## **Setup Contact Us form**

Archives

You are using phpFox version earlier than 4.6.0? Please refer instruction for this article here.

In this article, you will be able to learn how to set up the Contact Us form on your site.

NOTES:

• Contact Us is one of the important features of your site in order for your members to be able to reach you via this form.

Contact Us menu by default, is located in the footer section of your site.

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## Contact Us form looks like this by default

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Create an Ad	□ Send Yourself a Copy Captcha Challenge v <sub>r b</sub> y 6
	Type in the verification code above Submit * Required Fields
SiteName © · English (US)	Privacy - Invite - Terms - Contact Us - RSS - Advertise - Sammer 귀ine \\Wiphtishows Heartbeat Go to Settings to activate Window 국

Your members would be able to select a category from this form. A category can be created in the AdminCP.

Category	
Select:	•
Select:	
Sales	
Support	
Suggestions	

## STEPS in Setting up the Contact Us form in the AdminCP

Login to your AdminCP Account

In the Admin CP, Go to Apps >> Installed >> Contact

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In the Contact App, you will find Categories. You can Add new Category or Edit existed menu here.

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				Go to Settings to activate Windows.

In the Settings section right before the Categories, you'd be able to see some settings as Enable Captcha, Allow HTML, and Staff Emails.

Apps » Contact » Settings

Setting	s	
Settings	Categories	
	Enable Captcha for Contact	
	If enabled the users trying to reach you through the Contact Us module will need to complete a captcha challenge <b>(YES)</b> before submitting their message.	)
	Allow html in contact form	
	This setting tells if the site allows HTML in the contact us form.	)
	Staff Emails	
	List of emails separated by a comma that will receive an email when someone uses the "Contact Us" form.	

You can also choose to enable your autoresponder message. set up the Subject and Message phrase.

闧 Dashboard	Â	Enable Auto Responder
😚 Apps	^	When this setting is enabled an email will be sent to the user who submits a message.
Installed Uploaded		Auto Responder Subject
	_	This is the phrase that will be used when sending an auto response message. Click here to edit Auto Responder Subject.
Globalization	~	Auto Responder Message
🔎 Appearance	~	This is the phrase that will be used when sending an auto response message.
Ø Members	~	Click here to edit Auto Responder Message.
Settings	~	
F Maintenance	~	
		Activate Windows Save Changes

After everything else's done, just make sure to click the SAVE CHANGES button and CLEAR CACHE for the settings to take effect.