Parish Place
Setting Up the "Connect with Us" Feature.

Individuals will often visit your websites with the purpose of sending you email correspondence. ParishPlace provides at least 2 options for facilitating email communication.

The Footer
At the bottom of your Parish Place website, your email address should be listed in the website footer. If a visitor has email software installed on their device and they click your email address in the footer, their email software will open to a pre-addressed email message. They can proceed with typing you a message in the body of the email.   (Instructions editing information in your website footer is covered separately.)

The Header
At the top of your Parish Place website, you should have a Connect with Us icon. Visitors who click the Connect with Us icon will be presented with a contact form. Information they key into the Full Name, Email and Comments fields will arrive in your parish inbox as an email.

Setting up the Contact Form Recipient

1. Log into ParishPlace.

2. Click the **Contact Form Recipient** link on the left taskpane.

3. Type an email address on the field. This should be the email to which you would like general email enquires sent.

4. Click **Publish** and the change becomes immediate.