

# Valhalla Contact Form

## Setting up Mail

In the Mail tab you can configure how the contact form will be delivered to you. The following fields are easily set:

**To:** the email address to where the form will be sent. The standard is your WordPress admin email.

**From:** the email address from where the form will be sent, and optionally the name of the author.

**Subject:** the email title that will appear in your inbox. The standard is your website name plus the subject field `[your-subject]`.

### Mail Tags

Mail tags are basically field names inside brackets `[]`. Each form field contains a unique name, for example, `your-name`, `your-email`, etc. This is crucial because the information sent to you depends on the tags you put in the message body. So, if you have a field in your form called `your-phone`, you should place the tag `[your-phone]` in the message body. Another example to make things clear, if your form has a text field like this `[text my-awesome-field]`, you should place the following tag `[my-awesome-field]` in the message body section if you want to receive the information entered in that specific field.

### Message Body

This section contains the email structure and this is the standard format:

**From:** `[your-name] <[your-email]>`

**Subject:** `[your-subject]`

**Phone:** `[your-phone]`

**Message Body:**

`[your-message]`

### File Attachments

If your form contains an upload field, this is where you put the corresponding tag. For example, `[your-file]`. You can also attach a local file that is located inside the `wp-content` directory or its subdirectories. Example: `uploads/2019/01/01/anyfilehere.pdf`. While tags can be placed side by side like `[your-file] [your-file2]`, you must put a file path per line.

### Special Mail Tags

There may be times when you need more information than just the submitter's input through contact form fields. For example, you may need to know the submitter's IP address for security reasons. For such purposes, special mail-tags can be very helpful.

Unlike other mail-tags, special mail-tags are independent from form fields or the submitter's input. You can place these special mail-tags anywhere mail-tags are allowed to be used, such as in the message body or other mail fields.

## Special Mail Tags for Submissions

`[_remote_ip]` - This tag is replaced by the submitter's IP address.

`[_user_agent]` - This tag is replaced by the submitter's user agent (browser) information.

`[_url]` - This tag is replaced by the URL of the page in which the contact form is placed.

`[_date]` - This tag is replaced by the date of the submission.

`[_time]` - This tag is replaced by the time of the submission.

## Post-Related Special Mail Tags

These special mail-tags provide information about the post that contains the contact form. Be aware that these `[_post_*]` tags work only when the contact form is placed inside post content. In cases where the contact form is outside of post content, such as when the contact form is embedded in a theme's template file, a blank text will replace the tag.

`[_post_id]` - This tag is replaced by the id of the post.

`[_post_name]` - This tag is replaced by the name (slug) of the post.

`[_post_title]` - This tag is replaced by the title of the post.

`[_post_url]` - This tag is replaced by the permalink URL of the post.

`[_post_author]` - This tag is replaced by the author name of the post.

`[_post_author_email]` - This tag is replaced by the author email of the post.

## Site-Related Special Mail Tags

These special mail-tags provide information about the WordPress website on which you manage the contact forms. You'll find them especially useful when you want to reuse the same set of contact form templates between many websites, because you are freed from manual modification of the site information for each website.

`[_site_title]` - This tag is replaced by the title of the website.

`[_site_description]` - This tag is replaced by the description (tagline) of the website.

`[_site_url]` - This tag is replaced by the home URL of the website.

`[_site_admin_email]` - This tag is replaced by the email address of the primary admin user of the website.

## Mail (2)

Mail (2) is an additional mail template. It is often used as an autoresponder, but you can use it for any purpose. Mail (2) is sent only when the primary Mail has been sent successfully.