

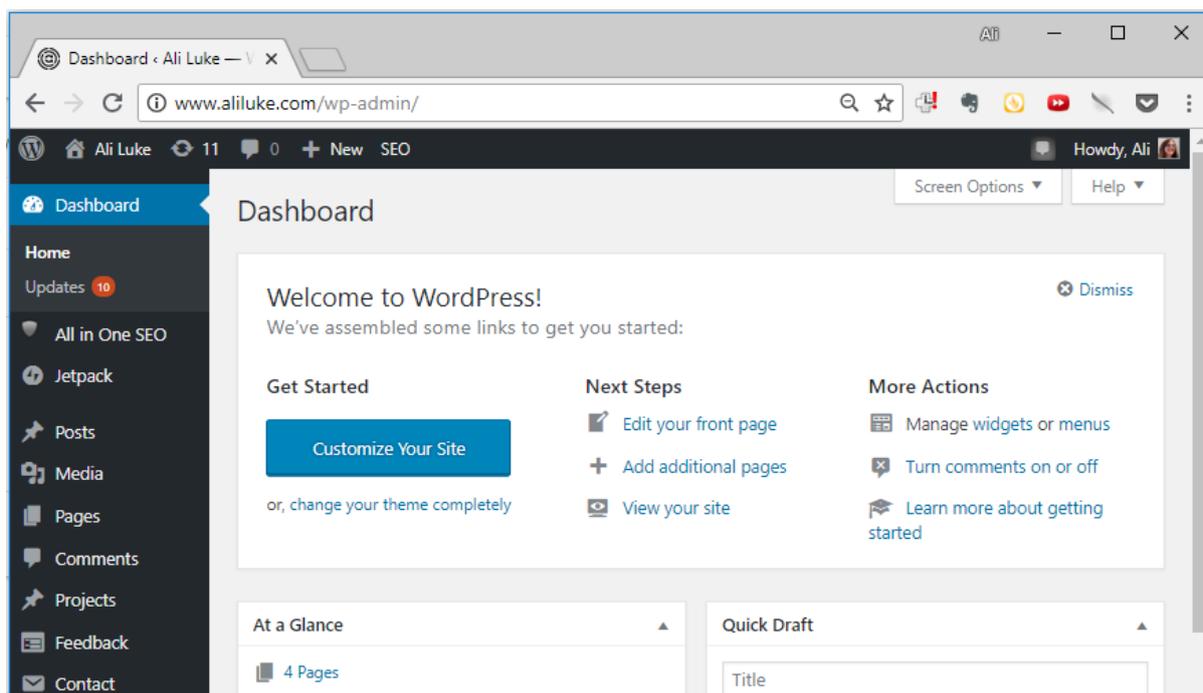
Installing and Using Contact Form 7

In this document, I take you through the process of installing the “Contact Form 7” plugin on your (self-hosted) WordPress blog. Just follow the instructions step by step, and you’ll have a working contact form up on your site at the end.

Part One: Installing Contact Form 7 on Your WordPress Website

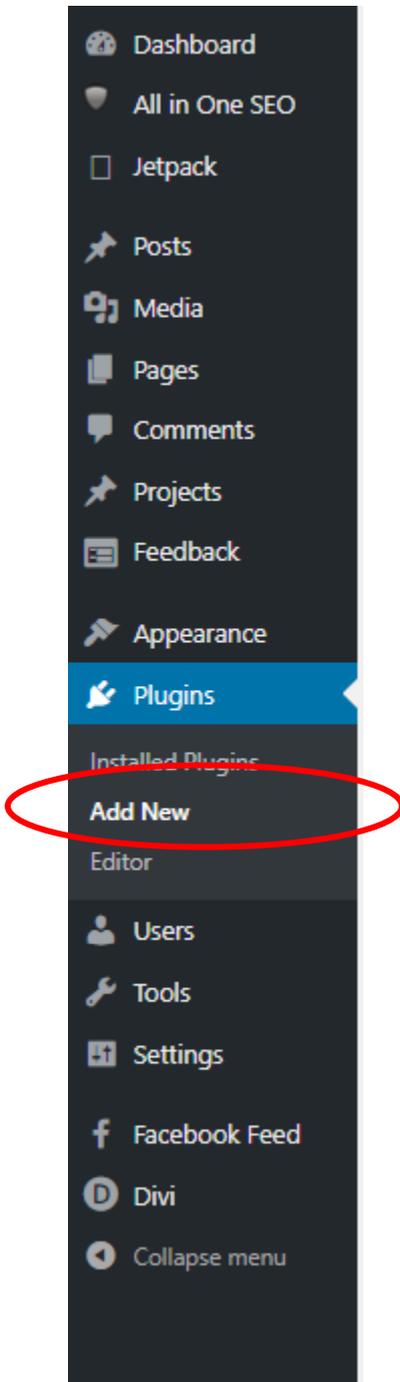
Step #1: Login to Your WordPress Dashboard

The homepage of the Dashboard is your site name plus */wp-admin*, e.g. *www.aliluke.com/wp-admin*). The Dashboard will look something like this:

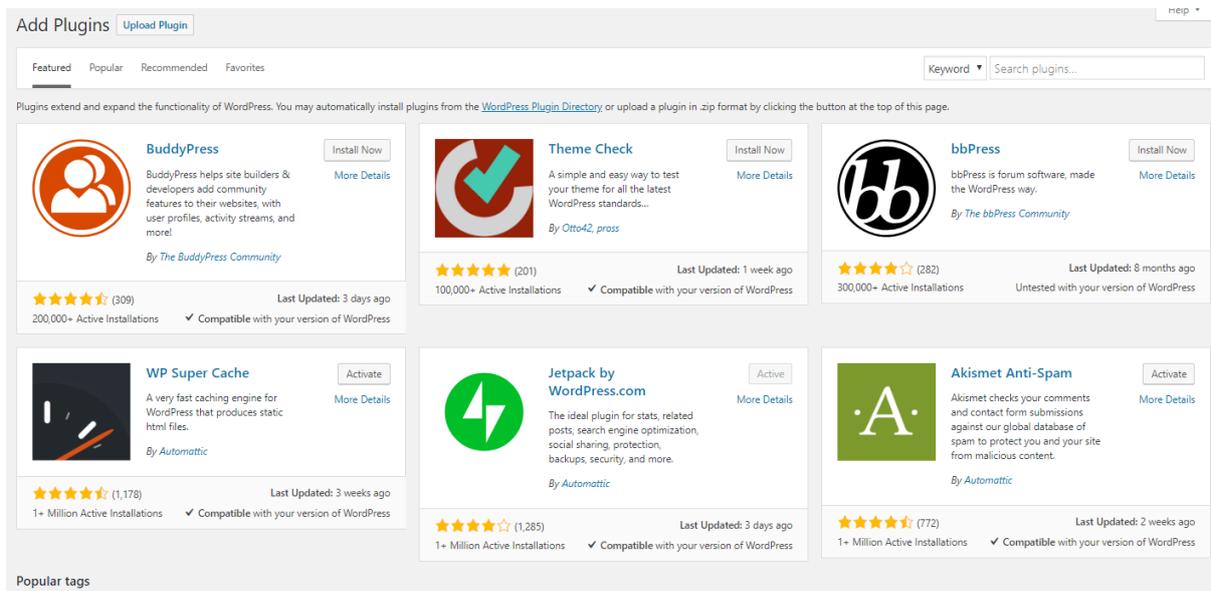


Step #2: Go to Plugins → Add New

In the black sidebar, look for “Plugins” . Hover your mouse cursor over it and you should see “Add New” (alternatively, click on “Plugins” and the menu will automatically expand, as shown below):



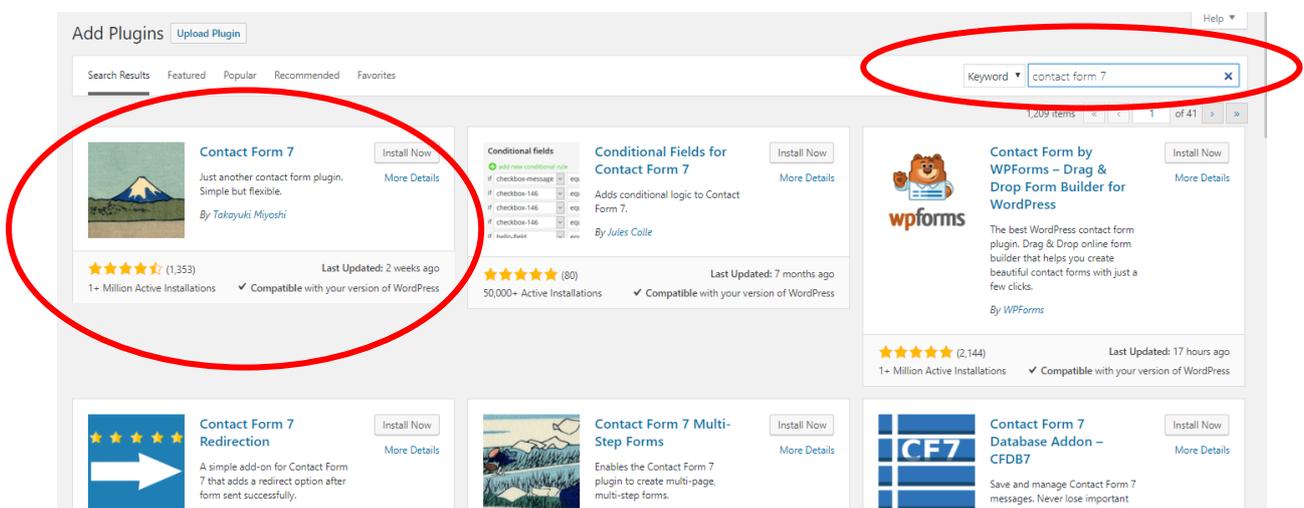
The Plugins page will default to a view of the “Featured” plugins:



Step #3: Search for Contact Form 7

On the top right, in the search box next to the “Keyword” drop down, type “Contact Form 7” then press Enter (or on a Mac, Return).

You should now see a list something like this:

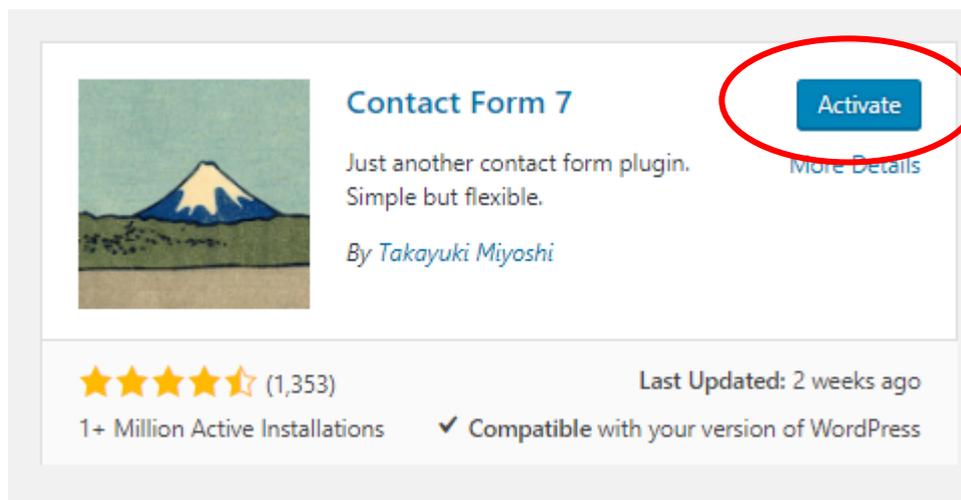


Step #4: Install Contact Form 7

Next to Contact Form 7, click the “Install Now” button.



It will show “Installing...” in the button, then the button will turn to a blue “Activate” like this:



Step #5: Activate Contact Form 7

Click the Activate button.

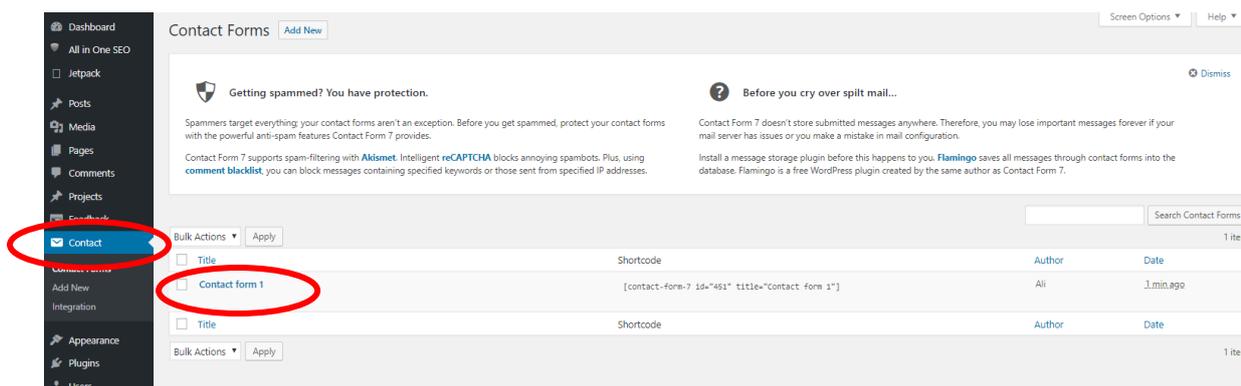
You’ll then see the words “Plugin **activated**” at the top of the screen, followed by a list of all your installed plugins.

Congratulations! You’ve successfully installed and activated the plugin. Now you just need to set up your contact form itself. (Don’t worry, it’s quite straightforward.)

Part Two: Getting Your Contact Form onto Your Contact Page

Step #1: Find Your New Contact Form

In the black sidebar, you should now see a new link that says “Contact” (just above Appearance). Click on it:



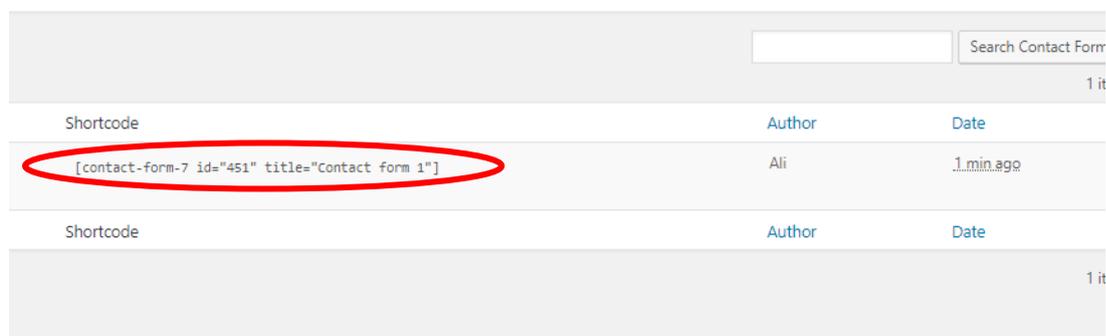
As you can see, “Contact form 1” has been created automatically for you.

You can edit “Contact form 1” by clicking on the title – this will allow you to change, remove or add different bits of the form. I suggest that you leave it alone for now, though, and focus on getting the form onto your Contact page.

Step #2: Copy the Shortcode for Your Form

Copy the code that you see under “Shortcode”. For me it reads:

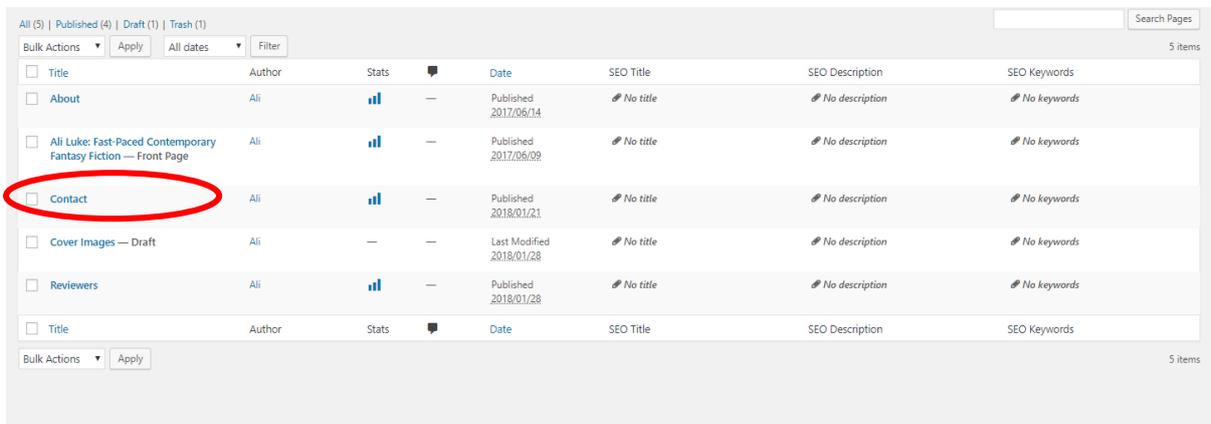
```
[contact-form-7 id="451" title="Contact form 1"]
```



(To copy it, highlight it by clicking and dragging with your mouse cursor, then press Ctrl+C on your keyboard, or Command+C if you’re using a Mac.)

Step #3: Open Your Contact Page for Editing

Click on Pages in the black sidebar, then look for your Contact page:



The screenshot shows a WordPress page list with the following columns: Title, Author, Stats, Date, SEO Title, SEO Description, and SEO Keywords. The 'Contact' page is highlighted with a red circle. The table contains the following data:

Title	Author	Stats	Date	SEO Title	SEO Description	SEO Keywords
<input type="checkbox"/> About	Ali		Published 2017/06/14	No title	No description	No keywords
<input type="checkbox"/> Ali Luke: Fast-Paced Contemporary Fantasy Fiction — Front Page	Ali		Published 2017/06/09	No title	No description	No keywords
<input type="checkbox"/> Contact	Ali		Published 2018/01/21	No title	No description	No keywords
<input type="checkbox"/> Cover Images — Draft	Ali	—	Last Modified 2018/01/28	No title	No description	No keywords
<input type="checkbox"/> Reviewers	Ali		Published 2018/01/28	No title	No description	No keywords
<input type="checkbox"/> Title	Author	Stats	Date	SEO Title	SEO Description	SEO Keywords

Click on the title “Contact”, or whatever you’re called the page, to open the editing view.

Step #4: Put the Contact Form Code into Your Contact Page

Click at the bottom of your contact form page’s text and enter a new line.

Then paste in the contact form code that you copied in step 2.

To paste, press Ctrl+V (or Command+V) on your keyboard.

Here’s how it looks in my Contact page in the editing view:

Contact Me

You’re always welcome to get in touch with me by emailing ali@aliventures.com or by using the contact form below... I love to hear from readers. :-)

You can also find me on social media:

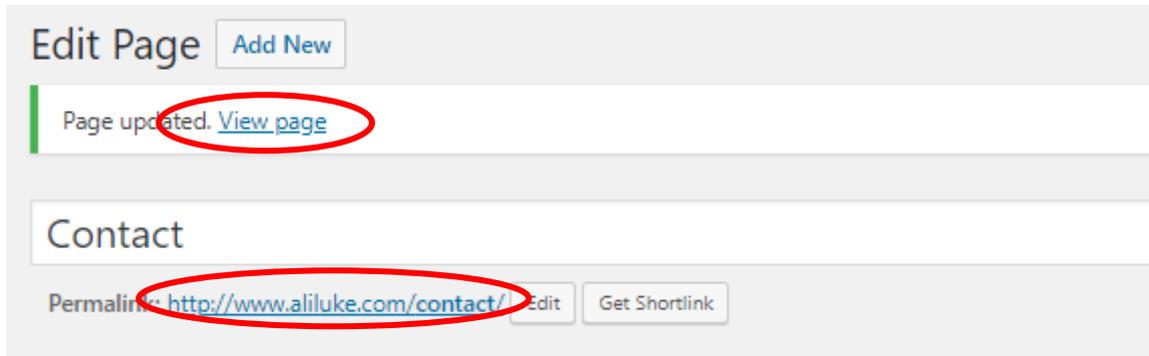
- ["Ali Luke, Author" on Facebook](#)
- ["Aliventures" on Twitter](#)

If you’d like a review copy of [Lycopolis](#), [Oblivion](#) or [Dominion](#) to review on Amazon, [Goodreads](#), and/or your own blog, just drop me an email.

[contact-form-7 id="451" title="Contact form 1"]

Step #5: Check Out the Form on Your Live Contact page

Open your site's Contact page. You can do this by clicking View Page or by clicking on the Permalink at the top of the editing view:



On the live page, the form should look something like this:

You're always welcome to get in touch with me by emailing ali@aliventures.com or by using the contact form below... I love to hear from readers. 😊

You can also find me on social media:

- "Ali Luke, Author" on Facebook
- "Aliventures" on Twitter

If you'd like a review copy of *Lycopolis*, *Oblivion* or *Dominion* to review on Amazon, Goodreads, and/or your own blog, just drop me an email.

Your Name (required)

Your Email (required)

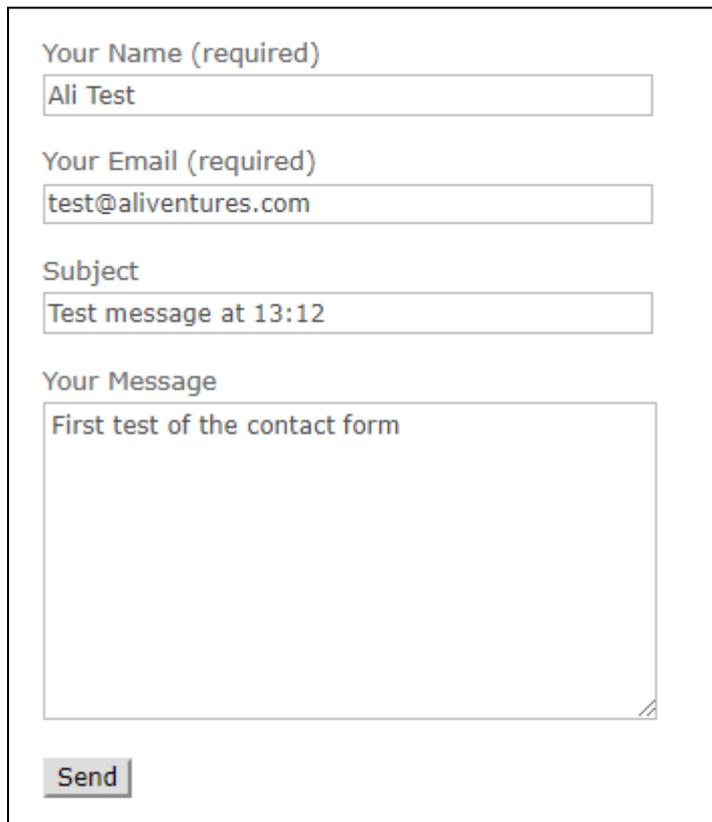
Subject

Your Message

Step #6: Test the Contact Form

It's always worth testing contact forms whenever you install them or make any changes, to make sure that (a) they work at all (e.g. they actually send you an email!) and (b) the email you get looks how you'd expect it to look.

To test your form, type in some details – you can make up a name and email address if you want:



Your Name (required)
Ali Test

Your Email (required)
test@aliventures.com

Subject
Test message at 13:12

Your Message
First test of the contact form

Send

(Note: I always put the time into the subject line of test messages, just in case a message gets delayed or doesn't arrive – then it's easier to spot which test went wrong, if I'm tweaking things.)

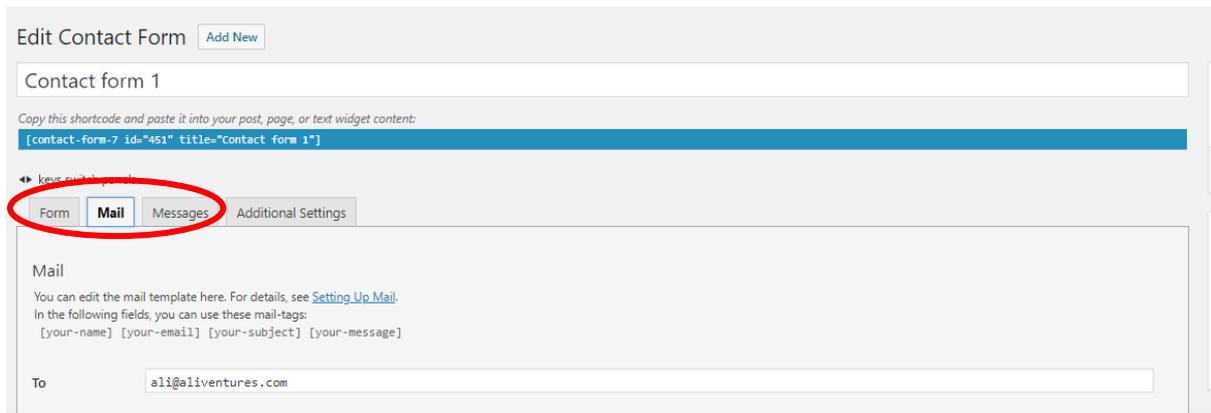
Click the "Send" button.

You should see this:

Thank you for your message. It has been sent.

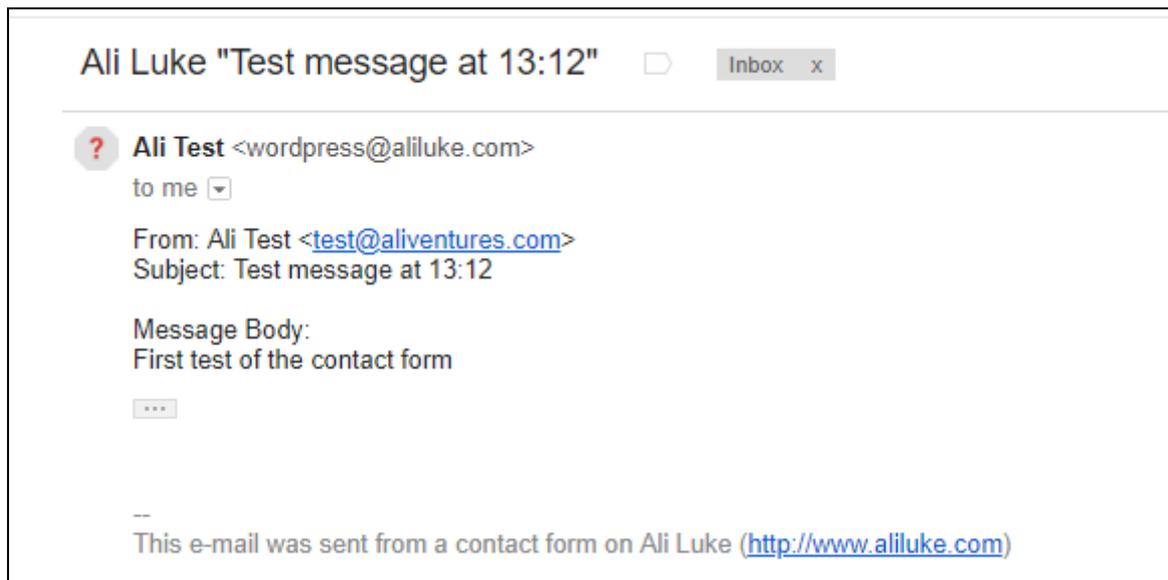
Step #7: Check your Email

The contact form will, by default, send emails to the email address you used to set up WordPress. If you're not sure what that email address was, you can open up the editing view of your Contact form (see Step 1) and look under the Mail tab. The "to" field shows you where the emails are going:



Open up your email inbox and check to see whether your contact form message has arrived. (In most cases, it'll be there straight away, but do wait a few minutes if you don't see it immediately.)

It should look something like this:



And you're done! Your contact form is now up and running. But – see over the page for a note about replying to messages that are sent in via your contact form.

A Few Extra Things to Note

Replying to Emails:

When you reply to a message via your contact form, you'll need to copy and paste the email address from within the message (e.g. test@aliventures.com in the example above) into the "to" field of your email.

This is a bit of a pain, and I originally set up my own contact forms so that they'd appear to come from the address that the person contacting me entered – but I found this led to some messages going into the spam folder.

Don't worry if you forget and reply to wordpress@yourblogname.com instead: the email should bounce back to you, so you'll realize that you need to resend it to the actual person!

Changing the Contact Form:

You can edit the contact form, e.g. to remove the subject line if you aren't bothered about people entering a subject line.

For any change, addition or deleting, you'll need to make it in the form itself (the "Form" tab) and also in the email template ("Mail" tab):

