Add and Configure a WordPress Contact Form

WordPress Management · https://support.jansma.vip/docs/vip-hosting/wordpress-management/add-and-configure-a-wordpress-contact-form/

A contact form should collect only necessary information, send mail through a reliable authenticated route and provide a clear confirmation without exposing visitor details.

Before you begin

Confirm that you are working with the correct Jansma VIP Hosting package and keep a current backup before replacing live website files. Use encrypted connections whenever the client supports them, and never share credentials in screenshots or public messages.

Step-by-step

1. Install a maintained form plugin from the WordPress plugin directory or your approved supplier.
2. Create the required fields and mark only genuinely required information as mandatory.
3. Set the recipient to an actively monitored Jansma VIP address.
4. Configure authenticated SMTP using the mailbox settings for the domain.
5. Add the form to a test page and submit messages from desktop and mobile.
6. Add appropriate privacy information and retention handling.

Verify the result

- The sender receives an on-screen confirmation.
- The message arrives with correct reply-to information.
- Spam protection does not block legitimate tests.
- No submitted personal information appears publicly.

Need help?

If the issue continues, contact Jansma VIP Support with the domain, connection method, approximate time, exact error message and the troubleshooting already completed. Do not include passwords.