

**Information  
Technology  
Services**


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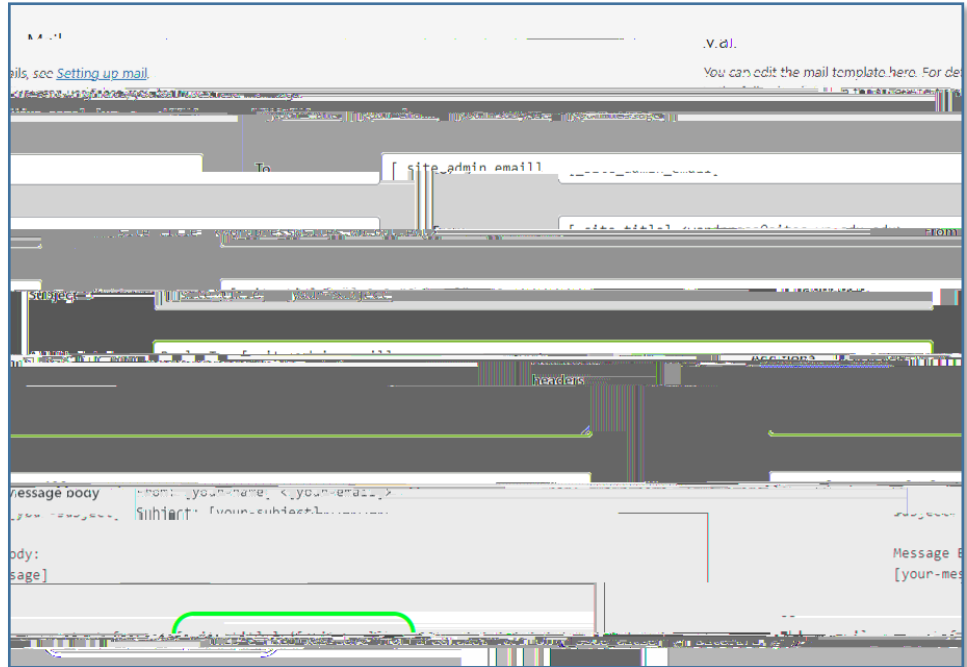
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4. Edit the email template on the  tab.



2. If you manage multiple WordPress sites with Contact Forms, you should add the site URL variable. `[site_url]`, and the page URL variable. `[page_url]` to the email footer in order to distinguish the WordPress site. You can also add the site title variable. `[site_title]` to the email footer or in the “Subject” field along with the actual subject provided by the person filling the form.



3. Make sure you add spam filtering to your form. We have the Akismet plugin installed and enabled in our WordPress network for this purpose. The Akismet workflow stops a form from being submitted and displays an error if it determines that a spammer is submitting the form. Detailed information on how to use Akismet with Contact Form 7 can be found at <https://contactform7.com/spam-filtering-with-akismet>.

The following are some of the main fields that can and should be secured with Akismet Spam filtering:

- a. `[your-name]`: The name of the person submitting the contact form; use the Akismet tag `[akismet:your-name]`
- b. `[your-email]`: The email address of the person submitting the contact form; use the Akismet tag `[akismet:your-email]`
- c. `[your-url]`: If the form requests the person to provide the URL of their personal or other website; use the Akismet tag `[akismet:your-url]`

This is how you might use these Akismet tags on a simple contact form:

