

E-postmaler

Ester Andersson - 2024-06-18 - Biblioteket

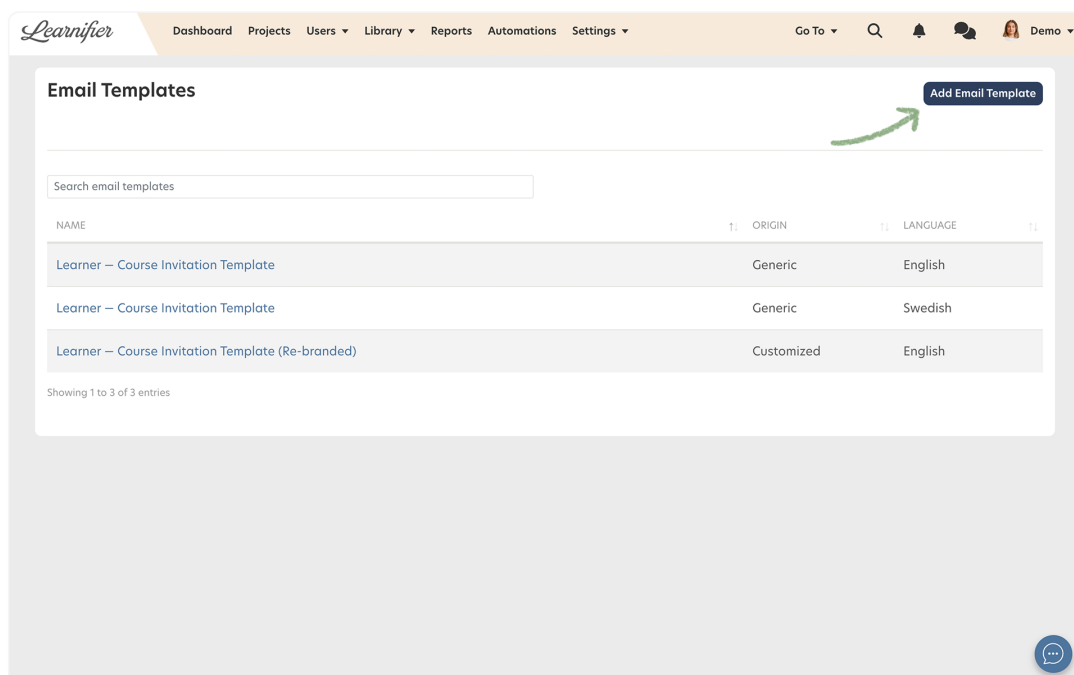
Hvis du ønsker å tilpasse portalen din, anbefaler vi at du oppretter egne eller tilpasser eksisterende e-postmaler.

Note

- [Legge til en ny mal](#)
- [Redigere en e-postmal](#)

Legge til en ny mal

1. Gå til Library og klikk på "Email Templates".
2. Klikk på "Add Email Template" **eller** lag en kopi av en generisk e-postmal ved å klikke på den du vil kopiere, og deretter klikke på "Copy" (på denne måten trenger du ikke å bygge opp en e-poststruktur fra bunnen av).

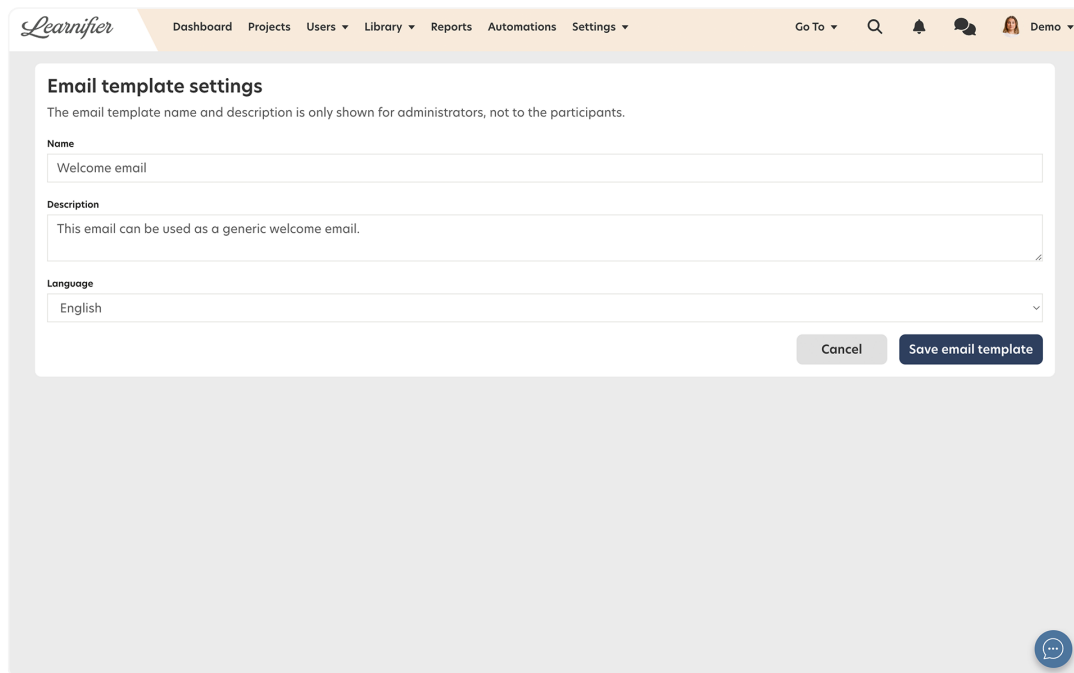


The screenshot displays the 'Email Templates' section of the Learnifier application. The interface includes a navigation menu at the top with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A search bar is present for finding templates. Below the search bar is a table with columns for NAME, ORIGIN, and LANGUAGE. Three templates are listed: 'Learner – Course Invitation Template' (Generic, English), 'Learner – Course Invitation Template' (Generic, Swedish), and 'Learner – Course Invitation Template (Re-branded)' (Customized, English). A green arrow points to the 'Add Email Template' button in the top right corner of the content area.

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

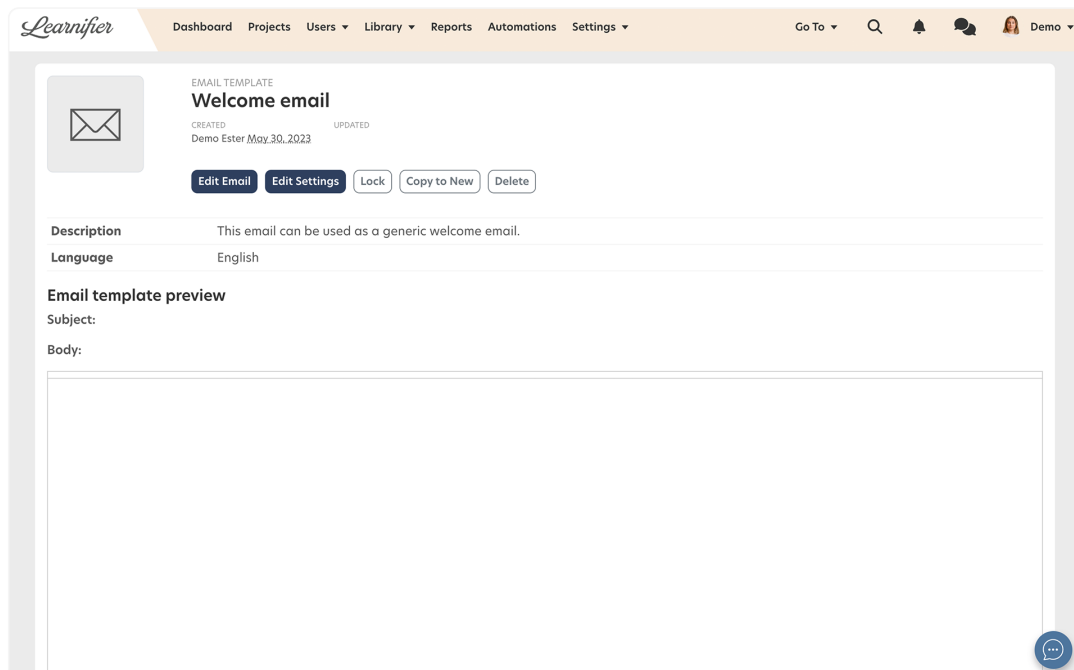
3. Angi et navn, beskrivelse og språk (bare synlig for administratorer) i feltene.

4. Klikk på "Save email template" for å lagre endringene dine.



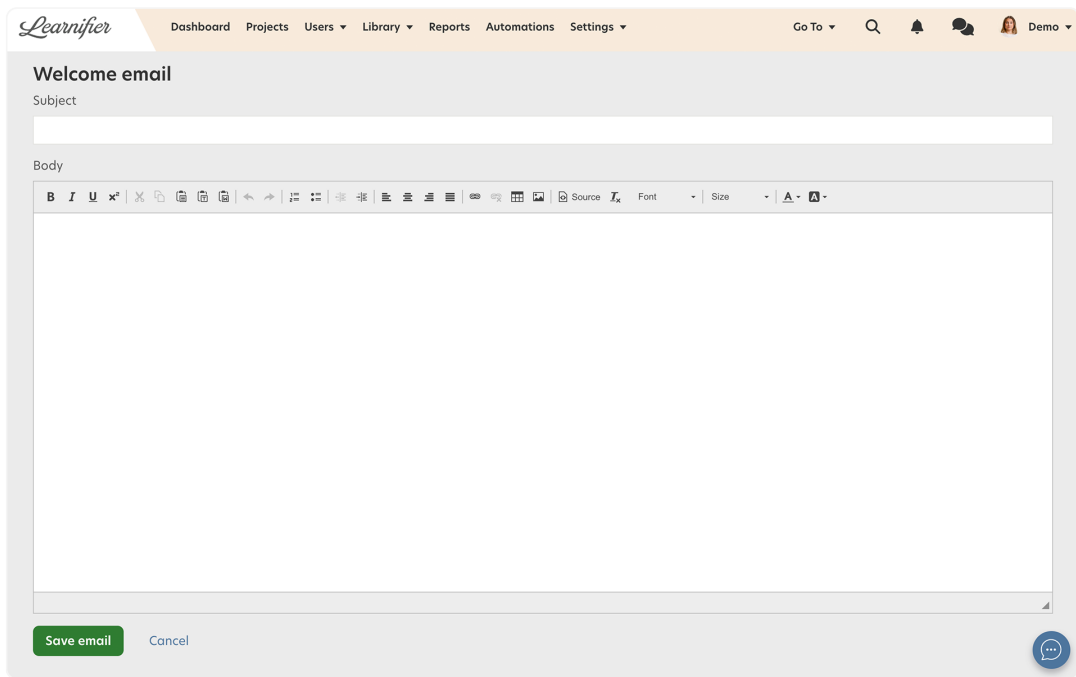
The screenshot shows the 'Email template settings' form in the Learnifier application. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a 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 top navigation bar includes the Learnifier logo, menu items (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and utility icons (Go To, search, notifications, chat, user profile, Demo).

5. Når du har lagret endringene dine, åpnes et nytt vindu. Klikk på "Edit Email" for å begynne å gjøre endringer.



The screenshot shows the 'Welcome email' template details page in the Learnifier application. The page is titled 'EMAIL TEMPLATE Welcome email'. It includes a header with an envelope icon, the title 'Welcome email', and metadata: 'CREATED Demo Ester May 30, 2023' and 'UPDATED'. Below the header are five buttons: 'Edit Email', 'Edit Settings', 'Lock', 'Copy to New', and 'Delete'. The main content area has two sections: 'Description' with the text 'This email can be used as a generic welcome email.' and 'Language' set to 'English'. Below these is an 'Email template preview' section with 'Subject:' and 'Body:' labels, followed by a large empty text area for the email body. The top navigation bar is identical to the previous screenshot.

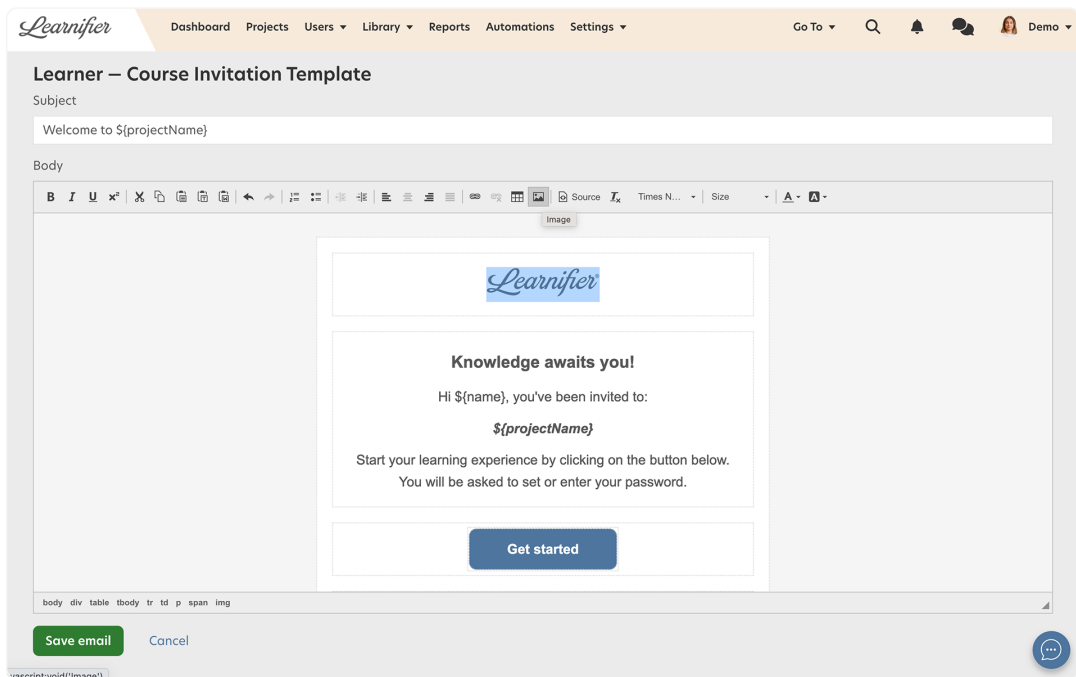
6. Lag e-postmalen din og lagre endringene dine!



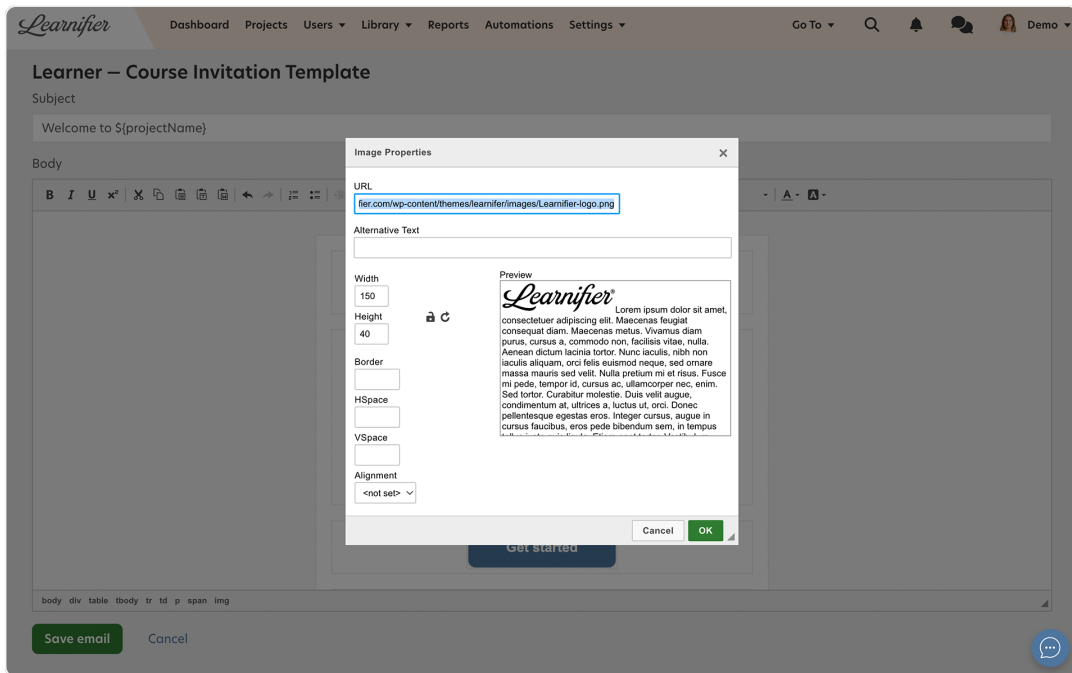
Redigere en e-postmal

Legge til et bilde

1. Velg bildet og klikk på bildeikonet i menyen.

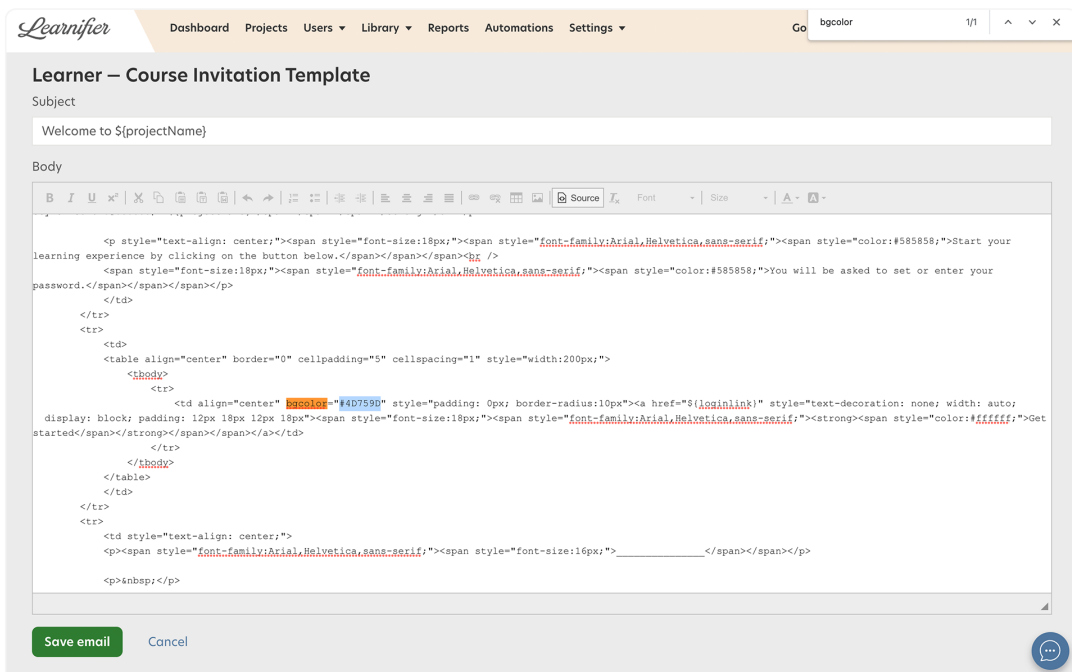


2. Legg til URL-en til det nye bildet og juster størrelsen slik at den passer til e-posten din.



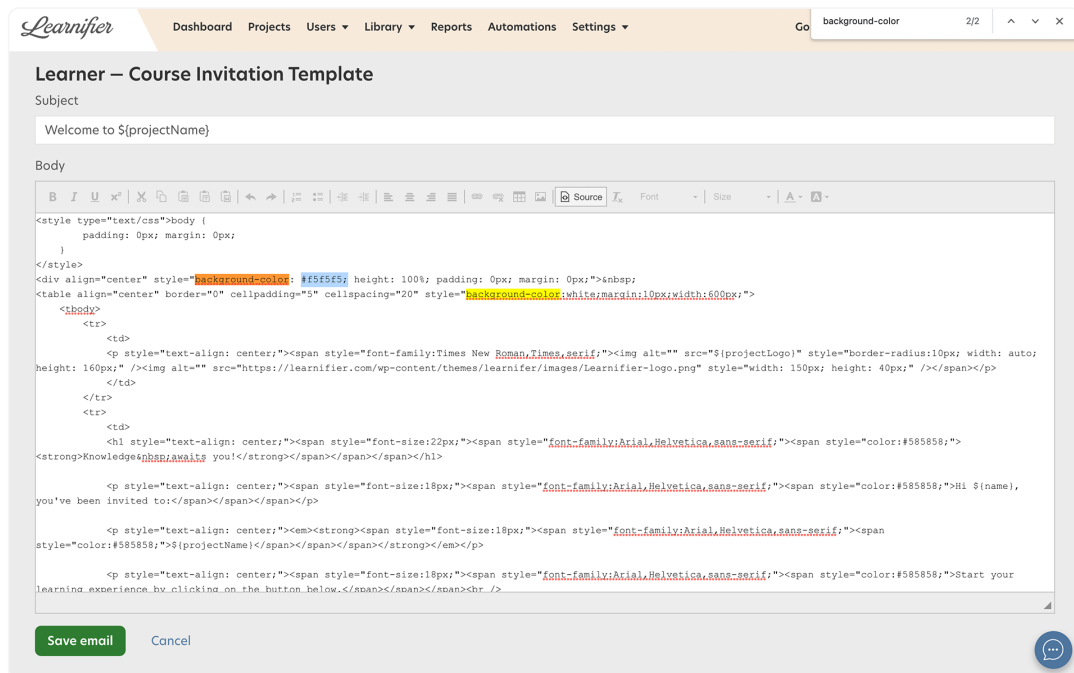
Endre fargen på knappen "Get started"

For å endre fargen på knappen "Kom i gang", gå til malbyggeren og klikk på "Source". Søk etter "bgcolor" og legg til HEX-fargen du har valgt.



Endre bakgrunnsfargen

For å endre bakgrunnsfargen på e-postmalen, søk etter "background-color" (den første) og endre den til HEX-fargen du har valgt."



The screenshot shows the 'Learner – Course Invitation Template' editor in the Learnifier platform. The interface includes a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. A search bar at the top right contains the text 'background-color' with '2/2' results. The main content area is titled 'Learner – Course Invitation Template' and shows the 'Subject' field with the text 'Welcome to \${projectName}'. Below this is the 'Body' field, which contains HTML code. The code includes a table with a white background and a 600px width. The first row of the table contains a logo. The second row contains the main text of the invitation, including a greeting and a call to action. The 'background-color' attribute is highlighted in yellow in the code. At the bottom of the editor, there are 'Save email' and 'Cancel' buttons, and a chat icon in the bottom right corner.

Relatert innhold

- [Automatisk kommunikasjon](#)