

## Getting Started with Universal Email

Universal Email adds email power to your website. This Getting Started Guide shows you how to use Universal Email to enable a contact form that you have on your site, to send an email to anyone you desire. This includes configuring dynamic values for determining the recipient, and including an HTML design using CSS, for your email.

### What Do You Need to Start?

- Dreamweaver 8, CS3 or CS4
- Universal Email 3

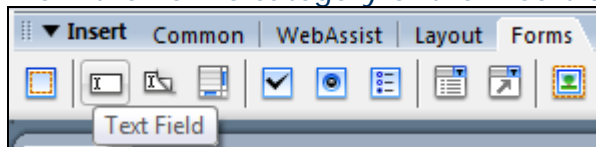
### Creating your Contact Form

The first step in using Universal Email is to create a contact form in Dreamweaver. This contact form simply needs to display the form fields you want, and the submit button to display the fields.

**Note:** If you own CSS Form Builder, you can use that tool to make a contact form that looks the way you want it to. If you use CSS Form Builder to create your form, you can skip this section of the Getting Started Guide.

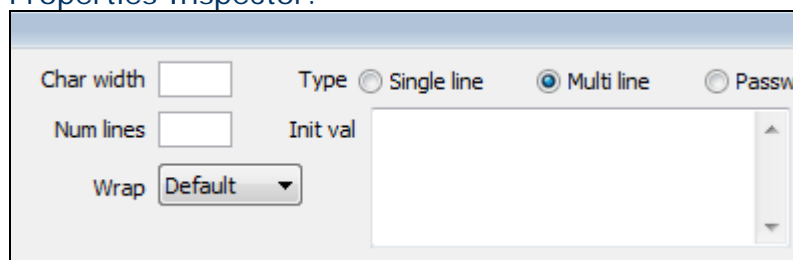
For this example, we will create a simple contact form that contains fields for Name, Email, Message, and a Submit button.

1. In Dreamweaver, open a dynamic page that you wish to add your form fields.
2. From the Forms category of the Insert bar, select **Text Field**.



3. In the ID field, enter **Name**.
4. In the Label field, enter **Name**.
5. Click **OK**.
6. When prompted to **Add form tag?** Choose **Yes**.  
*This will only display if you have selected to insert the form field in a region that does not already contain a form tag.*

7. Place your cursor within the form tag, where you want your next form field inserted.  
*The form tag is denoted by a dotted red line.*
8. Choose the **Text Field** option from the Insert bar.
9. In the ID field enter **Email**.
10. In the Label field enter **Email**.
11. Click **OK**.
12. Press **Shift + Enter** to insert a line break.
13. Choose the **Text Field** option.
14. Enter **Subject** in the ID field.
15. Enter **Subject** in the Label field.
16. Click **OK**.
17. With the Subject text field selected, choose **Multi Line** in the Properties Inspector.



18. Press **Shift + Enter** to insert a line break.
19. Choose the **Button** option from the Insert toolbar.



20. In the ID field enter **Submit**.
21. Leave the Label field blank.
22. Click **OK**.
23. Click once to select your submit button.

24. Make sure that the Action is set to **Submit form**.  
*This ensures that the content entered into the form fields within the form tag will be submitted.*
25. Press **Ctrl (Cmd) + S** to save your page.

## Using Universal Email

With this basic contact form created, you are now ready to use Universal Email to configure this form to send email.

1. From the Insert menu, choose WebAssist > Universal Email.

### Email Object tab

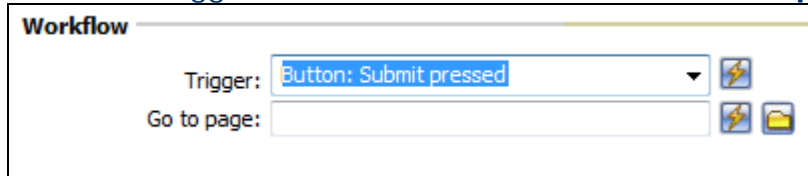
The options displayed in the Email Object tab vary depending on the document type you are working with, and the Email object you choose. For this example, we are working with a PHP document, and will choose Mail for Linux as our Email object. The steps may vary slightly for other environments.

1. Select the appropriate Email object for your Mail server.  
The options displayed in this menu differ based on the document type you are working with. For more information on Email objects, click the **Help** icon.
2. Enter your **SMTP server address**.  
*If you do not know the SMTP server address, leaving this field blank will use the default SMTP server of your hosting provider and will likely work fine.*
3. Leave Port 25 in the **Port** field, unless you know your SMTP server requires something else.
4. Typically, you can leave the *Organization* and *X-Mailer* fields blank.
5. Select the **General** tab.

### General tab

1. Enter a static subject for the emails you want to receive from this contact form.  
*Or*  
Choose the lightning bolt and select a dynamic field or Server Variable to be used.

2. From the Trigger menu list, choose **Button: Submit pressed**.



The screenshot shows a 'Workflow' configuration window. It has two main input fields: 'Trigger' and 'Go to page:'. The 'Trigger' field is a dropdown menu with 'Button: Submit pressed' selected. To the right of the 'Trigger' field is a lightning bolt icon. Below the 'Trigger' field is the 'Go to page:' field, which is currently empty. To the right of the 'Go to page:' field are two icons: a lightning bolt and a folder icon.

3. In the **Go to page** field enter the page that you wish to be used as a redirect when the page is submitted.
4. Choose the **From** tab.

### From tab

1. In the **From name** field, enter a static name that the email would be received from.  
*Or*  
Choose the lightning bolt and select a dynamic field or Server Variable to be used.
2. In the From email, enter a static email address.  
*Or*  
Choose the lightning bolt and select a dynamic field or Server Variable.  
*You may want to select the Email address form field, so that the email you receive comes from the email address that submitted the form.*
3. Choose the **To** tab.

### To tab

The To tab allows you to specify multiple static email addresses, or choose a database recordset to retrieve email addresses from your database.

**Note:** Most SMTP servers have limitations on how many individuals an email can be sent to. The limit could be as few as 15 or as many as 200, check with your hosting provider for more information.

1. From the Send email menu list, choose either **Once Per Entry** to **All entries at once**.
  - **Once Per Entry** – Sends multiple emails, one for each email address.
  - **To All Entries at Once** –Sends one email, to all email addresses listed.

2. Select **Add** to enter an email address.
3. In the Enter value field enter a static email address.  
*Or*  
Choose the lightning bolt to select a dynamic field or address.

Repeat this process for the **CC** and **BCC** tabs, if desired.

4. Choose the **Attachments** tab

### **Attachments tab**

The Attachments tab allows you to include an attachment, or multiple attachments within the email that is submitted. These attachments can be dynamically retrieved from your database, or a static attachment that is stored on your server.

**Note:** If you would like to include a Browse form field in your Contact Form, and have the file selected in this field to be included as an attachment, you must first run [Digital File Pro](#), a WebAssist extension for configuring upload forms.

1. Click the **Add** icon.
2. In the Enter value field enter the absolute path to a file that is stored on your server.  
*This path must be the absolute reference to the file, to work on all servers.*  
*Or*  
Choose the lightning bolt to specify a dynamic option for an attachment. Typically, this would be an absolute reference in your database that is to a file on your server.
3. Choose the **Body** tab.

### **Body tab**

The Body tab allows you to configure the appearance and contents of the email that is submitted.

This tab included two sub-tabs, **HTML Preview** and **Plain Text Preview**. It is advised that when creating an HTML email, you provide a plain text equivalent for email clients that do not read HTML emails.

## Using CSS and images?

If you intend to use CSS and images for the styling of your HTML email the following rules must be followed to ensure that your email is submitted as desired.

- Use inline CSS styles.
- Use absolute paths for all images to the appropriate location on your server.
  1. Choose either the Edit option or DW Edit options.
    - **Edit** – Opens a window for pasting the contents of your HTML email.
    - **DW Edit** – Closes the Universal Email interface allowing you to design your email. When you choose Save in Dreamweaver, the UE interface reopens.
  2. Preview the design in the appropriate preview tab to confirm it appears as desired.
  3. Click **OK**.