

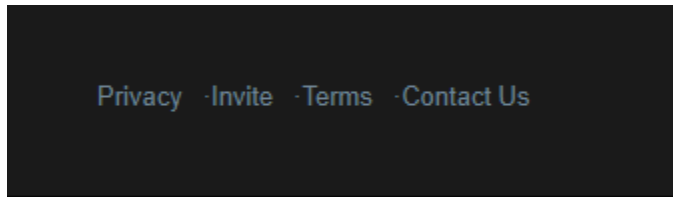
# Setup Contact Us form

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.



Contact Us form looks like this by default

A screenshot of a web application's contact form. The top navigation bar is blue with the "PHPFOX" logo, a search bar, and user icons. Below it is a horizontal menu with links: Home, Blogs, Members, Photos, Forum, Polls, Quizzes, Events, Music, Marketplace, Pages, Groups, and Video. The main content area is titled "Contact Us" and contains the following elements: a required category dropdown menu, a required subject text input field, a required message text area, a checkbox for "Send Yourself a Copy", a reCAPTCHA widget with the text "I'm not a robot", a blue "Submit" button, and a note "\* Required Fields". The footer is dark blue and contains the text "phpFox © · English (US)" on the left and "Privacy · Invite · Terms · Contact Us" on the right.

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

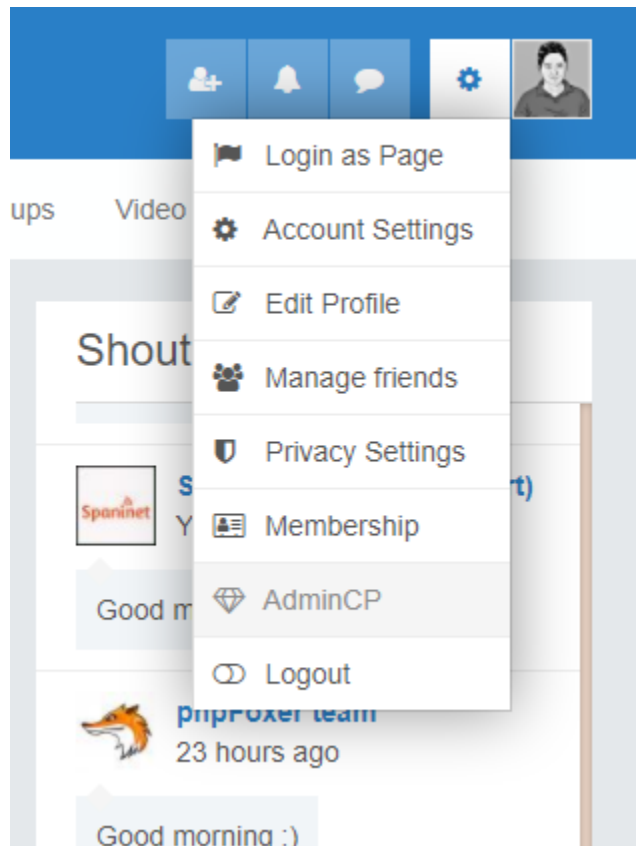
## Contact Us

\*Category:


|             |   |
|-------------|---|
| Select:     | ▼ |
| Select:     |   |
| Sales       |   |
| Support     |   |
| Suggestions |   |

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

Login to your AdminCP Account



In the AdminCP, Go to Apps >> Select Contact



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VIEW SITE

Dashboard

Apps

Themes

Languages

MEMBERS


Search


User Groups


Promotions


Custom Fields


Manage Apps


Captcha


Comment

Contact

Egift


Events

Facebook Base

Feed

In the Contact App, you will find two menus. The Settings and Categories menu.

- In the Categories menu, you have an option to Add a New Category and Manage Categories. In Managing Categories, you can Rename, Reposition, and Delete a category.



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VIEW SITE

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SITE

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Phrases


TOOLS

Settings

Status

Maintenance

Categories



Contact

Settings

Categories

Add a new category...

Name **English (US)**:

Default language, cannot be empty.


Add

Manage Categories

| ORDER |                          |                                     |             |
|-------|--------------------------|-------------------------------------|-------------|
| ↕     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sales       |
| ↕     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Support     |
| ↕     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Suggestions |

- In the Settings menu, you'd be able to see some settings as Enable Captcha, Allow HTML, and Staff Emails.

Apps » Contact » Manage Settings



Contact

Settings

Categories

Manage Settings

Enable Captcha for Contact

Yes

No

If enabled the users trying to reach you through the Contact Us module will need to complete a captcha challenge before submitting their message.

Allow html in contact form

Yes

No


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.

Apps » Contact » Manage Settings



Contact

Settings

Categories

Enable Auto Responder

Yes

No

When this setting is enabled an email will be sent to the user who submits a message.

Auto Responder Subject Phrase

auto\_responder\_subject

This is the phrase that will be used when sending an auto response message.

You can enter the language phrase here or write the text directly. The default phrase is contact.auto\_responder\_subject

Auto Responder Message Phrase

auto\_responder\_message

This is the phrase that will be used when sending an auto response message.

You can enter the language phrase here or write the text directly. The default phrase is contact.auto\_responder\_message

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.