

## UBE Umbraco: Contact Form Macro

This macro displays a Contact Form for users to send messages to a designated email address. There are two forms:

1. "ContactForm" has fields for name, email address and a message.
2. "ContactForm2" has fields for name, address first line, postcode, landline phone number, email address and a message.

Nb: on an Apple Mac, right click = Ctrl (control) + click.

	Instruction	Comment
1	Open the Content tab of the page on which the Contact Form is to be displayed.	
2	In the page's Grid Layout, decide where the Contact Form is to be positioned.	The Contact Form will fill the width of the column in which it is placed.
3	Click the big "+" at the bottom of the column that will contain the Contact Form and click "Macro"	A panel will display on the right hand side.
4	Select the "ContactForm" or the "ContactForm2" macro from the drop-down menu.	The panel refreshes showing two parameters.
5	Complete the email address field with the email address to which the message should be sent	
6	Complete the title field to identify which form has been completed	Only required if there is more than one Contact Form on the page. The page containing the Contact Form is identified automatically.
8	Click "Select" in the bottom right hand corner	
10	Click "Save and publish".	