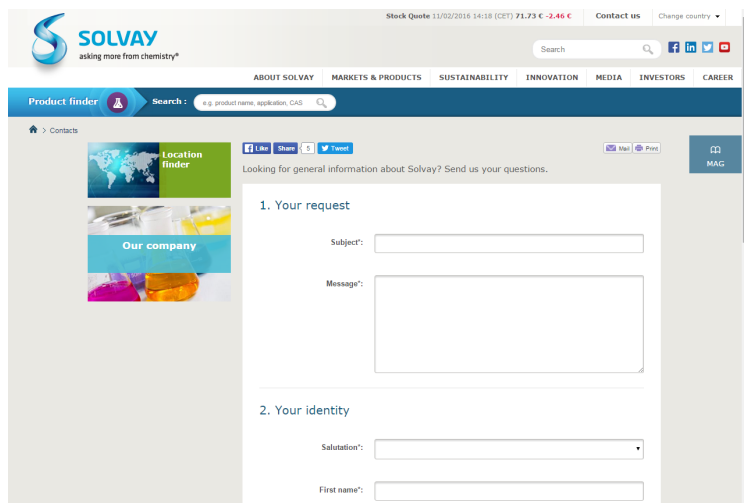


Web contacts management

Overview

Any Tridion site can have a specific contact form. Behind this, you have to manage a selection of contacts. The following step-by-steps help you to manage a contact of a web site contact form.



The screenshot shows the Solvay website's contact form. The header includes the Solvay logo, a stock quote, and navigation links. The main content area is titled 'Contacts' and features a sidebar with 'Location finder' and 'Our company' sections. The contact form itself is divided into two sections: '1. Your request' and '2. Your identity'. The 'Your request' section contains a 'Subject' text box and a larger 'Message*' text area. The 'Your identity' section contains a 'Salutation*' dropdown menu and a 'First name*' text box. Social media icons for LinkedIn, Facebook, and Twitter are visible above the form, along with 'Like', 'Share', and 'Tweet' buttons. A 'MAG' button is located in the bottom right corner of the form area.

Step-by-steps

- **Create / Update a Web contact** — Create or update a contact from a web site contact form. If you just need to remove a contact, without replacing it, you should use the Delete a Web contact step-by-step.
- **Delete a Web contact** — Remove a contact from a web site contact form. If you need to replace a contact with another one, you better should use the Web contacts management <https://wiki.solvay.com/display/ISAPPSUP/Web+contacts+management+step-by-step> to update the existing one, replacing it with a new email address.