

## 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

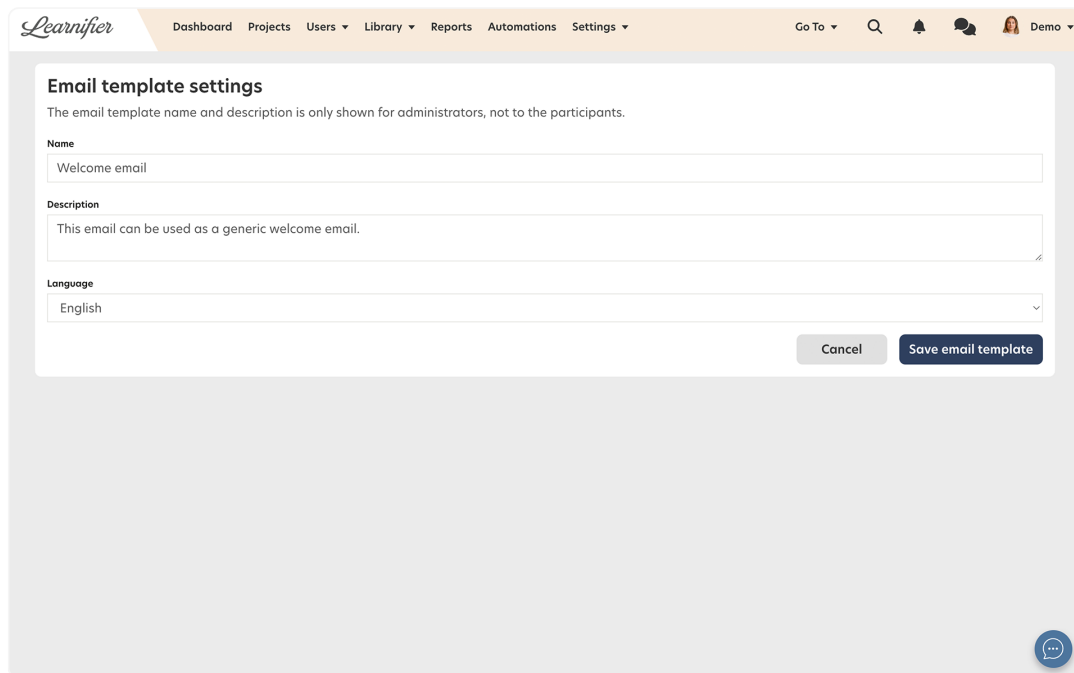
1. Gå til Library og klikk på "Email Templates".
2. Klikk på "Add Email Template" **eller** lag en kopi av en generisk e-postmal ved å klikke på den du vil kopiere, og deretter klikke på "Copy" (på denne måten trenger du ikke å bygge opp en e-poststruktur fra bunnen av).

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. The footer shows 'Showing 1 to 3 of 3 entries' and a chat icon.

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

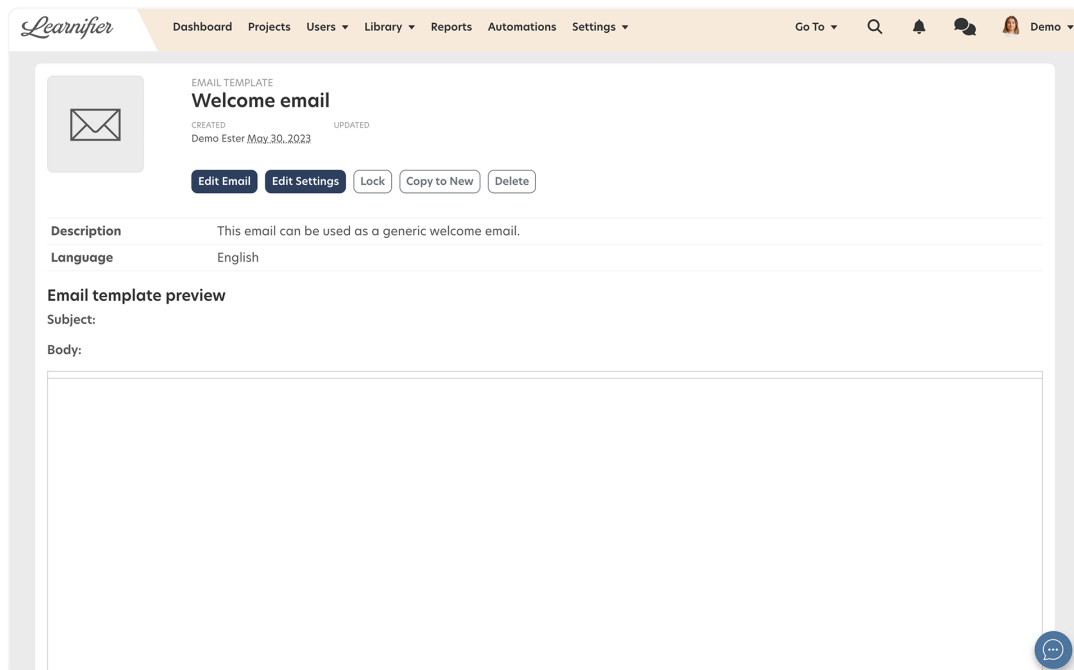
3. Angi et navn, beskrivelse og språk (bare synlig for administratorer) i feltene.

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 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The user profile in the top right shows 'Demo'.

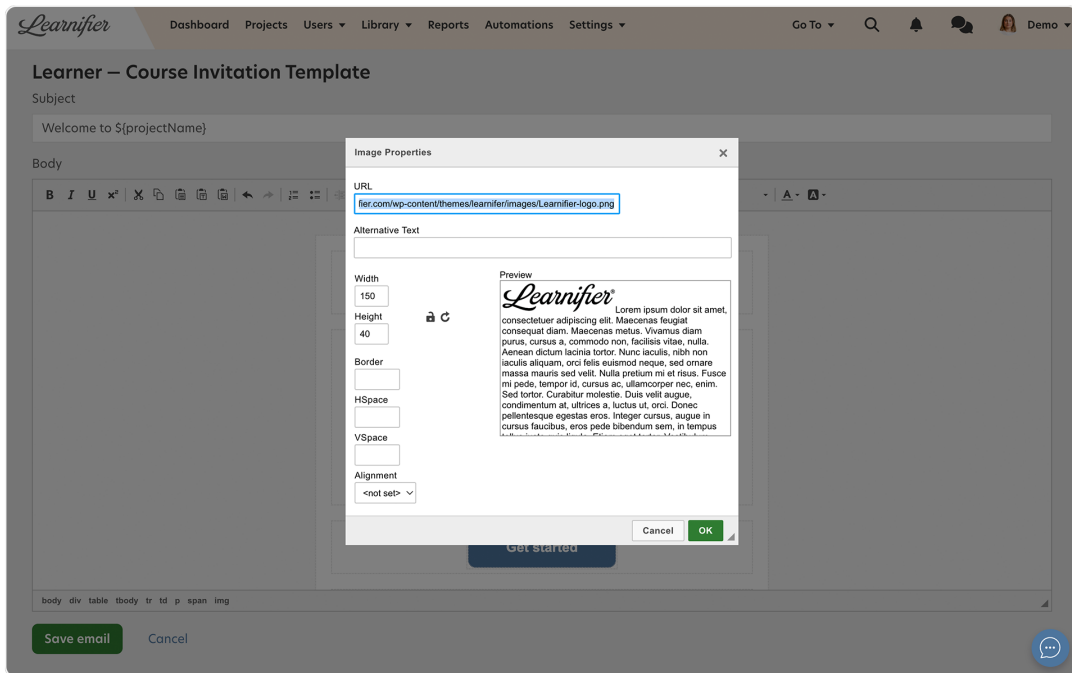
5. Når du har lagret endringene dine, åpnes et nytt vindu. Klikk på "Edit Email" for å begynne å gjøre endringer.



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'.

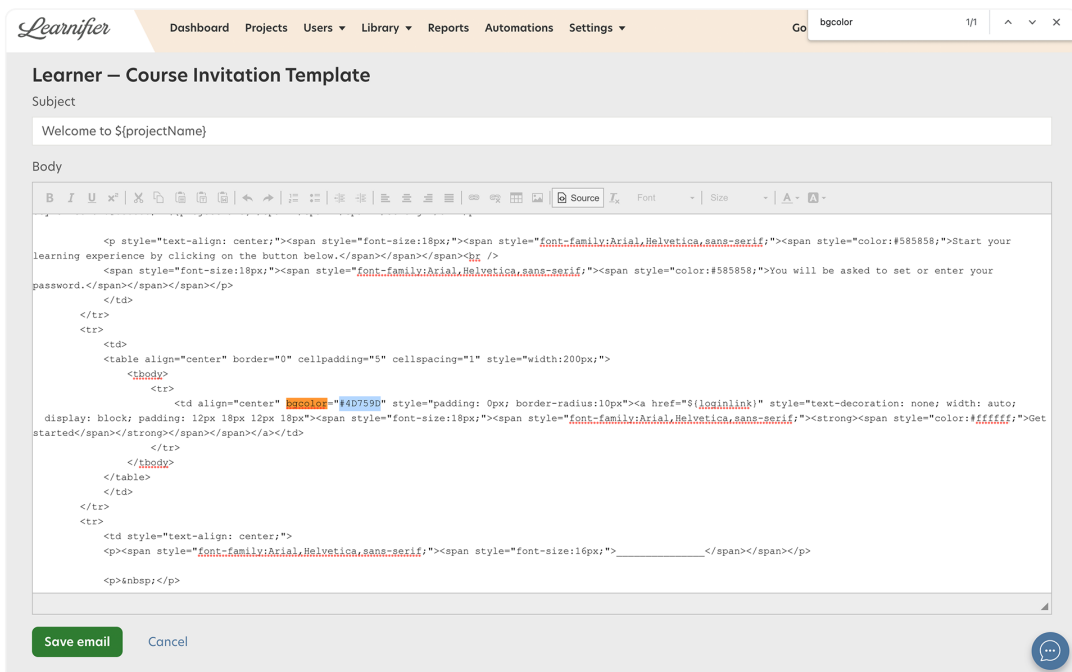
6. Lag e-postmalen din og lagre endringene dine!





## 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

