



## Parish Editors' Tutorial 5 – How to add Email Contact Information

You will almost certainly wish to add the facility to one or more of your web pages for visitors to make contact with key personnel in your parish via email. This Tutorial explains how this can be done safely.

### Important Warning!

The Oundle Deanery web pages are open to the general public. Including an email address in print and/or as a link in the <mailto:emailaddress@isp.com> format (see final paragraph) will lay that address open to what are known as 'spambots'. These are automatic programmes that trawl the web looking for unprotected email addresses on open sites which they 'harvest' and collate to be sold to spammers. Any email address included on an open website will almost certainly start receiving large quantities of spam within a few months.

### Can this problem be avoided?

Fortunately the answer is yes as every registered member on the Deanery web site has a Contact Form built into their Profile page.

Home » User account

**David Teall**

View Track Contact

From:  
Parish Editor

To:  
David Teall

Subject: \*

Message: \*

Path:

[disable rich-text](#)

Send yourself a copy.

Send e-mail

To see what this Contact Form looks like, click on the name of any registered user listed under [Who's online](#) or [Who's new](#) in the right-hand sidebar and, when their Profile page opens, click on the 'Contact' tab.

This is my contact form as seen by the registered member 'Parish Editor.' As you can see, it looks much the same as the 'Send Email' form in any email programme and it is used in just the same way. The visitor fills in the Subject and Message boxes and clicks on 'Send e-mail' and the email is sent. If they tick the box at the bottom a copy is sent to their own email address for their records.

The all-important feature of this form is not, however, what it shows but what it does not show - **it does not show the registered user's email address!** The email address remains hidden from view (and even more importantly from spambots) deep within the system database. The system sends the email to the registered user, but their email address is not revealed.


## Using the Contact Form on your pages

If you look in the address bar of your browser when you are viewing a Contact Form you will see a URL in the following format:

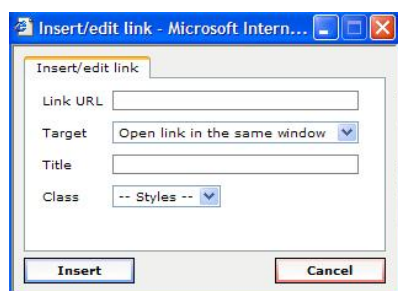
<http://www.oundledeanery.org.uk/user/nnn/contact>

The number **nnn** is the User Number of the registered member. To include this as a link that takes you direct to a member's Contact Form you must replace **nnn** with their User Number. This is easy to find if their name happens to be listed in the right-hand sidebar or if you can find an item of Ephemeral content that they have created. (In the case of the latter their name will appear at the top of the item and clicking on it will take you to their Profile page.) If you cannot find the number of a member whose Contact Form you wish to link to, write to me and I will tell you what it is.

## Creating a link to a Contact Form

To create a link on one of your pages to a registered member's Contact Form, type their name, highlight it and then click on button 17 – the one that looks like three links of a chain: 

A pop-up screen will appear as shown below:



Type the URL for the member's Contact Form into the top box using the following format:

[/user/nnn/contact](#)

**N.B.** As the page is on the Deanery site you must leave out the bit before the first single forward slash in the full address i.e. omit: <http://oundledeanery.org.uk>

Choose whether to open the link in the same or a new window.

The Title is what you see when you hover your mouse pointer over the link and the Class determines the formatting of the link word(s) – see Tutorial 4 for more information.

Click on the Insert button and you have completed the link.

## Using the Open Format

If you or any of the key personnel in your parish are happy to publish your email address openly despite the problem of spam then you are, of course at liberty to do so. Follow the same procedure as that outlined above but, in the 'Link URL' box, type the person's email address in the following format:

<mailto:emailaddress@isp.com>

When a visitor clicks on this link their mail client (e.g. Outlook Express or Windows Mail) will open with a 'Create Mail' window automatically addressed.

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