WebsiteAlive WordPress Plugin

A WebsiteAlive How-To Guide

WORDPRESS

WebsiteAlive®
Let's Connect

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This document will highlight the steps you need to install the WebsiteAlive WordPress Plugin on your WordPress website, as well as covering the configuration instructions needed to tie the plugin to your WebsiteAlive account.

If you do not have a WebsiteAlive account, please feel free to give it a try for FREE for 30 days.
Please visit **www.websitealive.com** to learn more and sign up.

▶ If you need further assistance, help or support, please feel free to visit us at
www.websitealive.com for more information.

Manual Plugin Installation

If you plan on installing automatically via WordPress' Plugin Search feature, please skip these steps and see Automatic Plugin Installation on Page 5.

1. Visit to **https://wordpress.org/plugins/websitealive/**

2. Click the **Down load Version** button on the right side of the screen. (Keep this download location handy, you'll need it in a later step.

3. Log in to your WordPress account.

4. Navigate to **Plugins.**

5. Once there, click **Add New.**

6. Once the Add Plugins dialog appears, click **Upload Plugin.**

7. Click **Choose File** and navigate to the location where you downloaded the plugin and select it. Click **Install Now.**

8. Continue with the instructions on Page 5.

You aren't finished just yet!
Please see Page 4 to tie your WebsiteAlive account to the WebsiteAlive plugin.

Automatic Plugin Installation

1. Log into your WordPress website.

2. Navigate to **Plugins.**

3. Click **Add New.**

4. Conduct a search using keyword: **"WebsiteAlive"** or **"AliveChat"**

5. You will see a plugin named WebsiteAlive. Click **Install Now.**

6. Wordpress will ask you to confirm the installation. Click **Yes.**

7. Wordpress will install the plugin. Once completed, click the **Activate Now** link.

You aren't finished just yet!
Please see Page 5 to tie your WebsiteAlive account to the WebsiteAlive plugin.

Configuration Settings

Now that you have installed the AliveChat plugin, you are just minutes away from chatting with your site visitors!

To configure your AliveChat plugin, click on WebsiteAlive in your Wordpress dashboard.

1. If you are new to AliveChat, click **New User. Sign Up Now.**

2. Create a username, and input your email address. Then click the **Register** button

3. **Success, your account is created!**
   You will see a window that asks you to select the website in your new AliveChat account that corresponds with your website, leave this at **default,** then click **Save Changes.**

4. You will receive an email, and your Admin login credentials will be contained within it.
   Please go to **http://www.websitealive.com** and login as an Administrator.

5. Create an Operator account by clicking on the **Operators** link in the "Basics" tab, then click **Create A New Operator.**

6. Now, whenever you are logged in to your operator account, you will see the embedded icon displayed on your Wordpress site.

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