

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
- <u>Tip!</u>

Adding a new template

- 1. Go to the library and click "Email templates".
- 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)

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mail Templates				Add Emai	l Templat
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	
howing 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.

he email template name and description is only shown for administrators, not to the participants.	mun template	settings							
Welcome email escription This email can be used as a generic welcome email. Inguage English			s only shown for adm	iinistrators, not to th	e participants.				
escription This email can be used as a generic welcome email. nguoge English	ame								
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1. When you have saved your changes a new window will open. Click on "Edit Email" to start making edits.

Learnifier	Dashboard Projects Users - Library - Reports Automations Settings -	Go To 🔻	Q	٠	•	👰 Demo 🗸
	EMAIL TEMPLATE Welcome email CREATED UPDATED Demo Ester <u>May 30. 2023 Edit Email</u> Edit Settings Lock Copy to New Delete					
Description	This email can be used as a generic welcome email.					
Language	English					
Body:						

1. Create your email template and save your changes!

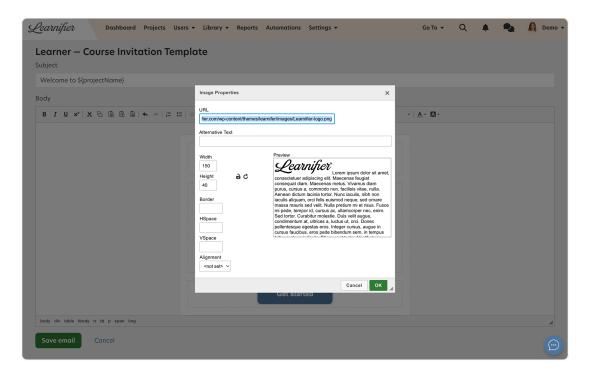
Learnifier	Dashboard	Projects	Users 🔻	Library 🔻	Reports	Automations	Settings 🔻		G	o To 🔻	Q	۰	•	👰 Dem
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Save email	Cancel													
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Editing an email template

Adding an image

Learnifier Dashboard Projects Users	↓ Library ▼ Reports Automations Settings ▼	Go To 🔻	Q	A •	🛕 Demo 🗸
Learner – Course Invitation Temp Subject	late				
Welcome to \${projectName}					
Body					
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	Learnifier				
	Knowledge awaits you! Hi \${name}, you've been invited to: <i>\${projectName}</i> Start your learning experience by clicking on the button below.				
	You will be asked to set or enter your password. Get started				
body div table tbody tr td p span img					
Save email Cancel					

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



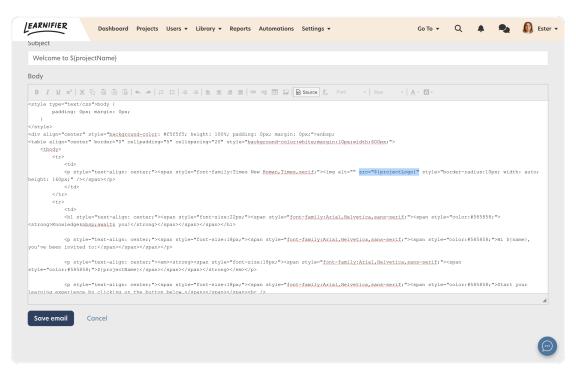
Changing the color of the "Get started" button

To change the color of the "Get started" button, enter the email template builder and click "Source". Search for "bgcolor" and add the HEX color of your choice.

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Adding the project image

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.

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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

<u>Automated communication</u>