

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.

CONTACT

Help

Edit text

Add email

Change email

Remove email

View page

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. (Careful with

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?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Inline link destination:	<input checked="" type="radio"/> Online form <input type="radio"/> "Mailto" call
Now press	Save these contact details

<p>capitals and spaces etc.)</p> <p>Note were the roundels have the dots.</p> <p>Right Click on save these details.</p>											
<p>This page is your opportunity to correct your entries.</p> <p>Your email recipient is now established for use in a line of text.</p>	<p>The following contact details have been recorded:</p> <table border="1" data-bbox="1010 444 1614 643"> <tr> <td>Email address:</td> <td>alanpaul@alanpaul.co.uk</td> </tr> <tr> <td>Label:</td> <td>AlanPaul</td> </tr> <tr> <td>On page:</td> <td>Science and Technology</td> </tr> <tr> <td>Inline only?</td> <td>no</td> </tr> <tr> <td>Mailto?</td> <td>no</td> </tr> </table> <p>If you wish to change any of the above values, click Correct it</p> <p><i>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.</i></p> <p>Please choose another menu item to continue editing.</p>	Email address:	alanpaul@alanpaul.co.uk	Label:	AlanPaul	On page:	Science and Technology	Inline only?	no	Mailto?	no
Email address:	alanpaul@alanpaul.co.uk										
Label:	AlanPaul										
On page:	Science and Technology										
Inline only?	no										
Mailto?	no										
<p>Creating the in-line link.</p> <p>If you are editing as web master; go to groups and change group.</p> <p>If you are a sub editor you will already be in your group page.</p>	<div data-bbox="737 873 1083 1239"> <p>GROUPS</p> <p>Help</p> <p>Edit text</p> <p>Add groups</p> <p>Change group</p> <p>Remove group</p> <p>View page</p> </div>										

I am selecting Science and Technology as an example

MAIN MENU

[WELCOME](#)

GROUPS

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[Edit text](#)
[Add groups](#)
[Change group](#)
[Remove group](#)
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EVENTS

[CONTACT](#)

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[ADMIN MENU](#)

[VIEW FULL SITE](#)

(in a new window)

[LOG OUT](#)

<input type="radio"/>	Pastels	----	----	See group page	Show
<input type="radio"/>	Photography	Wed	----	2-4pm Last Weds.	Show
<input type="radio"/>	Play Reading	Wed	----	2 PM Day after gen. meeting	Show
<input type="radio"/>	Sample Group	----	----	See group page	Show
<input type="radio"/>	Science and Technology	Fri	p.m.	First Friday in month	Show
<input type="radio"/>	Scrabble Cribbage & Rumkubs	Tue	----	10 am & 7.30pm	Show
<input type="radio"/>	Singing for Fun	Thu	----	10 am	Show
<input type="radio"/>	Spanish	Mon	a.m.	10.30am 2nd&4th in month	Show
<input type="radio"/>	Table Tennis	Mon	p.m.	2pm 1st & 3rd Mon	Show
<input type="radio"/>	test	----	----		Show
<input type="radio"/>	test	----	----		Show
<input type="radio"/>	The Weekenders	----	----	Saturday/Sunday see Group Page	Show
<input type="radio"/>	Thursday Walking Group	Thu	----	See group page	Show
<input type="radio"/>	Trips and visits	----	----		Show
<input type="radio"/>	Wine Group	----	----	See groups page	Show
<input type="radio"/>	Yoga (Improvers)	----	----	Every Tue. 2pm. & Fri 9.30am	Show

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

Please make your changes on the form below:

Group:

Day: ▼

Time: ▼

Extras:

Status: ▼

Now press:

Alternatively, you may [Edit the related group page](#)

OR .. [Remove this group](#)

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

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 be seen here.

Our programme is shown below

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

Please register your interest by contacting Alan Paul on 01623 793087 or emailing %alanpaul% or via the "blue bird" link on this page.....

Then press:

Save this page text

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.

HOME	SITE CONTENT	WELCOME	MONTH REPORT	AGM	GROUPS	EVENTS	CONTACT	LINKS
GALLERY	COMMITTEE	ARCHIVE	SAMPLE	TRIPS VISITS	SITE MAP	U3A		

SCIENCE AND TECHNOLOGY

Group Leaders	Alan Paul	Tel.01623 793087
Meetings	1st Friday in month	2 pm
Place	The Centre at St Peter's	
Status	Current	

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Please register your interest by contacting Alan Paul on 01623 793087 or emailing alanpaul or via the "blue bird" link on this page.....

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?

Your e-mail?

Now type your message or query here, and click the 'Send' button: _____

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.

<p>The web site sends an immediate acknowledgement.</p>	<p style="text-align: center;">Replying to your Message</p> <p style="text-align: center;">Thank you, Alan Paul!</p> <p>The message you have sent is shown below:</p> <p><i>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.</i></p> <p>We will reply to your message if it is relevant to Ravenshead U3A, but it may take a few days, so please be patient!</p> <p>Please continue to explore our website, if you wish.</p>
<p>The recipient receives the email.</p>	<p>U3A Enquiry: donotreply@u3asited.org.uk (donotreply@u3asited.org.uk) Add contact To: Paul Alan;</p> <hr/> <p>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> .</p> <p>----- 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></p>
	<p>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.</p> <p>Alan Paul 13.1.17</p>