_site_url])
```

3. Make sure you add spam filtering to your form. We have the Akismet plugin installed and enabled in our WordPress network for this purpose. The Akismet workflow stops a form from being submitted and displays an error if it determines that a spammer is submitting the form. Detailed information on how to use Akismet with Contact Form 7 can be found at <https://contactform7.com/spam-filtering-with-akismet>.

The following are some of the main fields that can and should be secured with Akismet Spam filtering:

- a. **Name:** The name of the person submitting the contact form; use the Akismet tag `akismet:author`
- b. **Email:** The email address of the person submitting the contact form; use the Akismet tag `akismet:author_email`
- c. **URL:** If the form requests the person to provide the URL of their personal or other website; use the Akismet tag `akismet:author_url`



This is how you might use these Akismet tags on a simple contact form:

Form Mail Messages Additional Settings

Form

You can edit the form template here. For details, see [Editing form template.](#)

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz

```
<label> Your name
  [text* your-name akismet:author] </label>

<label> Your email
  [email* your-email akismet:author |email] </label>

<label> Subject
  [text* your-subject] </label>

<label> Your message (optional)
  [textarea your-message] </label>

[submit "Submit"]
```