WORDPRESS
POWER SESSIONS
(WEEKEND EDITION) – DAY 6

🕐 **1:00 PM – 2:00 PM**

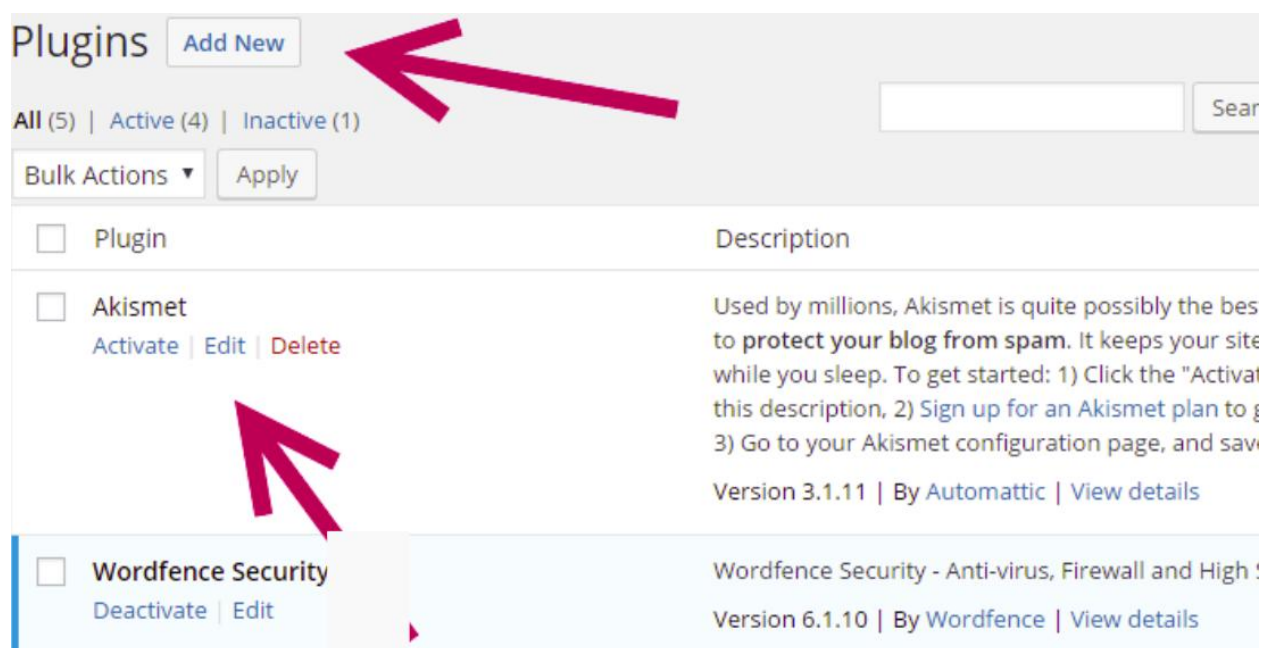🎥 **LIVE ON ZOOM**
Meeting ID: 721 5609 5256
Passcode: 123

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WordPress Trainer & Full Stack Developer

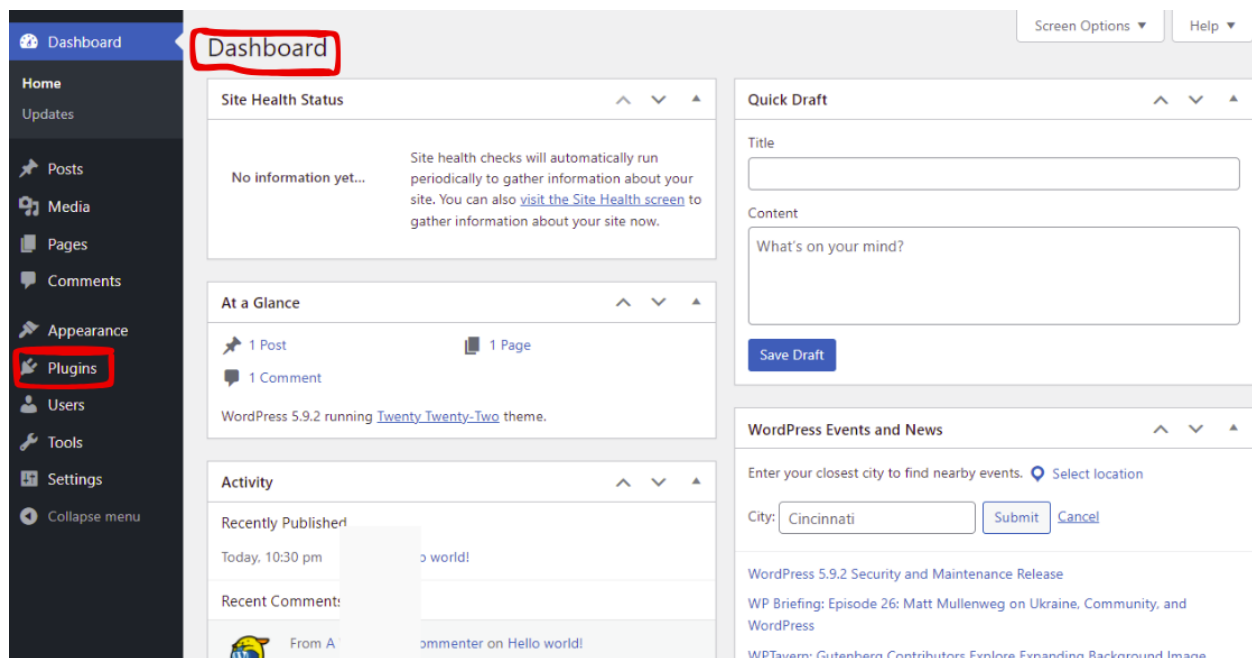# How To Install And Activate Plugins In WordPress: A Complete Guide

Introduction

Hi, everyone! Welcome back to another video in our WordPress course. In today's lesson, we will be covering the essentials of WordPress plugins.

Plugins are a crucial part of WordPress because they allow you to add new features and functionalities to your website without needing to write code. Whether you want to add a contact form, improve SEO, or integrate with third-party services, plugins make it easy.

In this tutorial, we will guide you through the process of installing and activating plugins on your WordPress website. By the end of this article, you will be able to enhance your website's capabilities by using plugins efficiently.

Step 1: Accessing The Plugins Section In The WordPress Dashboard

To start, open your WordPress dashboard. The dashboard is the central hub where you manage everything on your website.

1. On the left-hand side of your screen, you will see the **Plugins** menu. This is where you will manage all the plugins on your site.

2. Hover your mouse over the **Plugins** option to see the following sub-menu:

   - **Installed Plugins** – View and manage plugins that are already installed on your website.
   - **Add New Plugin** – Search for and install new plugins from the WordPress plugin repository.
   - **Plugin File Editor** – Edit the plugin files, but this option is generally recommended only for developers as it allows direct editing of plugin code.
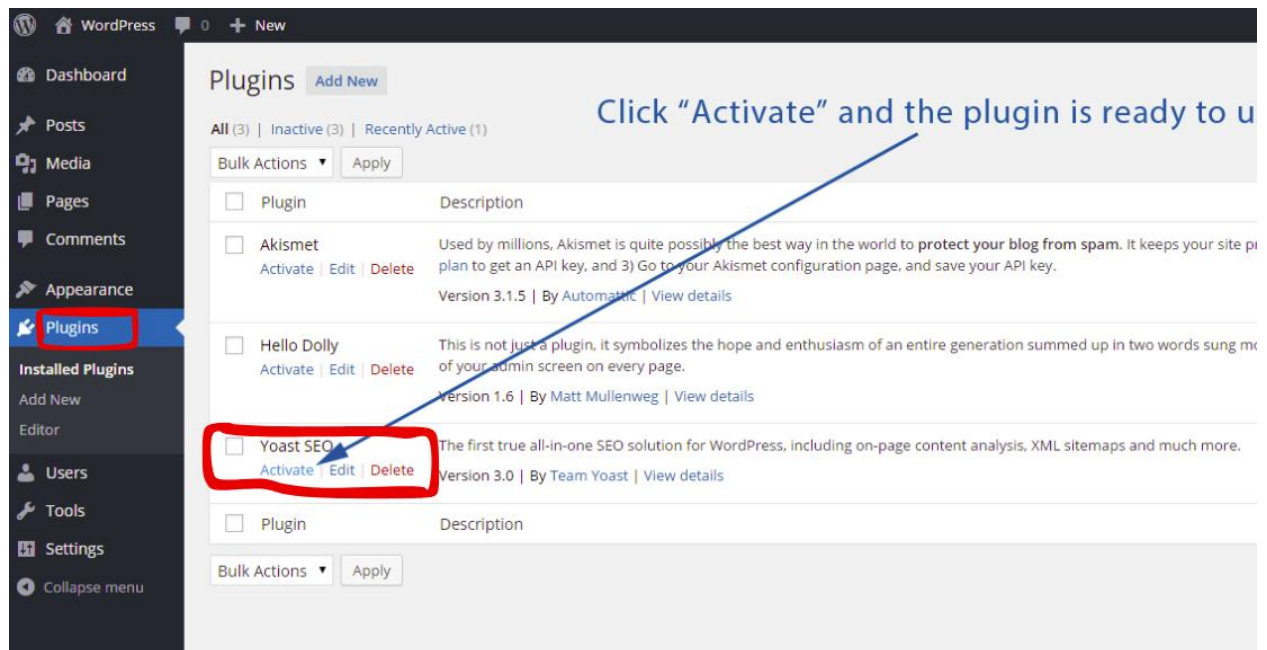
Step 2: Installing A New Plugin

Now, let's move to the important part – installing a new plugin. To install a new plugin on your website, follow these steps:

1. From the **Plugins** menu, click on **Add New Plugin**.

2. You'll now be on the plugin installation page where you can browse through the list of popular plugins, or you can search for a specific plugin using the search bar.

For example, if you need a contact form plugin for your site, you can search for popular plugins like **Contact Form 7**, **WPForms**, **Forminator**, or **Ninja Forms**.

3. When you find the plugin you want to install, click on the **Install Now** button next to it. The installation process will begin, and it will only take a few seconds.

Step 3: Activating The Plugin

Once the plugin has been successfully installed, the next step is to activate it. Without activation, the plugin won't work, even if it's installed.

1. After installation, the **Activate** button will appear where the **Install Now** button was.

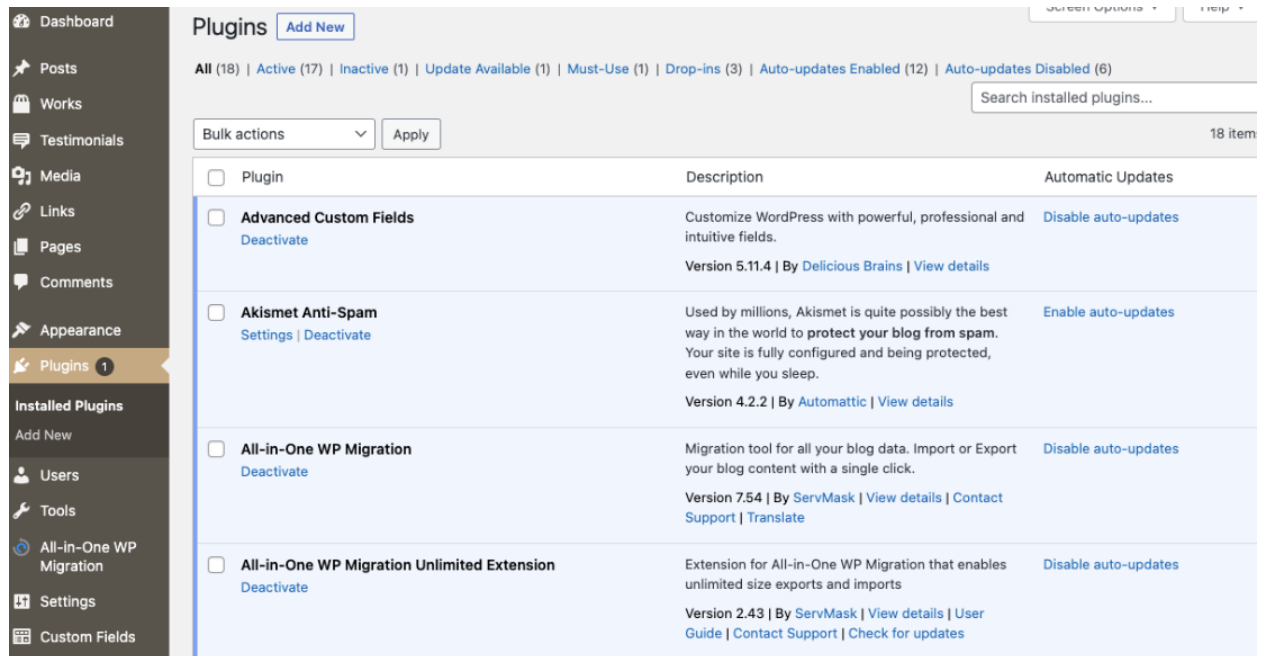2. Simply click on the **Activate** button to enable the plugin on your site.

It's important to note that some plugins might not function properly until activated, so make sure to activate the plugin right after installing it.

Step 4: Why Activating Plugins Is Necessary

You may wonder why activation is necessary after installing a plugin. Here's the reason: when you install a plugin, it is added to your WordPress website but doesn't become fully functional until you activate it. Activation essentially turns the plugin on and allows it to perform its task.

For example, if you install **WPForms** (a contact form plugin), it won't appear on your website or work until you activate it. After activation, you will be able to configure the plugin's settings, add forms, and display them on your pages.

Step 5: Managing Installed Plugins

Now that you have installed and activated your plugin, you can manage it. To view the plugins installed on your site, follow these steps:

1. Go back to the **Plugins** menu and click on **Installed Plugins**.

2. Here, you will see a list of all the plugins installed on your website, including both active and inactive plugins.

From this page, you can:

● **Activate** or **Deactivate** plugins.

● **Delete** plugins you no longer need.

● **Update** plugins when a new version is available.

● Access **Settings** to configure plugin options.

For example, you can deactivate a plugin temporarily if you're troubleshooting an issue or need to disable it for any reason.
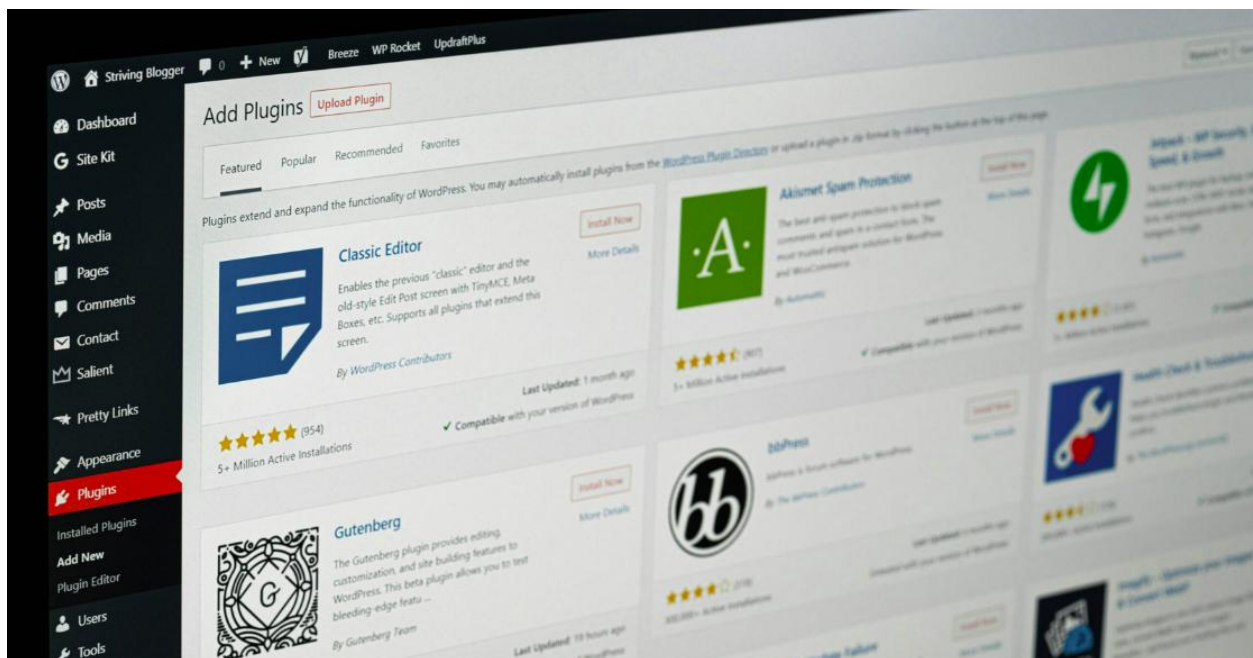
Step 6: Adding Plugins From Other Sources (Uploading A Plugin)

In addition to the plugins available in the WordPress repository, you may want to install a plugin from an external source, such as a premium plugin or a plugin downloaded from a different website.

To upload a plugin manually:

1. Go to **Add New Plugin** under the **Plugins** menu.

2. Click on the **Upload Plugin** button at the top of the page.

3. Click on **Choose File**, and then select the plugin zip file from your computer.

4. After selecting the file, click on **Install Now**.

5. Once the plugin is installed, click on **Activate** to enable the plugin.

Step 7: Additional Plugin Recommendations For Your Website

Now that you know how to install and activate plugins, let's look at a few recommended plugins that can enhance your website.
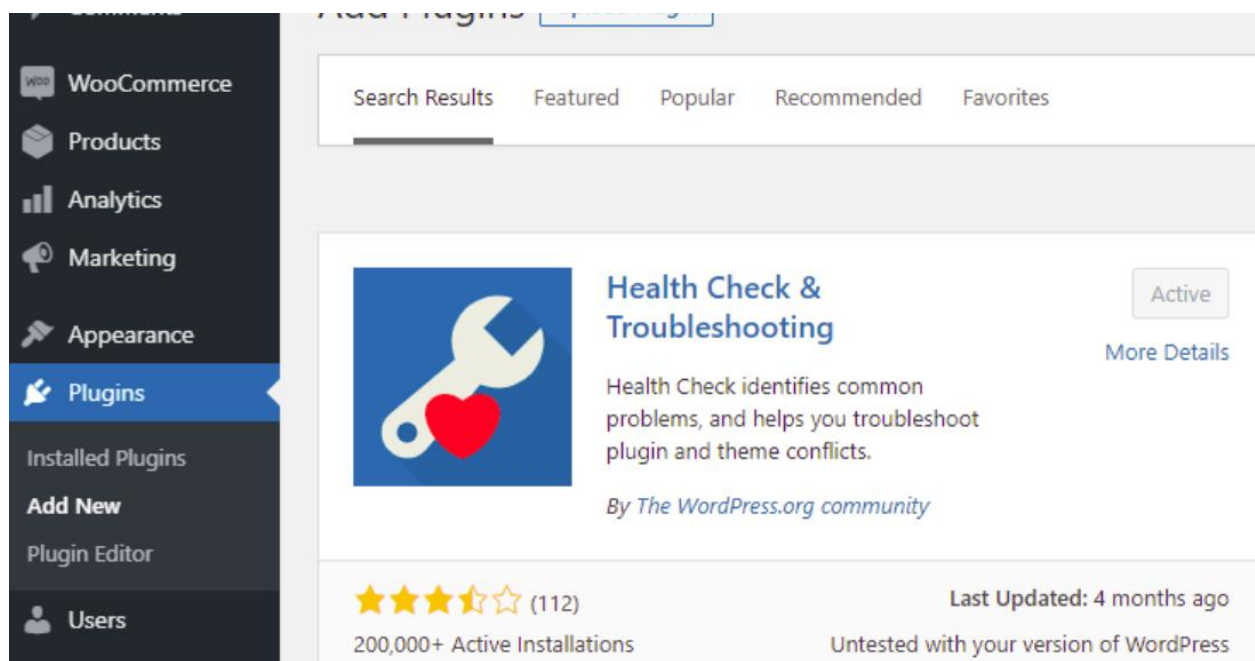
1. **Google Site Kit** – This plugin is great for integrating Google services like Google Analytics and Google Search Console. It provides valuable insights about your website's

performance   directly   in   your   WordPress   dashboard.

2. **Ivory Search** – If you want to improve your website's search functionality, Ivory Search is a great plugin to add. It allows you to create custom search forms and enhance the search experience   for   your   users.

3. **Yoast SEO** – This plugin is one of the most popular SEO plugins, helping you optimize your website for search engines and improve your website's visibility.

You can install these plugins by following the same steps mentioned above.

Step 8: Troubleshooting Plugin Installation

Sometimes, plugins might not show up or function properly right after installation. Here are a few troubleshooting steps you can try:

1. **Refresh the Page** – If a newly installed plugin doesn't show up, try refreshing your page. This   can   sometimes   resolve   the   issue.

2. **Check Plugin Compatibility** – Some plugins may not be compatible with your current version of WordPress. Always check the plugin's documentation or reviews to ensure it's compatible   with   your   WordPress   version.

3. **Clear Cache** – If your plugin isn't functioning as expected, clear your browser's cache and try again.

That's it for **today's tutorial**! **You've** now **learned** how to **install**, **activate**, and **manage** **plugins** on your **WordPress** website. **Plugins** are an **essential** part of **customizing** your website's **functionality**, so take the time to **explore different** plugins that can **enhance** your site's **performance** and **features**.

Thank you for **following** along with this guide. Stay **tuned** for more **tutorials**, and don't **forget** to **like**, **comment**, and **subscribe** to our **WordPress** course for more **updates**. In the next video, we'll dive deeper into **advanced plugin settings** and how to use them **effectively** for your **website**.