Doteasy KB

Creating an Email Form

1. Sign into Member Zone.

2. Click on the Web Plug-ins function in the "Web Tools" section.

3. Click on the Email Form link.

4. The "Create Email Form" window will open. Click on the Create Email Form link.

5. Select a form type. You can click on the Preview Form icon to see the actual form style. When you are ready, click on the Next button.

6. Enter the email form information and click on the Finish button when you are ready.

7. The HTML-code for your new email form will be generated. Copy the entire block of code.

8. Open the HTML page to which you would like to add the email form. Place the cursor in between the and tags of the HTML code.

 9. After you have successfully pasted the email form code into your web page, save the page, and upload to your web server.

Note:

1. The position within the and tags of the HTML code where you paste the email form code determines where it will appear on the page. The lower position on the page you want it to be, the closer you should paste the code to the tag.

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