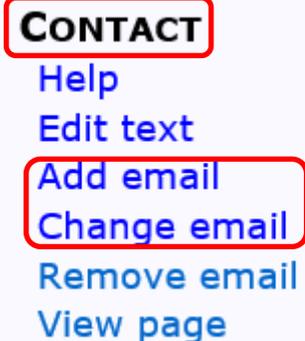


Emailing from an inline link on a web page. This method enables sending an email directly to a recipient's email address, by merely clicking on their name, posted on any page of the web site..

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.

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

(Careful with capitals and spaces etc.)

Note were the roundels have the dots.

Left Click on "save these contact details."

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

Please make your changes on the form below:

Group:	<input type="text" value="Science and Technology"/>
Day:	<input type="text" value="Fri"/> ▼
Time:	<input type="text" value="p.m."/> ▼
Extras:	<input type="text" value="First Friday in month"/>
Status:	<input type="text" value="Show"/> ▼
Now press:	<input type="button" value="Save this group data"/>

Alternatively, you may

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:

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

Then press: or

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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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 16.1.17</p>