

Setup Contact Us form



Archives

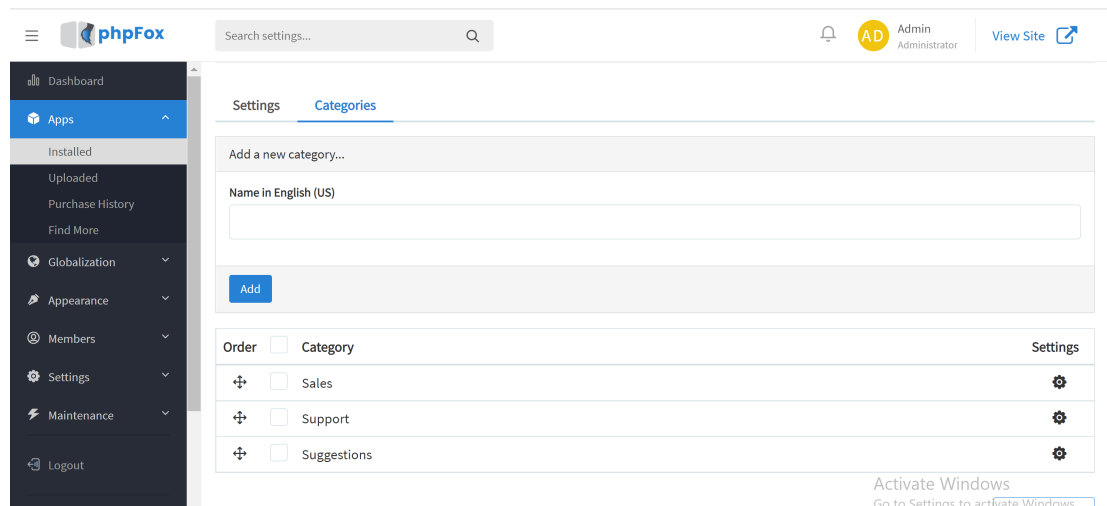
You are using phpFox version earlier than 4.6.0? Please refer instruction for this article [here](#).

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

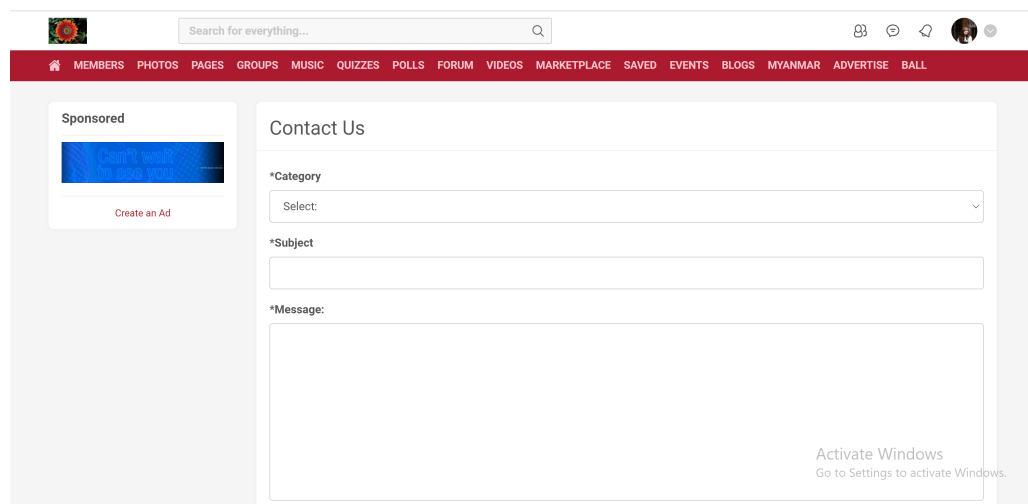
NOTES:

- *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.



Contact Us form looks like this by default



Create an Ad

☐ Send Yourself a Copy
Captcha Challenge

v r b u 6

Type in the verification code above

Submit

* Required Fields

SiteName © · English (US)

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Activate Windows

Go to Settings to activate Windows

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

Search settings...

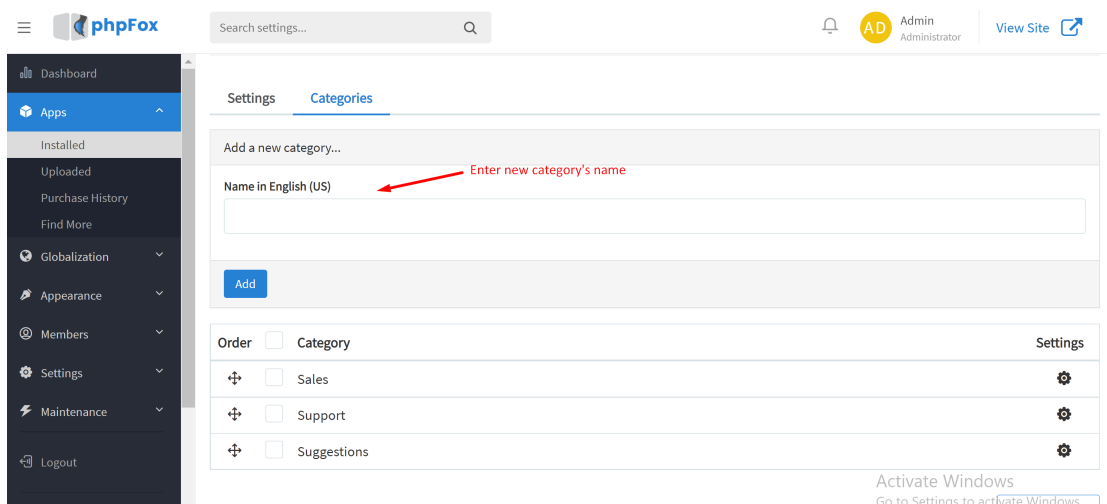
Admin Administrator
 [View Site](#)

	Activity Points	4.7.8		phpFox	ON	
	Ad	4.2.9		phpFox	ON	
	Announcement	4.6.1		phpFox	ON	
	Attachment	Core	Core	phpFox	ON	
	Blogs	4.6.8		phpFox	ON	
	Captcha	4.6.2		phpFox	ON	
	ChatPlus	4.1.4		phpFox	ON	
	Comments	4.1.9		phpFox	ON	
	Contact	Core	Core	phpFox	ON	
	Egifts	4.6.2		phpFox	ON	
	Events	4.8.0		phpFox	ON	
	Facebook Connect	4.6.5		phpFox	ON	

Activate Windows

Go to Settings to activate Windows

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



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

Settings

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 before submitting their message.

YES

Allow html in contact form

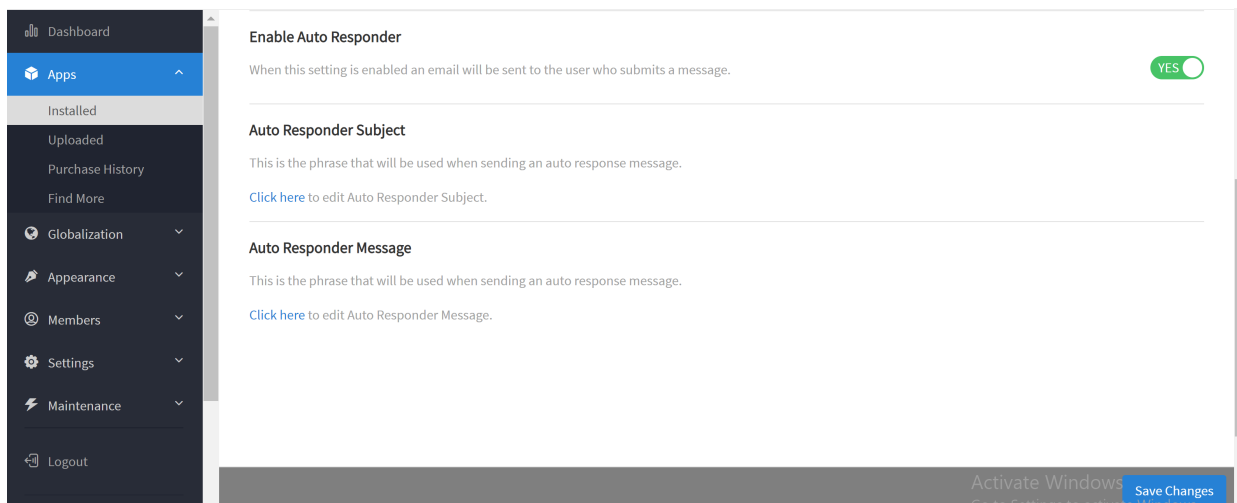
This setting tells if the site allows HTML in the contact us form.

YES

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.



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

