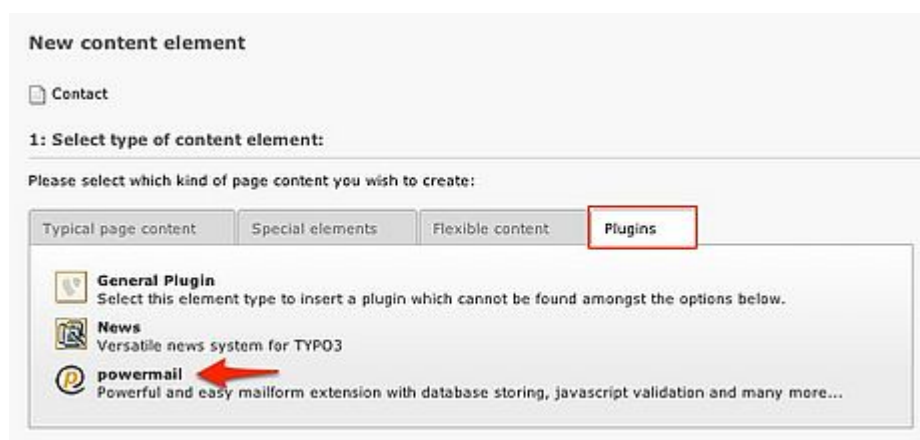


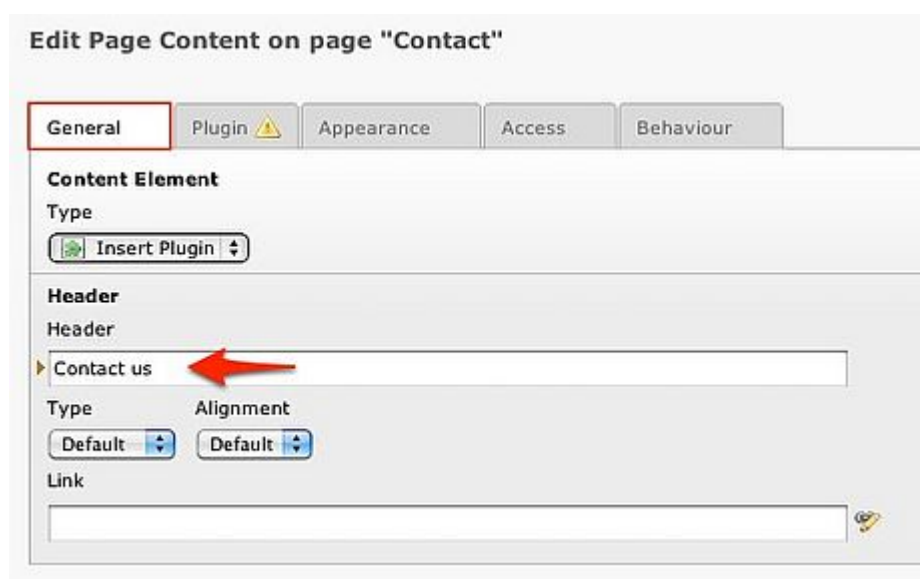
## 2.1 Creating a form element

After creating the form, you need to add a Powermail element on a page to then display the form. Select "Page" in the left hand menu and go to the page where you wish to place the form. Create a new element, in the Main content area, and select Powermail below the tab "Plugins". (img. 2.1.1)



2.1.1

Fill out the header for the form, in this case a contact form. (Img. 2.1.2)



2.1.2

Below the "Plugin" tab you will find a section with tabs containing information to configure the form module. The "Main Settings" tab

lets you select which form to display.

Click the form title under "Available items" (1) so that it appears under Selected items.

It is possible to have a confirmation page, meaning that the visitor can preview the filled out information before submitting (2).

The function "Mail must be confirmed (Double Opt-In)" automatically sends an email to the poster, with a link to confirm the posting (3).

If you wish the form to be split up in to sections, by using [Pages](#), this checkbox creates a multistep function (4).

It is possible to collect postings on a specific page, by selecting it here (5). If activated and no page is selected, the postings will be collected on the same page as the form is placed on. (Img. 2.1.3)

**Edit Page Content on page "Contact"**

General **Plugin** Appearance Access Behaviour

**Selected Plugin**  
Powermail

**Plugin Options**  
Main Settings Receiver Sender Submit Page

**Choose a Powermail Form**

**Selected Items:**  
Formtitle

**Available Items:**  
Formtitle  
Kontakt  
Test form  
Test form

Do you want a confirmation page? ☐ 2

Mail must be confirmed (Double Opt-In) ☐ 3

Do you want to split each page (step by step)? ☐ 4

Where to save Mails (empty = same page)  5

Page

2.1.3

Moving on to the tab "Receiver", you will fill out the information regarding the administrator, receiving the posting in an email. Fill in your company name (1), email address (2), the email subject (3) and if you wish to add some additional text in the email received (4). The code {powermail\_all} should never be removed,

since this tells the system to retrieve the form information.  
Removing it will render a blank email. (Img. 2.1.4)

The screenshot displays the 'Plugin' configuration window for Powermail. The 'Receiver' tab is active, showing the following fields:

- Receivers Name:** A text field containing 'Company name' (marked with a red 1).
- Receivers Email:** A text field containing 'info@company.com' (marked with a red 2).
- Send Email to Frontend User Group:** A dropdown menu with 'Please choose...' (marked with a red 3).
- Subject for Email to Receiver:** A text field containing 'Contact from website' (marked with a red 3).
- Bodytext for Email to Receiver:** A rich text editor with a toolbar and a text area containing '{powermail\_all}' (marked with a red 4).

2.1.4

In the case you wish an email to be sent to the poster, confirming that it has been posted (effective if you are using Powermail for order forms), fill out the information below the tab "Sender". Enter the company name (1) the senders email, meaning the company email address (2), subject of the email (3) and finally the text of the email (4). The code inside {} contains dynamically generated text, which can be used to make the email it more personal and informative. (Img. 2.1.5)

General **Plugin** Appearance Access Behaviour

**Selected Plugin**  
Powermail

**Plugin Options**

Main Settings Receiver **Sender** Submit Page

Senders Name (Mail to Sender)  
Company name 1

Senders Email (Mail to Sender)  
info@company.com 2

Subject for Email to Sender  
Confirmation of order from Company 3

Bodytext for Email to Sender

No block style

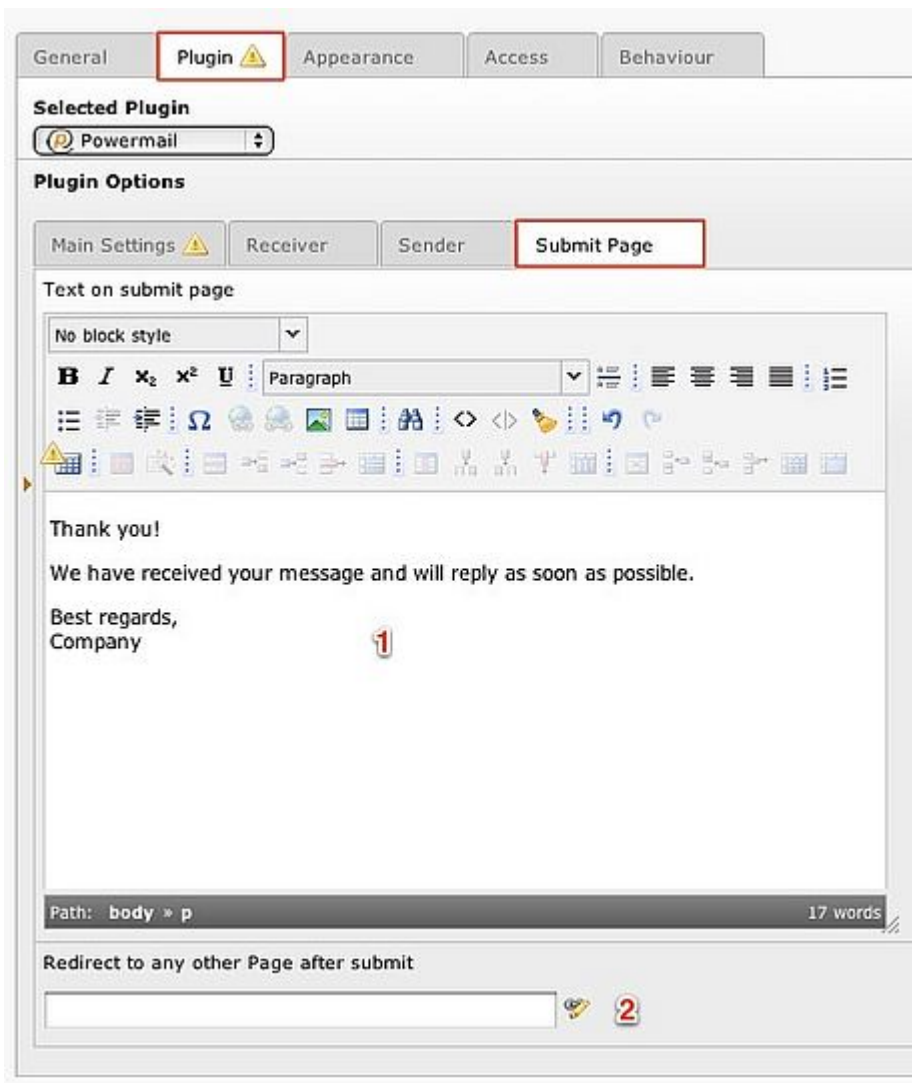
**B** *I* ~~X<sub>2</sub>~~ ~~X<sup>2</sup>~~ U Paragraph

Hi {name},  
We have received you order of:  
{order}  
It will be sent to you within a week.  
Best regards,  
Company

Path: body » p 21 words

2.1.5

The tab "Submit Page" contains the text being shown after the form is submitted. Here you can add some text to inform the poster that the form has been sent (1). This will be shown on the same page. But it is also possible to send the poster to another page if you would like to add additional text or images in the submit text. In this case, select a page here (2), by clicking the link icon. (Img. 2.1.6)



2.1.6

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