

# Using the Contact Form Module

Viewers of your ePortfolio can contact you through your ePortfolio if you add the “**Contact Form**” module. You can designate what email address you want to receive notifications at in the settings of the contact form.

1. To add the “**Contact Form**” module to your ePortfolio, click the “**Add A Module**” button if the list of modules is not showing. (See image 1.1)

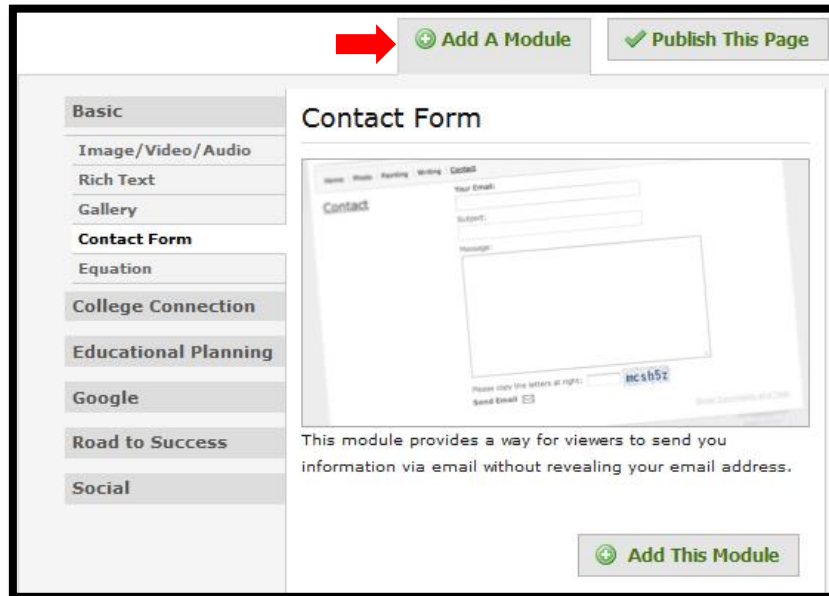


Image 1.1

2. From the list of modules, select the “**Basic**” section. In the “**Basic**” section, click “**Contact Form**” and then the “**Add This Module**” button. (See image 1.2)

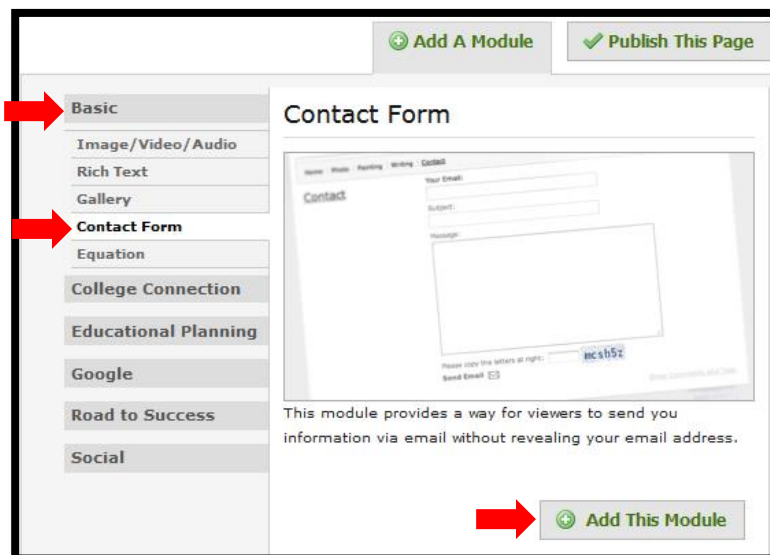


Image 1.2

3. The **“Contact Form”** module will be added to your page. In the **“Settings”** of the contact form you can update the email address where you want to receive your notifications. Once you have updated the email address, click **“Save.”** (See image 1.3)

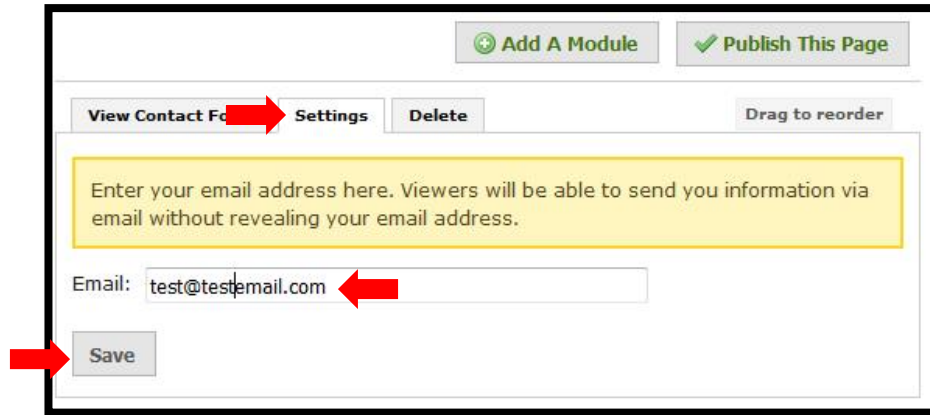


Image 1.3

4. When viewers use the contact form, they will only see what is in the **“Published”** version of the contact form, they will not see your email address. From here, they will have to fill out the form with their **“email address, subject, message and security field”** before they can send the email. (See Image 1.4)



Image 1.4