Emailing from an inline link on a web page. This method enables sending an email directly to a recipient's email address, by merely clicking on their name, posted on any page of the web site..

This guide is written using a web site editor menu which may vary in appearance when a sub-editor menu is used. The process is similar in either case.

The recipients email destination must be entered in the contact menu. Go to the menu and select contact.

Left click on Add (or change) the recipients email address. Note it carefully as it must be matched exactly when used in an in-line text.

To use this technique it is necessary to establish a list of the email recipients and their email addresses in your email list. So if you have 6 people who are to receive emails via a sentence, 6 addresses must be loaded in the email section of the editing menu.

Complete the information in the boxes as shown.

Take care with the email address and the label. The label will be used in the in-line sentence. CONTACT

Help

Edit text

Add email

Change email

Remove email

View page

Please make your changes in the form below. Use the label to identify the subject of the message to be sent to this address, e.g. 'Membership application', 'Walking group enquiry' etc.

Contact page:	Science and Technology
Mail address:	alanpaul@alanpaul.co.uk
Label:	AlanPaul
inline only?	No ○ Yes
nline link destination:	● Online form ○ "Mailto" call
Now press	Save these contact details

(Careful with capitals and spaces etc.)
Note were the roundels have the dots.
Left Click on "save these contact details."

This page is your opportunity to correct your entries.

Your email recipient is now established for use in a line of text.

The following contact details have been recorded:

Email address: alanpaul@alanpaul.co.uk

Label: AlanPaul

On page: Science and Technology

Inline only? no Mailto? no

If you wish to change any of the above values, click Correct it

After registering a new contact address, it is useful to send a test message to it via your site, to ensure that it reaches the correct recipient.

Please choose another menu item to continue editing.

Creating the in-line link.

If you are editing as web master; go to groups and change group.

If you are a sub editor you will already be in your group page.

GROUPS

Help Edit text

Add groups

Change group

Remove group

View page

I am selecting Science and Technology as an example

WELCOME

GROUPS

Help Edit text Add groups Change group Remove group View page

EVENTS
CONTACT
LINKS
PAGES
PICTURES
UPLOAD FILE
ADMIN MENU
VIEW FULL SITE
(in a new window)
LOG OUT

Pastels
Photography
Play Reading
Sample Group
Science and Technology
Scrabble Cribbage & Rumikubs
Singing for Fun
Spanish
Table Tennis
test

O test

O The Weekenders

O Wine Group

O Trips and visits

O Yoqa (Improvers)

O Thursday Walking Group

 Wed
 --- See group page

 Wed
 --- 2-4pm Last Weds.

 Wed
 --- 2 PM Day after gen. meeting

 --- See group page

 Fri
 p.m.
 First Friday in month

 Tue
 --- 10 am & 7.30pm

 Thu
 --- 10 am

Show 10 am Show Mon 10.30am 2nd&4th in month Show 2pm 1st & 3rd Mon Mon Show Show Show Saturday/Sunday see Group Page See group page Thu Show Show See groups page

Every Tue. 2pm. & Fri 9.30am

Show

Show

Show

Show

Show

Show

Having selected the Group page, left click on edit the related group page.

Please make your changes on the form below:

Group:

Day:

Fri

Time:

p.m. ✓

Extras:

First Friday in month

Status:

Now press:

Save this group data

Alternatively, you may

Edit the related group page

Type in the appropriate sentence and include the email recipient reference between % characters.

Makes sure you type in the name between the % signs exactly as the entry in the contact email entry.

Shown earlier in this guide.

Left click on Save this page text.

Edit your page heading here:

Science and Technology

OR .. Remove this group

Write your page text here, leaving a blank line between paragraphs.

Our group is for those members interested discussion on a wide range of topics in Science and Technology.

It is hoped that members within the group will give presentations or lead discussion on topics in which they have a particular interest. We also intend to invite speakers with particular expertise which are of interest to us. Visits to places of industrial and scientific activity are arranged.

We are a new group and still exploring the possibilities open to us

A description of our visit to #|Bombardier|# can been seen here.

Our programme is shown below

If you think you might be interested come and join us.

Then press:

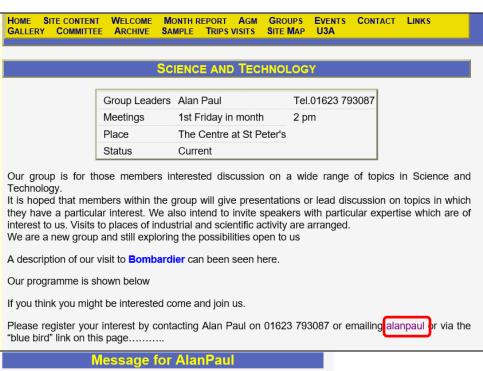
Save this page text

%alanpaul% or via the "blue bird" link on this page..........

or Undo your changes

The web page will now show the sentence with alanpaul highlighted as a link.

Clicking on the name will trigger the next page for sending an email.



This is the standard page on this web site for sending email.

The user completes the information and clicks on send message

Message for AlanPaul			
Please enter your own name and e-mail address: Your name? Alan Paul			
Your e-mail? alanpaul@alanpaul.co.uk			
Now type your message or query here, and click the 'Send' bu	ıtton:-		
This is a test email message using the in-line method of sending an email from a link in a sentence of a web page Rapards Alan Paul.			
	~		
Sand Massage			

	Replying to your Message
The web site sends an immediate	Thank you, Alan Paul!
acknowledgement.	The message you have sent is shown below:
	This is a test email message using the in-line method of sending an email from a link in a sentence of a web page. Regards Alan Paul.
	We will reply to your message if it is relevant to Ravenshead U3A, but it may take a few days, so please be patient!
	Please continue to explore our website, if you wish.
The recipient receives the email.	U3A Enquiry: donotreply@u3asited.org.uk (donotreply@u3asited.org.uk) Add contact To: Paul Alan; The following message was sent via the Ravenshead U3A Web Site. It was addressed to: AlanPaul. Please reply to Alan Paul alanpaul@alanpaul.co.uk . This is a test email message using the in-line method of sending an email from a link in a sentence of a web page. Regards Alan Paul. Please reply to Alan Paul alanpaul@alanpaul.co.uk
	This editing technique can be used in a sentence in most pages of the web site. It is a useful technique for the events page, which can be simultaneously posted as "dates for your diary" in the relevant Group page and deleted when the event date passes in real calendar time.
	Alan Paul 16.1.17