

## *Contact Form: How do I change the contact information that appears on my website?*

1. From your Website Dashboard click "Site Settings" in the dark blue box at the top of the page.
2. Click on the "Contact Form" tab.
3. Under Website Contact Information-Add/Edit the appropriate information. You can select what will appear and what won't appear on your live website.  
\*You must submit an active email address in order to receive email inquiries submitted to you through your website by site visitors! If this section is left blank, no one will be able to send you an email.
4. Select "Change Website Contact Info."
5. To make your changes live, click the red "Publish Site" button in the top right corner of your screen.
6. Click "Publish All Pages."

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