

E-postmaler

Ester Andersson - 2024-06-18 - Biblioteket

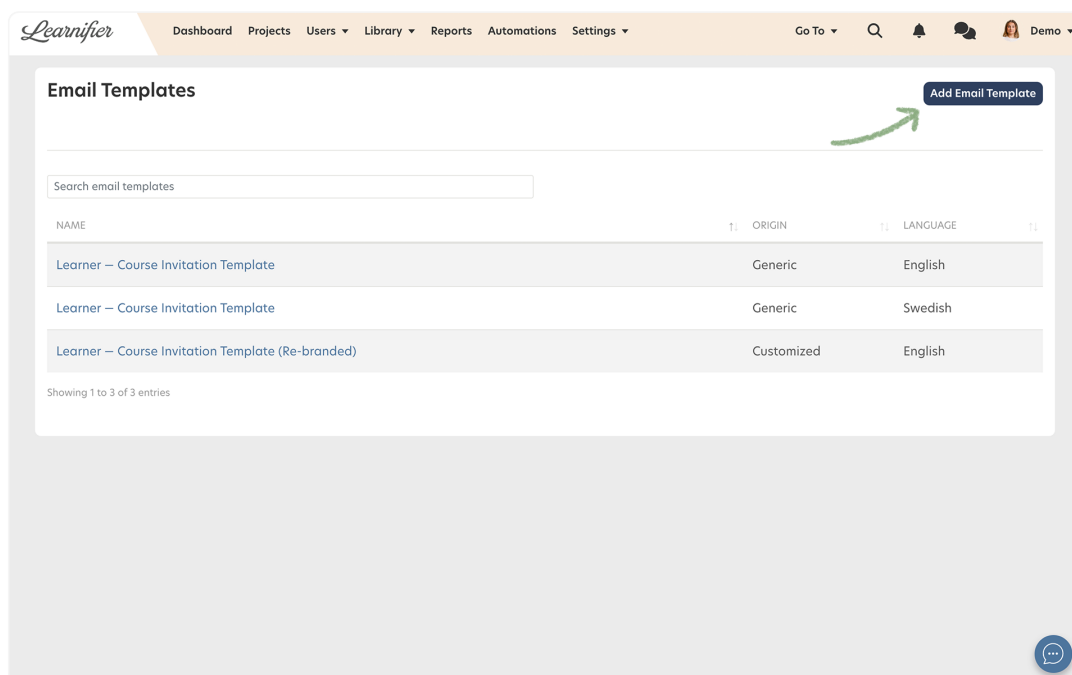
Hvis du ønsker å tilpasse portalen din, anbefaler vi at du oppretter egne eller tilpasser eksisterende e-postmaler.

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).



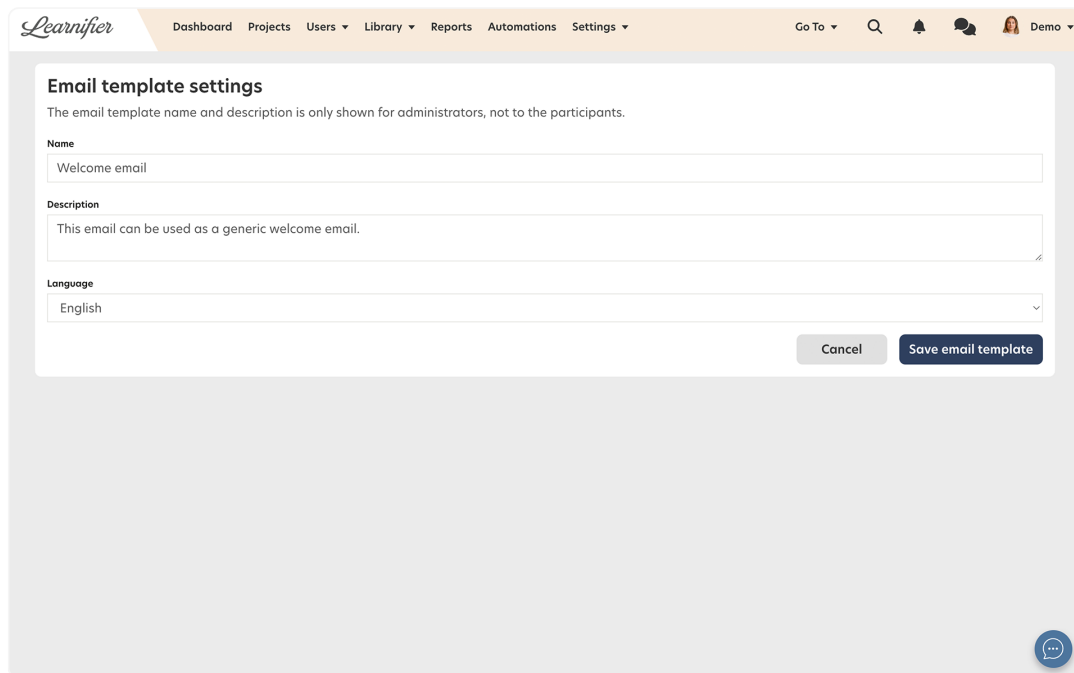
The screenshot displays the 'Email Templates' section of the Learnifier application. The navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The 'Library' menu is open, and the 'Email Templates' page is active. A search bar is present above a table of templates. 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

Showing 1 to 3 of 3 entries

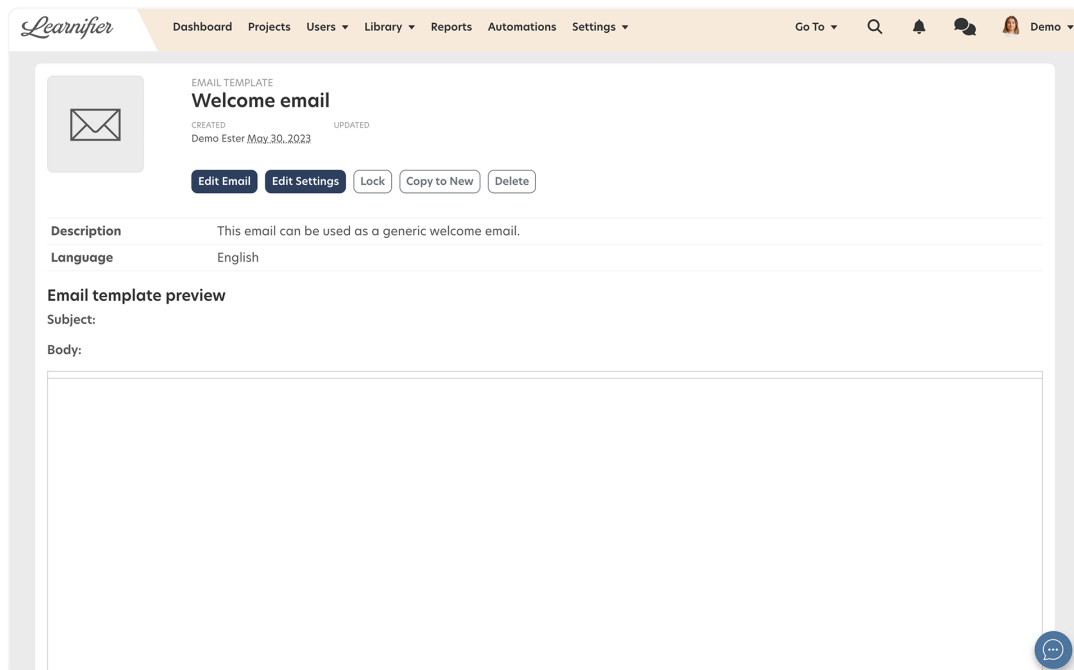
3. Angi et navn, beskrivelse og språk (bare synlig for administratorer) i feltene.

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



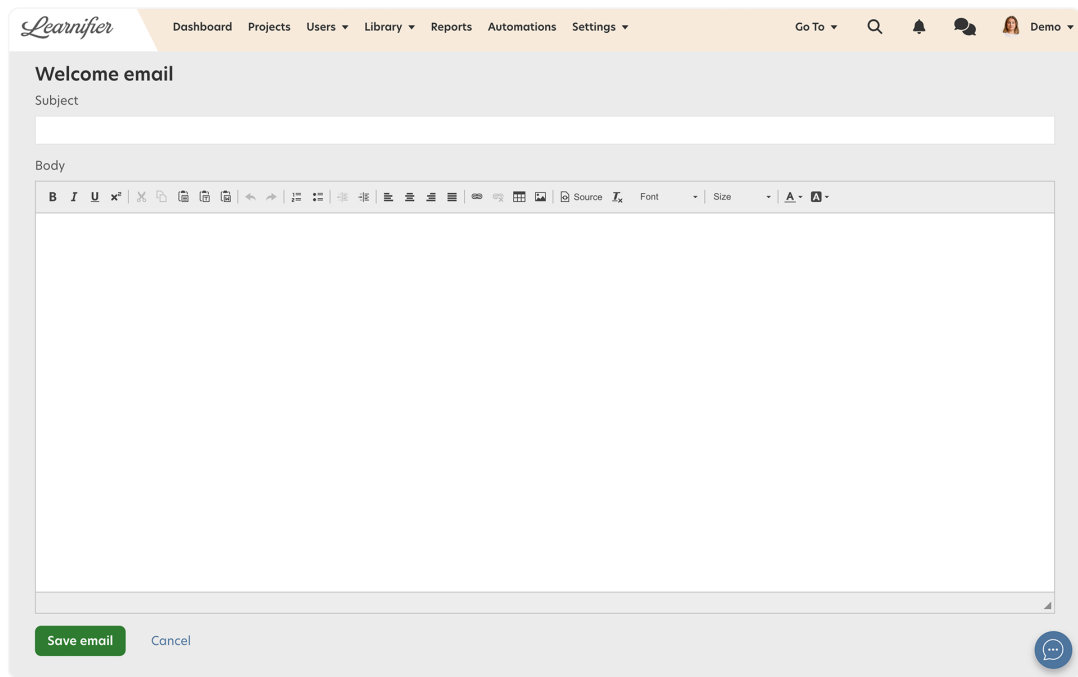
The screenshot shows the 'Email template settings' form in the Learnifier application. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a 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 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The user profile in the top right shows '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 mail icon, the title 'Welcome email', and metadata: 'CREATED Demo Ester May 30, 2023' and 'UPDATED'. Below the metadata 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'. Below this 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 the same as in the previous screenshot, and the user profile shows 'Demo'.

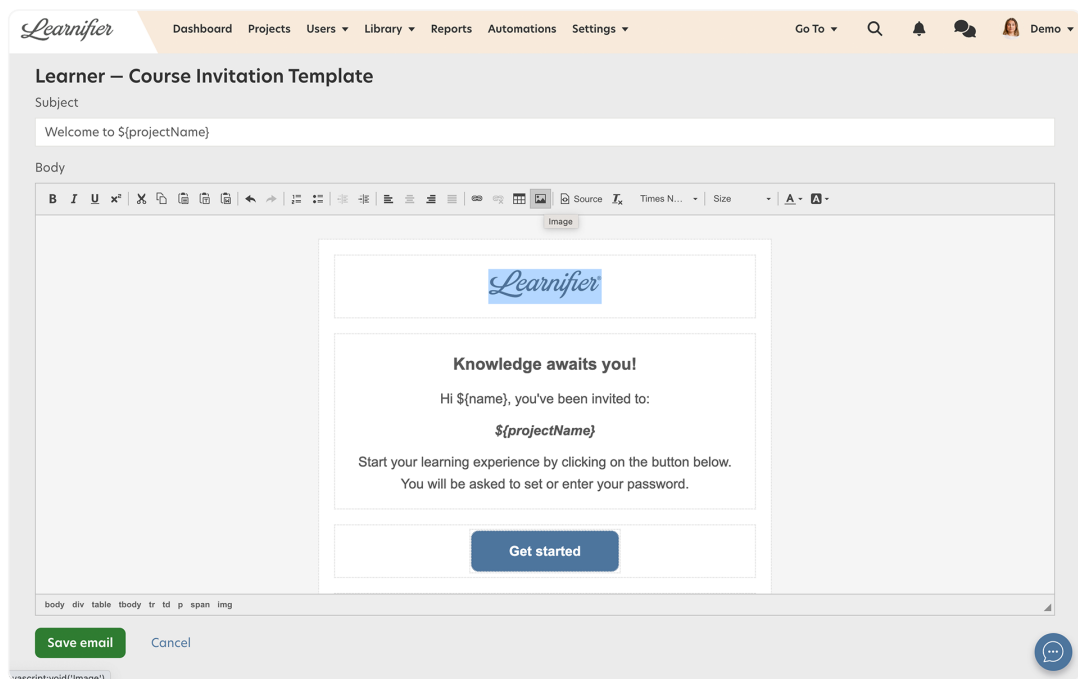
6. Lag e-postmalen din og lagre endringene dine!



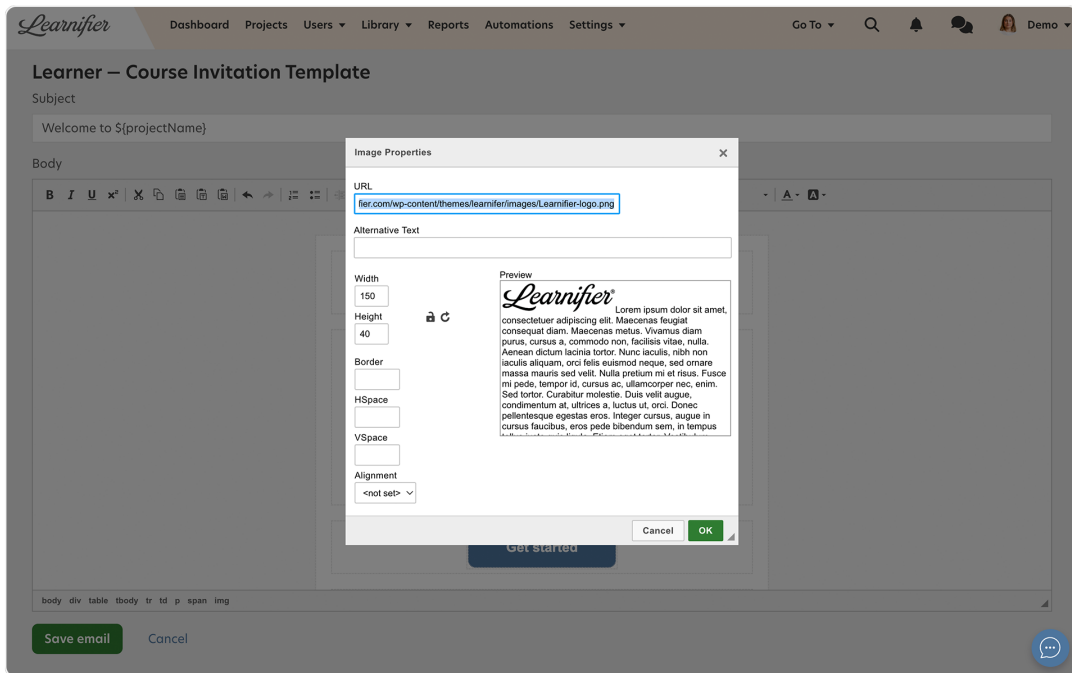
Redigere en e-postmal

Legge til et bilde

1. Velg bildet og klikk på bildeikonet i menyen.

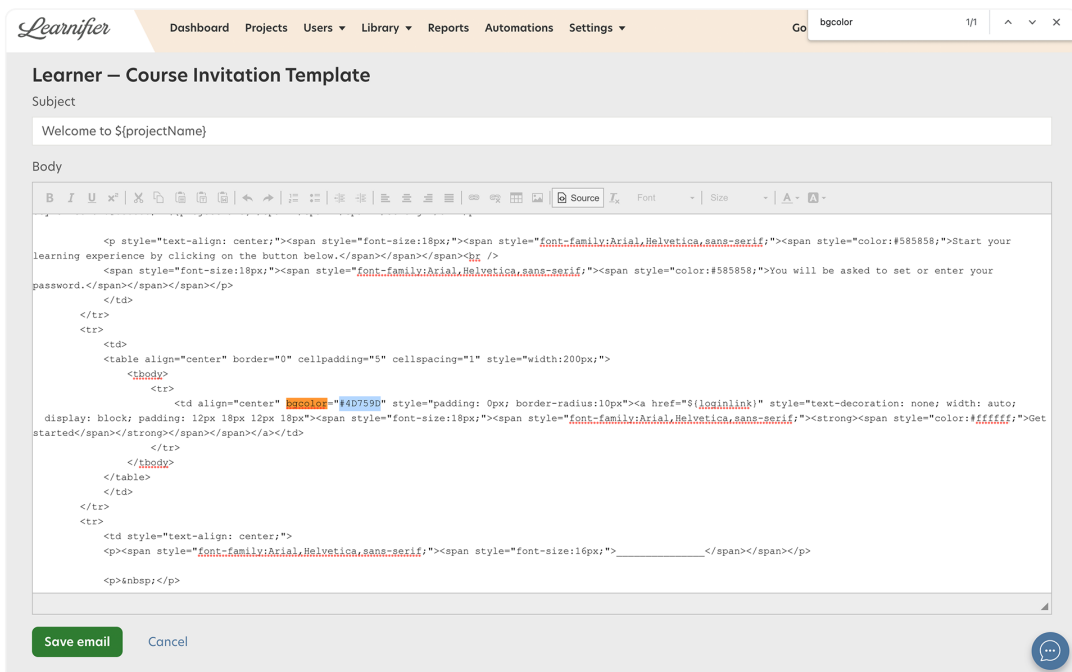


2. Legg til URL-en til det nye bildet og juster størrelsen slik at den passer til e-posten din.



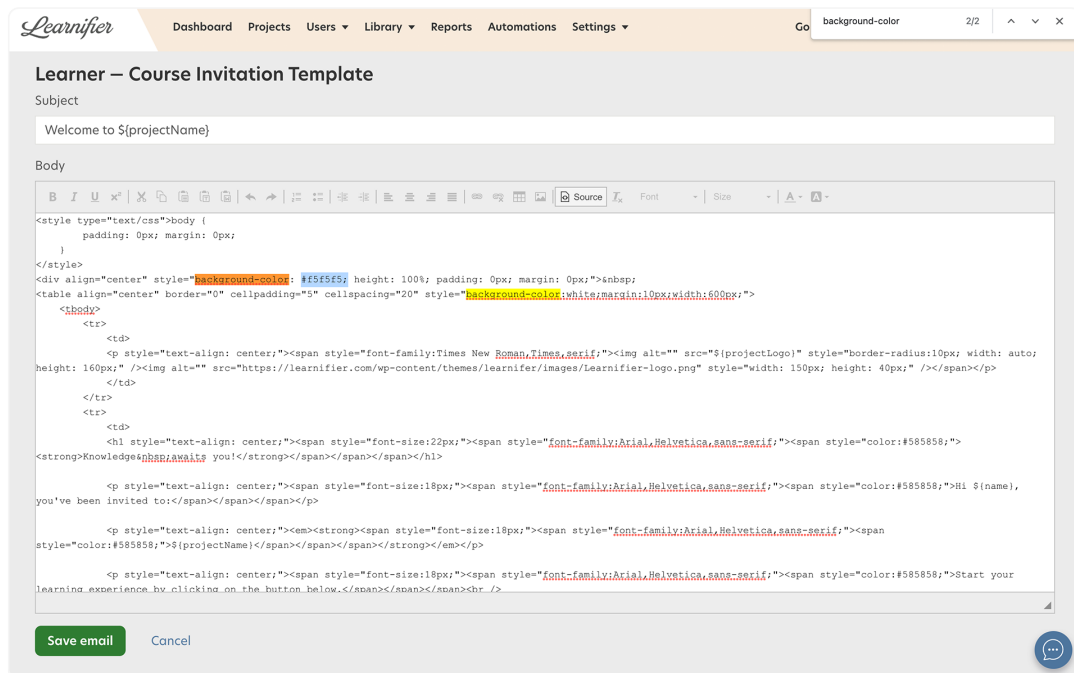
Endre fargen på knappen "Get started"

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 Learnifier. The subject line is 'Welcome to \${projectName}'. The body content is displayed in a rich text editor with a source code view open. The HTML code includes a table with a white background and a 600px width. The table contains a logo and a main message. The first instance of 'background-color' in the code is highlighted in yellow, indicating the current selection.

```
<table align="center" border="0" cellpadding="5" cellspacing="20" style="background-color:white;margin:10px;width:600px;">
  <tbody>
    <tr>
      <td>
        <p style="text-align:center;"><span style="font-family:Times New Roman,Times,Serif;"></span></p>
      </td>
      <td>
        <h1 style="text-align:center;"><span style="font-size:22px;"><span style="font-family:Arial,Helvetica,sans-serif;"><span style="color:#585858;">
<strong>Knowledge is waiting for you!</strong></span></span></h1>
        <p style="text-align:center;"><span style="font-size:18px;"><span style="font-family:Arial,Helvetica,sans-serif;"><span style="color:#585858;">Hi $(name),
you've been invited to:</span></span></span></p>
        <p style="text-align:center;"><em><strong><span style="font-size:18px;"><span style="font-family:Arial,Helvetica,sans-serif;"><span
style="color:#585858;">${projectName}</span></span></strong></em></p>
        <p style="text-align:center;"><span style="font-size:18px;"><span style="font-family:Arial,Helvetica,sans-serif;"><span style="color:#585858;">Start your
learning experience by clicking on the button below.</span></span></p>
      </td>
    </tr>
  </tbody>
</table>
```

Relatert innhold

- [Automatisk kommunikasjon](#)