How do I add and use WordPress contact forms?

Development · https://computancy.co.uk/kb/how-do-i-add-and-use-wordpress-contact-forms/

1. **Select a Contact Form Plugin**: Choose a contact form plugin that suits your needs. Popular options include Fluent Forms, which is our current favourite - WPForms, Contact Form 7, and Gravity Forms. Each offers different features and levels of customisation.
2. **Install and Activate the Plugin**: In your WordPress dashboard, navigate to 'Plugins' > 'Add New'. Search for your chosen plugin, then install and activate it.
3. **Create a New Contact Form**:
    - Go to the plugin’s section in your dashboard (the name will vary based on the plugin you chose).
    - Select the option to create a new form. Many plugins offer pre-built templates which can be a good starting point.
4. **Customise the Form Fields**:
    - Add, remove, or modify the fields in your form according to your requirements. Typical fields include name, email, message, etc.
    - Adjust settings like confirmation messages, email notifications, and anti-spam features.
5. **Embed the Form on the Q&A Page**:
    - Once the form is ready, save it.
    - Most plugins provide a shortcode that you can copy and paste into the WordPress editor on your Q&A page.
6. **Style the Form**: Use the WordPress customiser or additional CSS to style the form so it matches the design of your Q&A page.
7. **Test the Form**: Ensure the form is functioning correctly by submitting test entries. Check that notifications are being sent to the intended email addresses and responses are recorded

properly.

8. **Monitor and Respond to Submissions**: Regularly check for new submissions and respond as necessary. Ensure your responses are timely and helpful.
9. **Update Regularly**: Keep the contact form plugin updated to ensure ongoing compatibility with WordPress and to maintain security.
10. **Ensure Compliance**: Make sure your form complies with relevant laws and regulations, such as GDPR, especially if your audience is in the European Union.

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