



WordPress Plugin

Contact Form 7

Quick Start Guide

WordPress.org Plugins
Version 5.1.4

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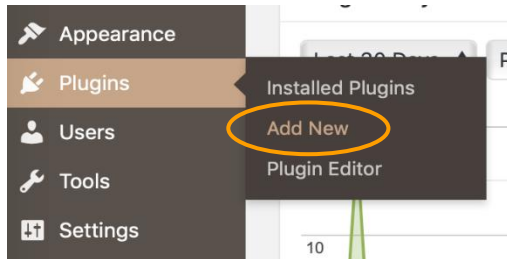
Installation and Setup

Installing Contact Form 7

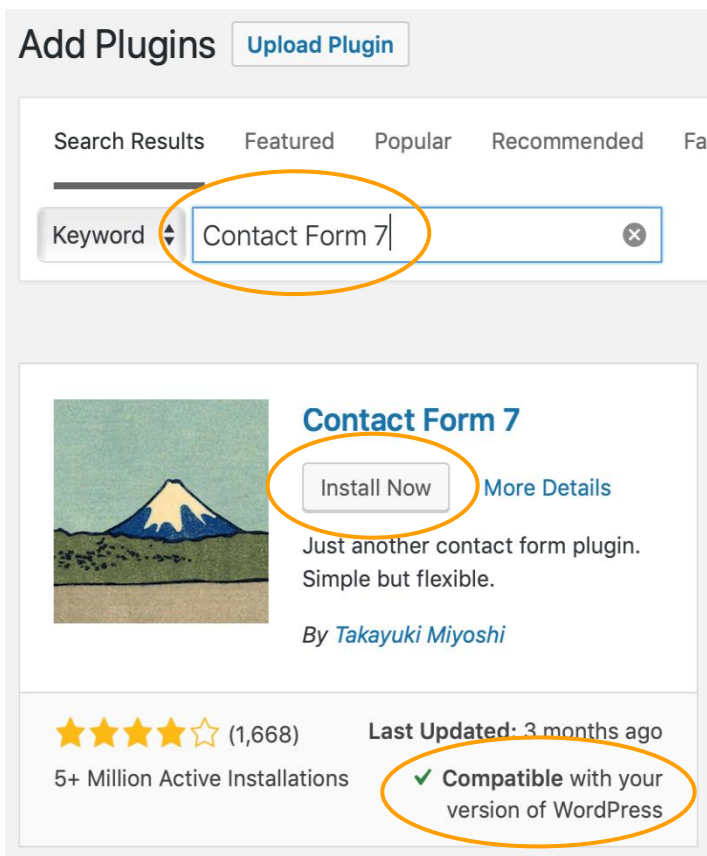
1. Log into your WordPress Dashboard. If you need help with this step, go to WordPress's online documentation at:

<https://wordpress.org/support/article/first-steps-with-wordpress-b/#log-in>

2. Hover over *Plugins* on the left sidebar, then click *Add New* on the flyout menu.



3. In the search bar, type *Contact Form 7*. Several plugins may show up. Locate the one by Takayuki Miyoshi that matches the image below. Ensure the plugin is compatible with your version of WordPress by reading the message in the bottom right corner. Click *Install Now*.

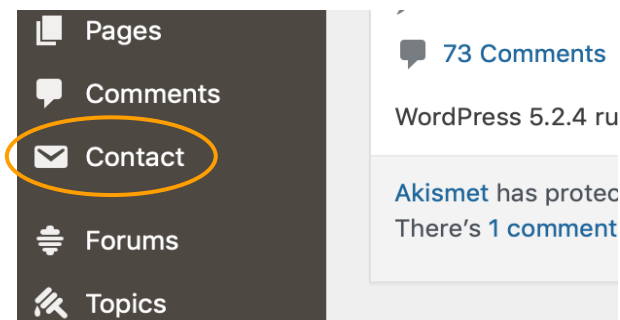
A screenshot of the WordPress 'Add Plugins' interface. The search bar contains 'Contact Form 7' (circled in orange). Below the search bar, the 'Contact Form 7' plugin is displayed with a mountain icon. The 'Install Now' button is circled in orange. Below the plugin name, it says 'Just another contact form plugin. Simple but flexible.' and 'By Takayuki Miyoshi'. At the bottom, there are 5 stars (4.5 rating), '(1,668)' reviews, '5+ Million Active Installations', and 'Last Updated: 3 months ago'. A green checkmark icon and the text 'Compatible with your version of WordPress' are circled in orange.

- After the installation finishes, click *Activate*.

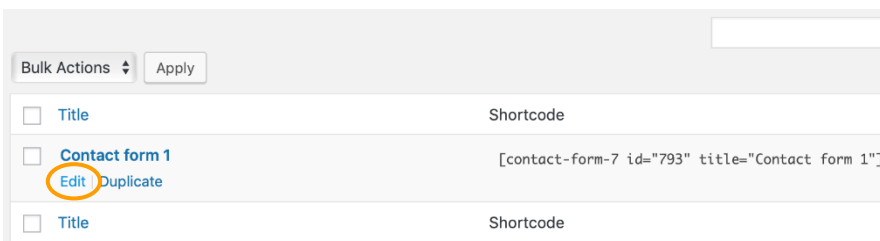


Configuring Contact Form 7

- Click *Contact* on the left sidebar.



- Contact form 1* was created automatically when you installed the plugin. To configure it, click *Edit*.

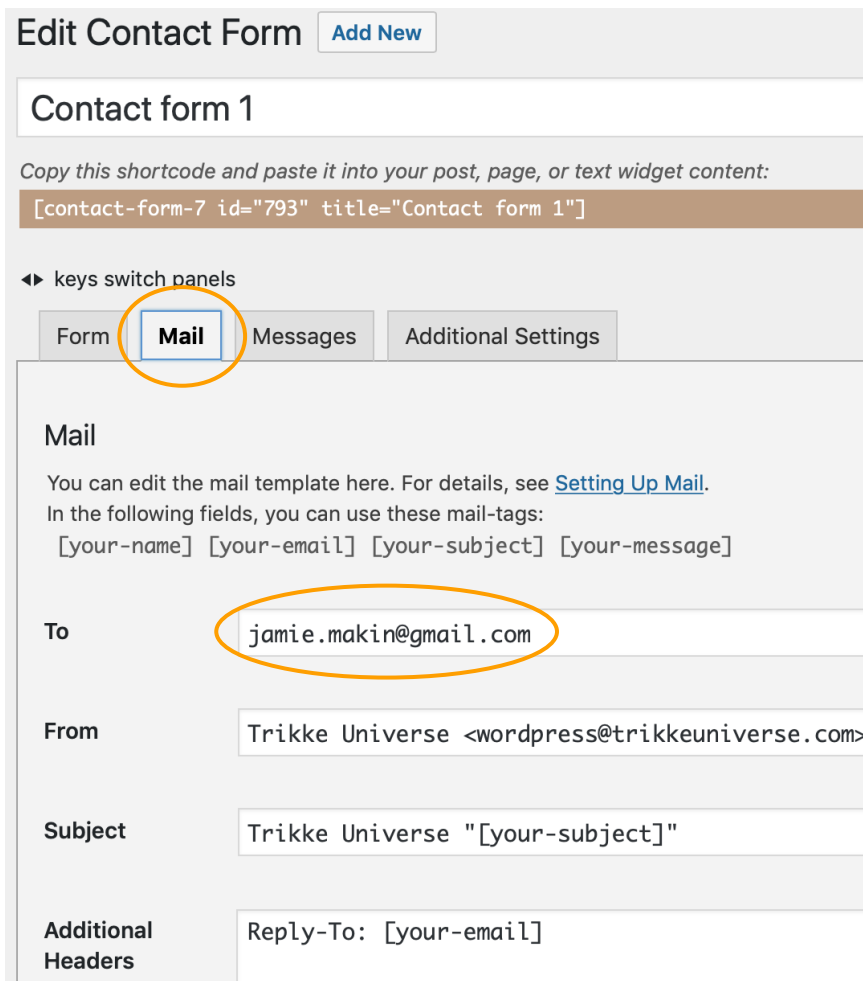


This default form contains four basic fields needed for a site visitor to send a message:

- Name
- Email Address
- Subject
- Message

Adding or modifying fields is beyond the scope of this *Quick Start Guide*. Refer to [Contact Form 7's online documentation](#) for information on configuring fields.

- Click the *Mail* tab. The *To* field was automatically populated with the administrative email address from your Dashboard's *General Settings*. Contact Form 7 sends user-submitted data to the email address in the *To* field. You can keep the default setting or type a different email address. *Note:* changing the address Contact Form 7 uses will not affect your administrative email address setting.



Edit Contact Form [Add New](#)

Contact form 1

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="793" title="Contact form 1"]
```

◀ keys switch panels

Form **Mail** Messages Additional Settings

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]

To jamie.makin@gmail.com

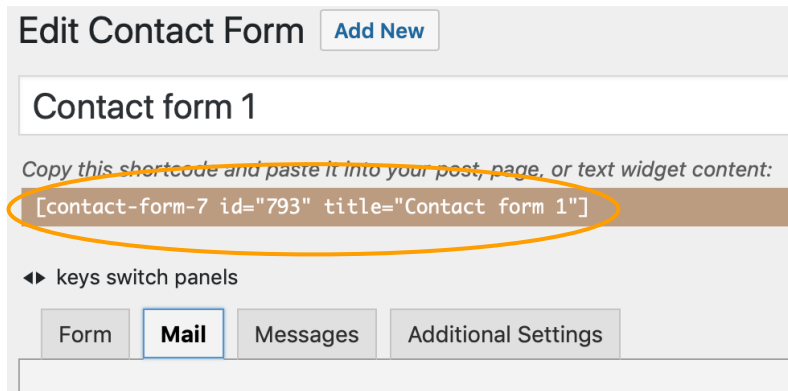
From Trikke Universe <wordpress@trikkeuniverse.com>

Subject Trikke Universe "[your-subject]"


Additional Headers Reply-To: [your-email]

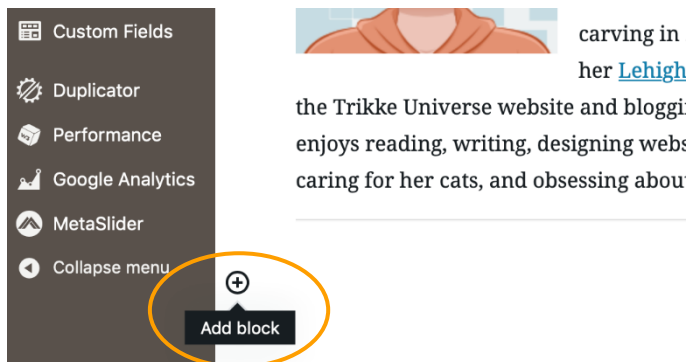
Note: configuring the other fields is beyond the scope of this Quick Start Guide. Refer to [Contact Form 7's online documentation](#) for information on configuring these fields.

- Highlight the shortcode and copy it to your clipboard by right-clicking then selecting *Copy* from the context menu. Be sure to include the brackets in your copy.

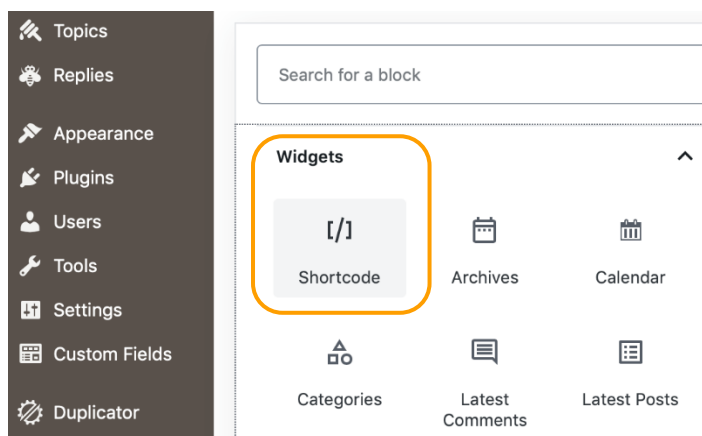


Adding a contact form to your website

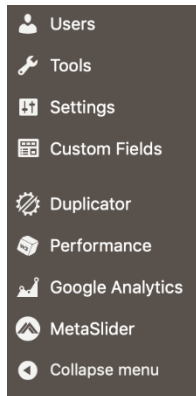
- Enter editing mode for the page you want to place *Contact form 1* in, or create a new page if you want *Contact form 1* to be a standalone. If you need help with creating and editing pages, go to WordPress's online documentation at: <https://wordpress.org/support/article/pages/>
- Find the location in the page where you want *Contact form 1* to appear, then click  to add a block.



- Click the *Shortcode* block in the *Widgets* section.



- Paste the shortcode from your clipboard into the *Shortcode* field. See [Step 4 in Configuring Contact Form 7](#) for information on locating the shortcode.

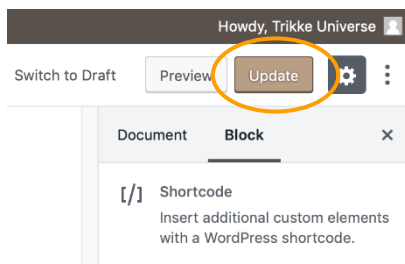


the Trikke Universe website and blogging here. When she's not enjoys reading, writing, designing websites, watching open-wh caring for her cats, and obsessing about Game of Thrones.

Contact Us:

[/] Shortcode [contact-form-7 id="793" title="Contact form 1"]

- Click *Update* to publish your page with *Contact form 1*.



Testing your contact form

- Navigate to the page where you added *Contact form 1*. Although you are only required to enter *Your Name* and *Your Email*, for testing purposes fill in the *Subject* and *Your Message* fields too.

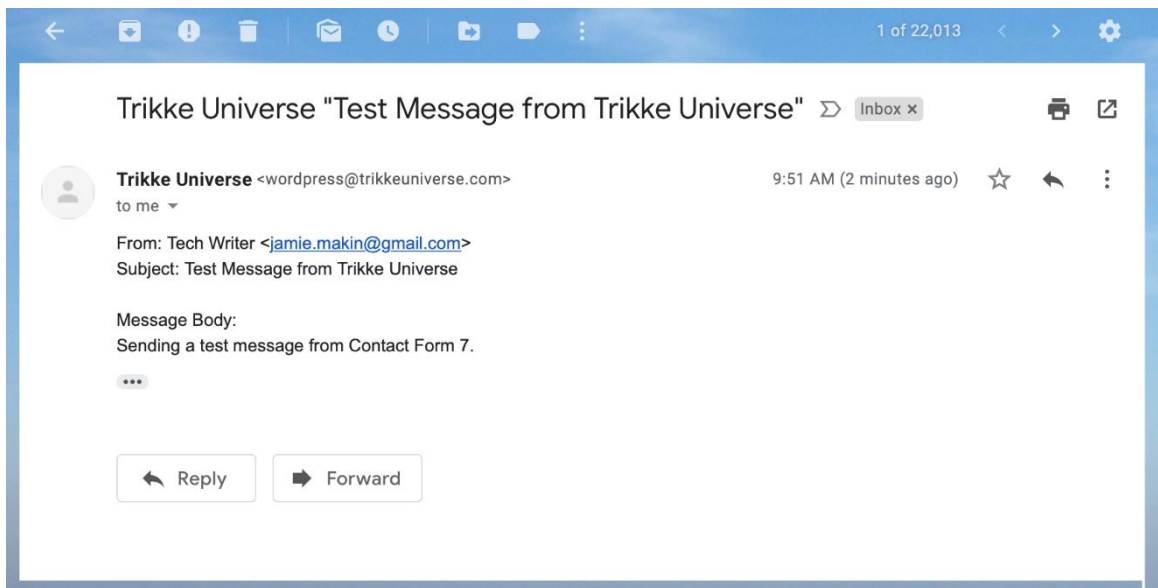
 A screenshot of the contact form on the website. The form is titled 'Contact Us:'. It has four input fields: 'Your Name (required)' with the value 'Tech Writer', 'Your Email (required)' with the value 'jamie.makin@gmail.com', 'Subject' with the value 'Test Message from Trikke Universe', and 'Your Message' with the value 'Sending a test message from Contact Form 7'. There is a 'Send' button at the bottom. Orange arrows point to each of the four input fields.

2. Click *Send*. A notification confirming your message was sent will appear.

Send

Thank you for your message. It has been sent.

3. Check your email account to verify your message was received. It may take a few minutes for your message to appear. Notice how the information you typed in Step 1 appears in the body of the email.



Troubleshooting

Installation and configuration issues

1. **I get an incompatibility message when trying to install Contact Form 7.**
To use Contact Form 7, you need to upgrade your WordPress installation to version 4.9 or higher. Go to WordPress's documentation at <https://wordpress.org/support/article/updating-wordpress/> for help.
2. **I don't see the *Contact* link on my Dashboard's left side menu.**
You need to activate the Contact Form 7 plugin. See [Step 4 of Installing Contact Form 7](#) for help. Once the plugin is activated, the *Contact* link will appear.

Usage issues

1. **I get an error message when I click *Send*.**
Verify that the correct email address was entered in [Step 3 of Configuring Contact Form 7](#).
2. **I got a notification that my message was sent, but I never received an email.**
Messages sometimes take several minutes to arrive. If your message has not arrived after several minutes, verify that the correct email address was entered in [Step 3 of Configuring Contact Form 7](#). If your email address is correct, check your email service's *Spam* or *Junk* folder. Contact Form 7 emails sometimes get filtered as junk, so if this happens add the sender to your safe list to ensure you receive future emails. Refer to your email service's documentation for help.
3. **I can't find the messages from submitted forms anywhere in my WordPress Dashboard or database.**
Contact Form 7 does not store submitted form data. The emails you received are your only record. If you want to store submitted form data in your WordPress database, you will need to install the [Contact Form 7 Database Addon CFDB7](#) plugin.