

## *Contact Form: How do I edit the Contact Form Fields that appear on my website?*

1. From you Web Builder Dashboard click Website Settings
2. Select the Contact Form Tab
3. Click the Contact Fields Link
4. Your Default Email address will automatically be selected. You can provide a different email address that this contact page will email to, to override the default email, please enter a new one in the space provided. Select Update Email to save your Changes.
5. Drag and drop the form fields that you've selected to choose order shown on page.
6. Custom "**Thank You**" Message on contact page (optional)
7. Activate/Deactivate any Field Forms you would like to appear or not appear on your website.  
\*You also have the option to require a submission to obtain certain information by also selecting the \*req check box
8. Select Update Form Fields to save your changes
9. Publish your Website

*Unique solution ID: #1083*

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