

About the guestbook Content v1

The **Guestbook** captures the name, email address, and date of the entry. When you go to the **Guestbook Entries** page, you can read the entries by selecting them, and then you can approve, delete, or disapprove each entry separately or in bulk from the data table.

Here is an explanation of the headings in the data table:

- **Name:** The name of the poster
- **Email Address:** The email address of the poster
- **Message:** The text of the guestbook entry
- **Approved:** The approval status of the guestbook entry

To approve, disapprove, or delete in bulk, check the entries on which to perform the action, then use the **Actions** drop-down menu to select the action. You can also select the **All** checkbox. A popup message will ask you if you are sure, and just click **OK**.

The screenshot shows the 'Guestbook Entries' management page. At the top, there's a 'Settings' button with a gear icon. Below it, the 'Current View: Default' is indicated. A table lists entries with columns for 'Guestbook ID' and 'Name'. The first entry has ID 1635 and name 'Tom [REDACTED]'. The second has ID 1936 and name 'Paulette'. The third has ID 1988 and name 'Cindy [REDACTED]'. On the left, an 'Actions...' dropdown menu is open, showing options: 'Actions...', 'Approve', 'Delete', and 'Disapprove'. There are also checkboxes for each entry and a 'Views: Default' dropdown.

Guestbook ID	Name
1635	Tom [REDACTED]
1936	Paulette
1988	Cindy [REDACTED]

Guestbook settings

There are only two settings you can change for your **Guestbook**, whether to enable the feature and how many entries to display on each page.

If you disable the **Guestbook**, the visitors to your website will see nothing about it. If you enable it, the **Guestbook** will be added to your menu. You can choose not to display it on your menu.

The screenshot shows the 'Guestbook Settings' page. It has a breadcrumb trail: « Guestbook | Settings & Options'. The main settings area contains two options: 'Guestbook Feature' with radio buttons for 'Disabled' (selected) and 'Enabled', and 'Entries per page' with a dropdown menu set to '10'. At the bottom, there are 'Cancel' and 'Save Settings' buttons.

Guestbook Feature: ☒ Disabled ☐ Enabled

Entries per page: 10 ▼

Cancel Save Settings



If you select the option in **Services > My Settings**, you can receive an alert when someone leaves an email message in your Guestbook. Look for the option, **Guestbook submissions**.

Services	
Email Marketing: Campaigns	FTP Account
Sign up for Voice Mail service	Account Administration
Manage Email Hosting	Settings & Options
Web Mail	Messaging Center
	My Settings

Email Alerts Settings

Guestbook Submissions



Email me



Don't email me