# **OLD DOMINION**

# 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:**

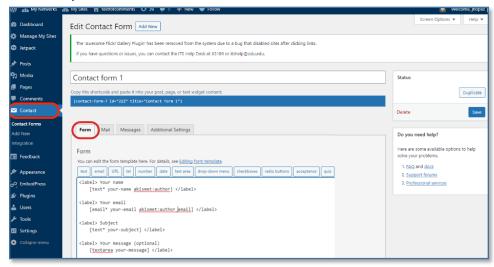
- Contact Form 7 plugin activated on your WordPress site.
- Akismet plugin activated (to add Spam Filtering to Contact Forms).

## 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.

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🙆 Dashboard	Contact Forms Add New		Screen Options   Help
<ul> <li>Manage My Sites</li> <li>Jetpack</li> </ul>	The 'Avescome Fickr Gallery Plugin' has been removed from the system due to a bug that disabled sites after clicking links. If you have questions or issues, you can contact the ITS Help Desk at X3189 or itshelp@odu.edu.		
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Contact Forms Add New	Contact-form-7 16-"22" title="Contact form 1"] Title Shortcode	Author	Date
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3. Add/edit your form on the **Form** tab.



#### Information Technology Services

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

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Dashboard	Edit Contact Form Add New	Screen Options 💌 Help 💌
<ul> <li>Manage My Sites</li> <li>Jetpack</li> </ul>	The 'Avesome Flickr Gallery Plugin' has been removed from the system due to a bug that disabled sites after clicking links. If you have questions or issues, you can contact the ITS Help Desk at X3189 or itshelp@odu.edu.	
Posts 9] Media ■ Pages	Contact form 1	Status
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Appearance EmbedPress	<pre>.dom www.may.exec.jow.exec.idu age. [your-meme][your-memil[your-mesister]] To [site admin email]</pre>	2. <u>Support forums</u> 3. <u>Professional services</u>
🖌 Plugins 🎍 Users 🎤 Tools	From [site_title] <pre>codu_edu&gt;</pre>	
Settings Collapse menu	Subject [_site_title] "[your-subject]"	
	Additional Reply-To: [your-email]	

### **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.

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]					
То	[_site_admin_email]				
From	[_site_title] <wordpress@sites.wp.odu.edu></wordpress@sites.wp.odu.edu>				
Subject	[_site_title] "[your-subject]"				
Additional headers	Reply-To:				
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])				

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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					
	ail template here. For details, see <u>Setting up mail</u> .				
-	elds, you can use these mail-tags:				
[your-name] [y	our-email] [your-subject] [your-message]				
To [_site_admin_email]					
10	[				
From	[_site_title] <wordpress@sites.wp.odu.edu></wordpress@sites.wp.odu.edu>				
TION	[_arce_crice] (not be easily account to date day				
Subject	[_site_title] "[your-subject]"				
Subject	[_stte_ttte] [you-subject]				
Additional	Reply-To: [ site admin email]				
headers	Reply-10. [_site dumin email]				
Message body	<pre>From: [your-name] &lt;[your-email]&gt; Subject: [your-subject]</pre>				
	Subject. [Sour-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 <a href="https://contactform7.com/spam-filtering-with-akismet">https://contactform7.com/spam-filtering-with-akismet</a>.

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 Akismit tag *akismet:author\_url*

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

Form	Mail	Messages	Additiona	l Settings					
Form									
You can e	dit the fo	rm template here	e. For details,	see <u>Editing</u>	form template.				
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