



[Knowledge base](#) > [The library](#) > [Email templates](#)

Email templates

Ester Andersson - 2024-06-18 - [The library](#)

If you want to customize your learning portal, we recommend that you create your own or customize already existing email templates.

Note

- [Adding a new template](#)
- [Editing an email template](#)
- [Tip!](#)

Adding a new template

1. Go to the library and click "Email templates".
2. Click on "Add Email Template" **or** create a copy of a generic email template by clicking on the one you wish to copy and thereafter clicking "Copy" (this way you don't have to build an email structure from scratch)

Email Templates

[Add Email Template](#)

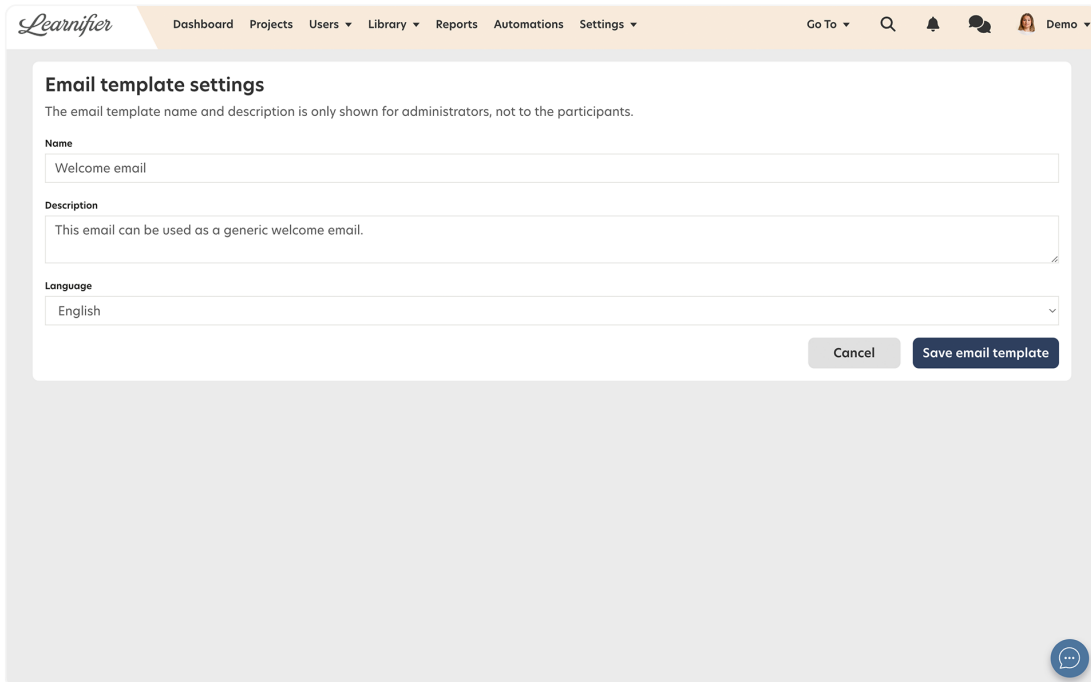
Search email templates

NAME	ORIGIN	LANGUAGE
Learner – Course Invitation Template	Generic	English
Learner – Course Invitation Template	Generic	Swedish
Learner – Course Invitation Template (Re-branded)	Customized	English

Showing 1 to 3 of 3 entries

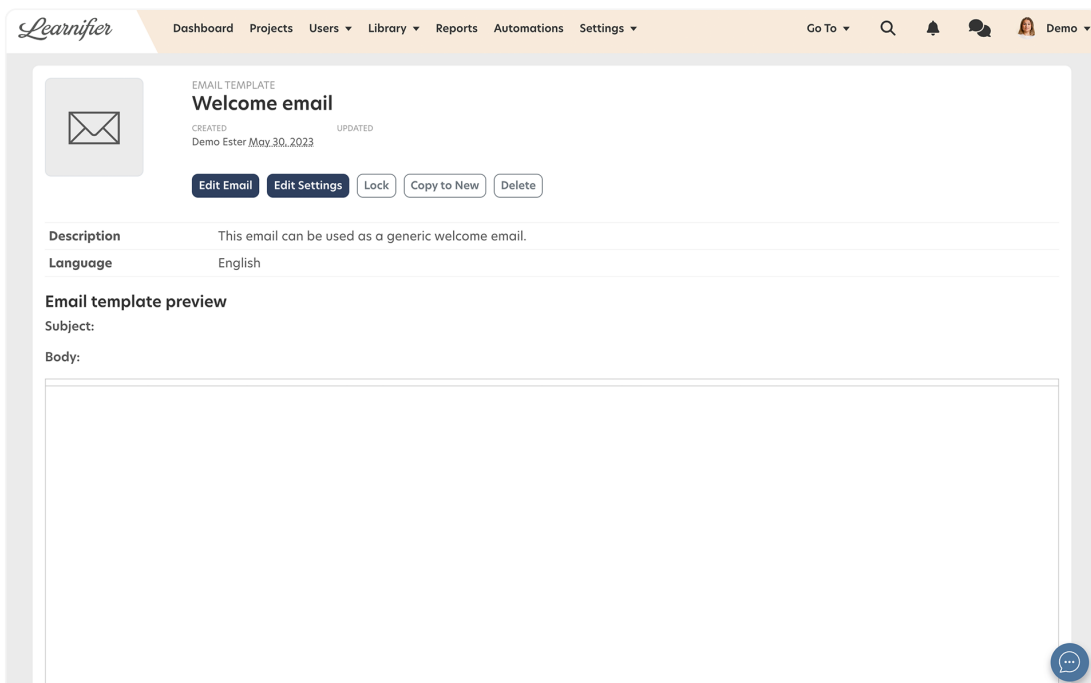
1. Enter a name, description, and language (only visible for administrators) in the fields.

2. Click on "Save email template" in order to save your changes.



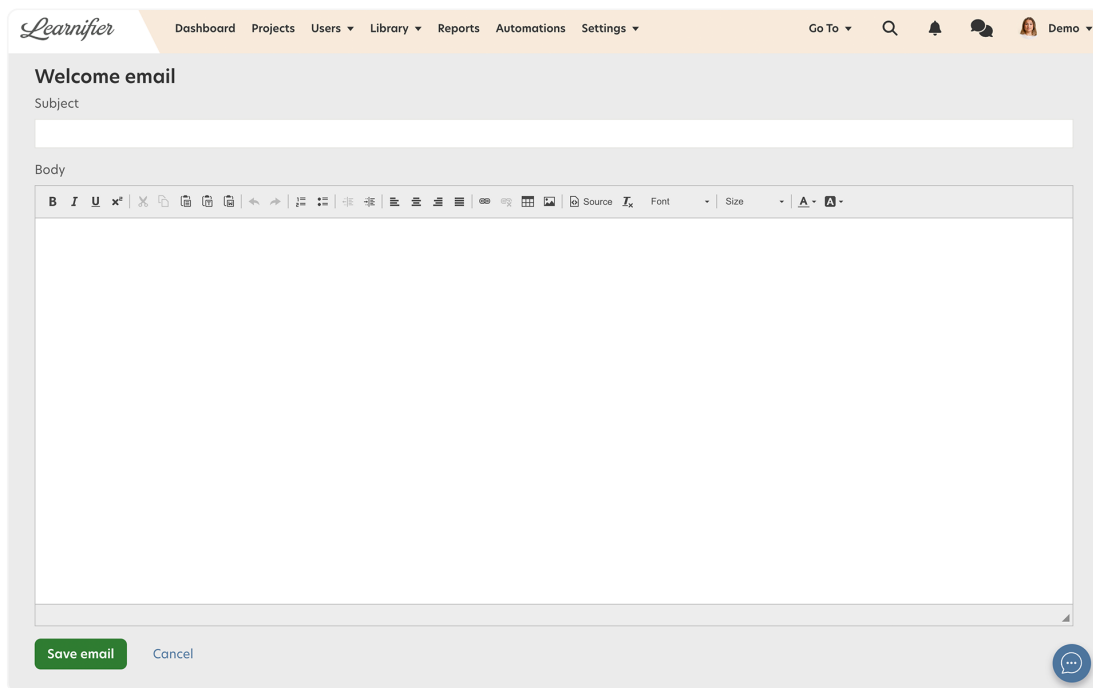
The screenshot shows the 'Email template settings' form in the Learnifier dashboard. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a text input field containing 'Welcome email'; 'Description' with a text area containing 'This email can be used as a generic welcome email.'; and 'Language' with a dropdown menu set to 'English'. At the bottom right of the form are two buttons: 'Cancel' and 'Save email template'. The dashboard header includes the Learnifier logo, navigation links (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and user information (Go To, search, notifications, chat, and a user profile icon labeled 'Demo').

1. When you have saved your changes a new window will open. Click on "Edit Email" to start making edits.



The screenshot shows the 'Welcome email' template details page in the Learnifier dashboard. The page has a header section with an email icon, the title 'Welcome email', and metadata: 'EMAIL TEMPLATE', 'CREATED Demo Ester May 30, 2023', and 'UPDATED'. Below this are five buttons: 'Edit Email', 'Edit Settings', 'Lock', 'Copy to New', and 'Delete'. The 'Description' field contains 'This email can be used as a generic welcome email.' and the 'Language' field is set to 'English'. The 'Email template preview' section shows 'Subject:' and 'Body:' labels above a large empty text area. The dashboard header is identical to the previous screenshot.

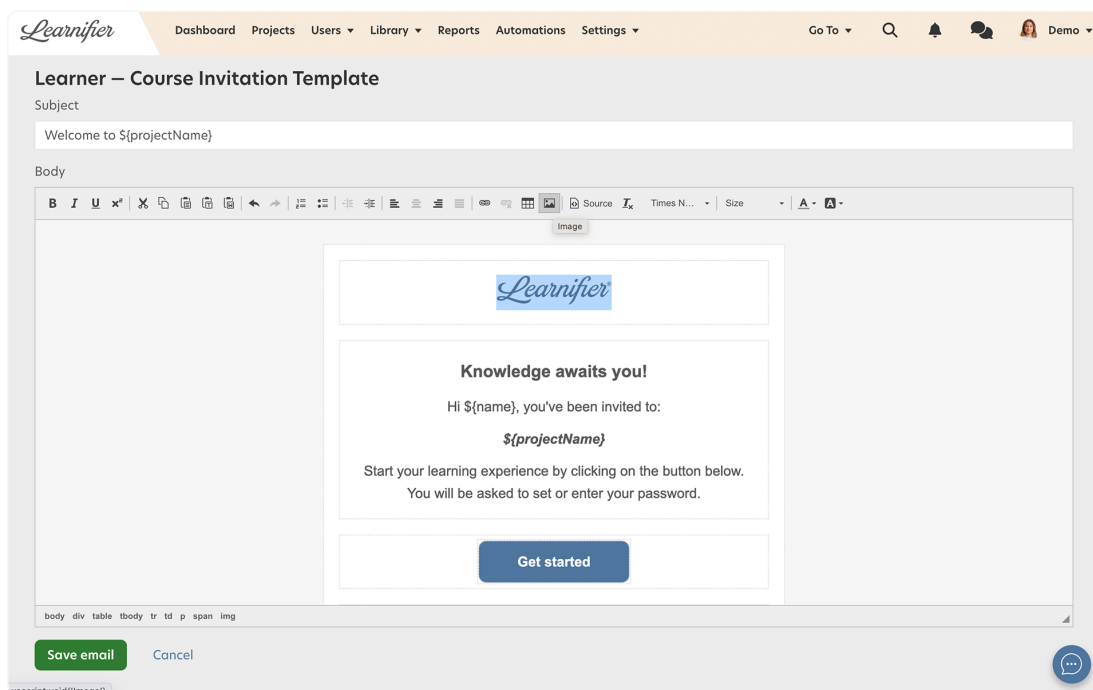
1. Create your email template and save your changes!



Editing an email template

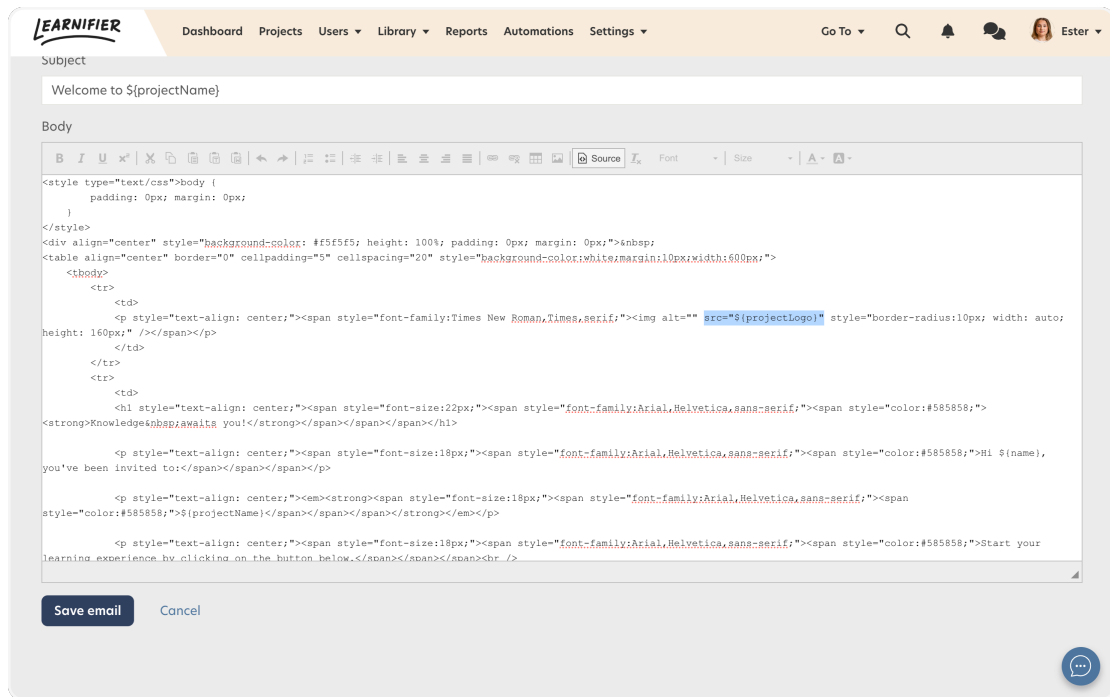
Adding an image

1. Select the image and click on the image icon in the menu.



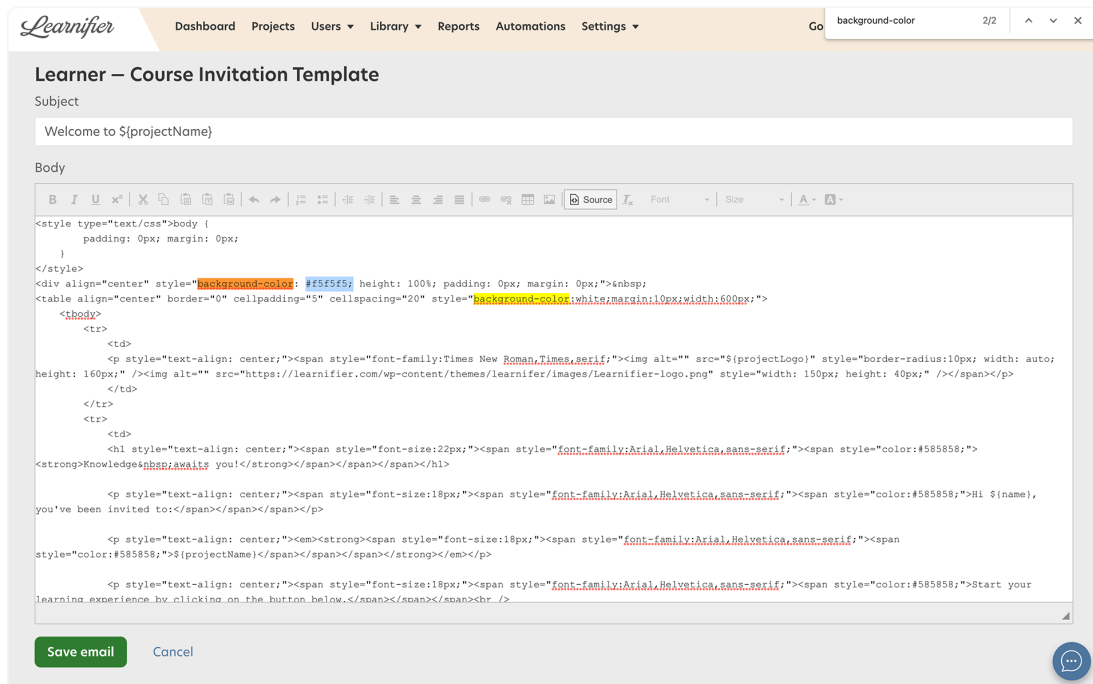
1. Add the URL to the new image and adjust the size so it fits your email.

If you wish to add the project image to the email template, add the variable `${projectLogo}` in the HTML code.



Changing the background color

To change the background color of the email template, search for “background-color” (the first one) and change it to the HEX color of your choice.



A tip

If you wish your instructors to use specific course templates, but they must change a few things in the email depending on where they’re using it, we recommend marking the words that need to be changed with **red**.

Related Content

- [Automated communication](#)