

## Emailmallar

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**Om du vill anpassa din portal rekommenderar vi att du skapar egna eller anpassar redan befintliga e-postmallar.**

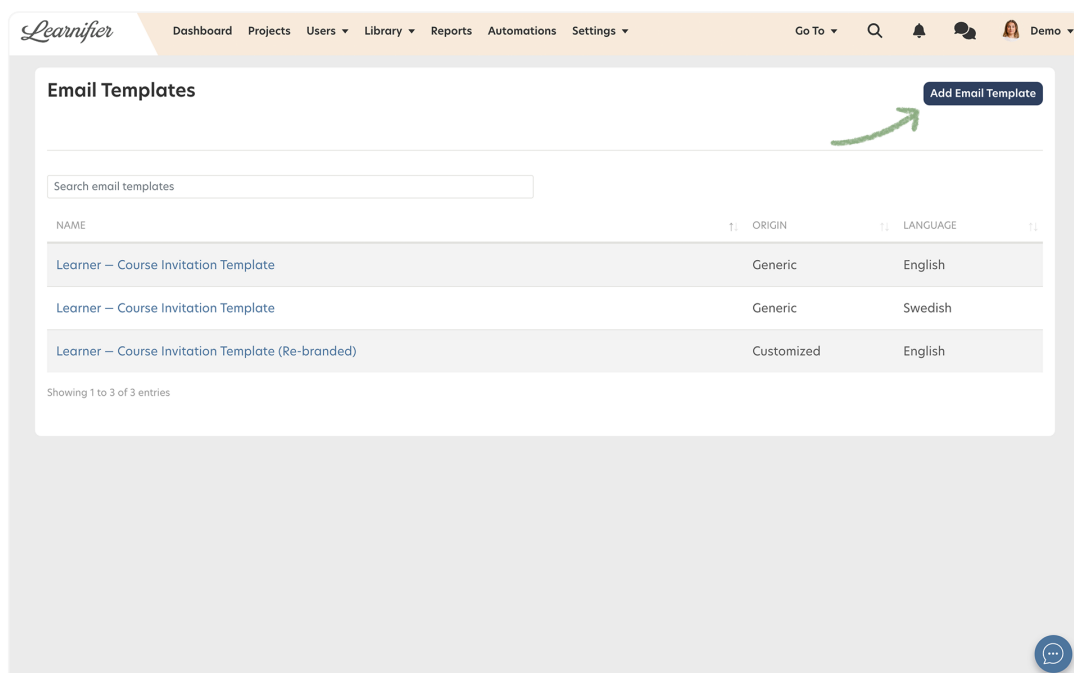
Note

- [Lägga till en ny mall](#)
- [Redigera en email template](#)

### Lägga till en ny template

1. Gå till Library och klicka på "Email templates"

2. Klicka på "Add email template" eller skapa en kopia av en generisk e-postmall genom att klicka på den du vill kopiera och därefter klicka på "Copy" (på så sätt behöver du inte bygga upp en e-poststruktur från grunden)



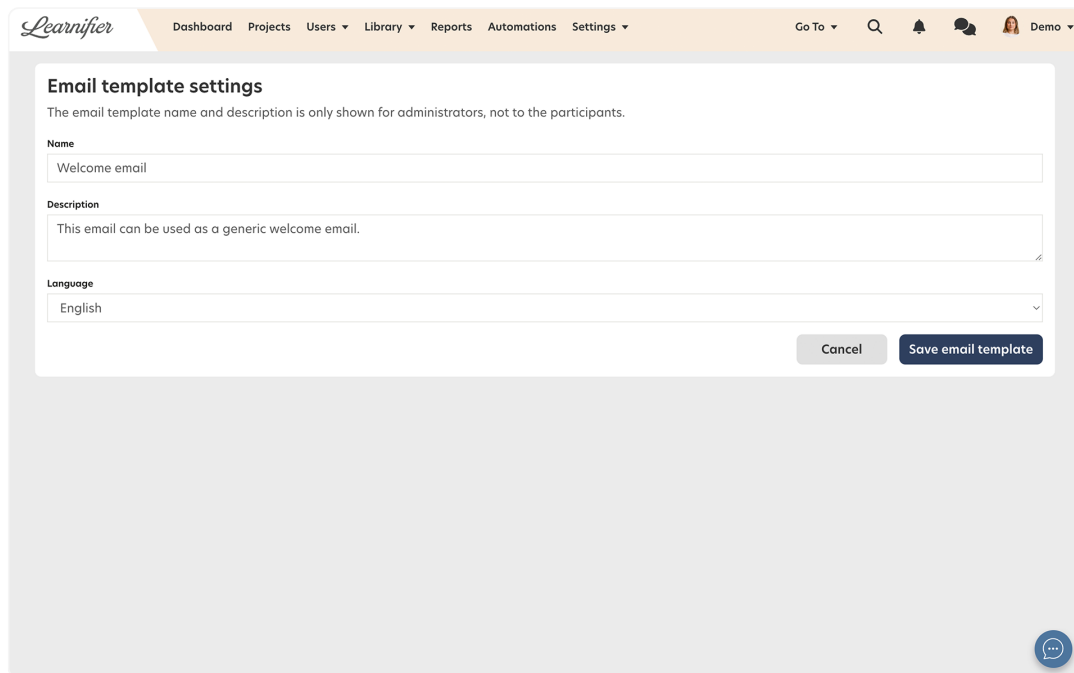
The screenshot displays the 'Email Templates' section of the Learnifier dashboard. At the top, there is a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The 'Library' menu is active. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, the 'Email Templates' section is visible. It features a search bar labeled 'Search email templates' and a table with three columns: 'NAME', 'ORIGIN', and 'LANGUAGE'. The table contains three entries:

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

Below the table, it says 'Showing 1 to 3 of 3 entries'. In the top right corner of the template list area, there is a button labeled 'Add Email Template', which is highlighted by a green arrow.

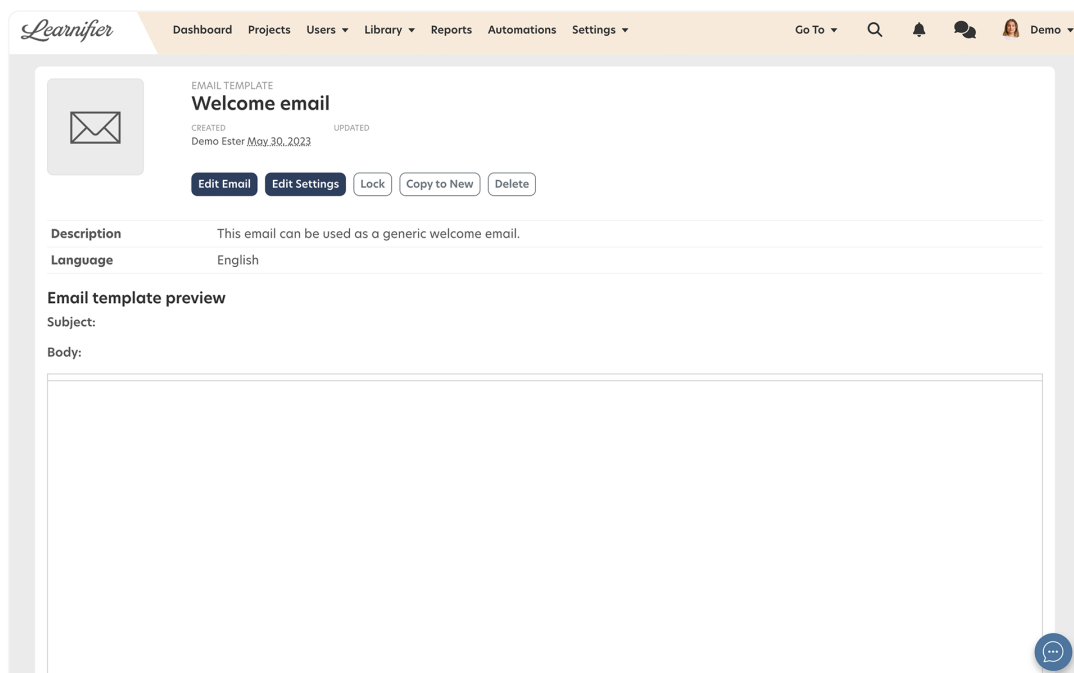
3. Ange ett namn, beskrivning och språk (endast synligt för administratörer) i fälten.

4. Klicka på "Save email template" för att spara dina ändringar.



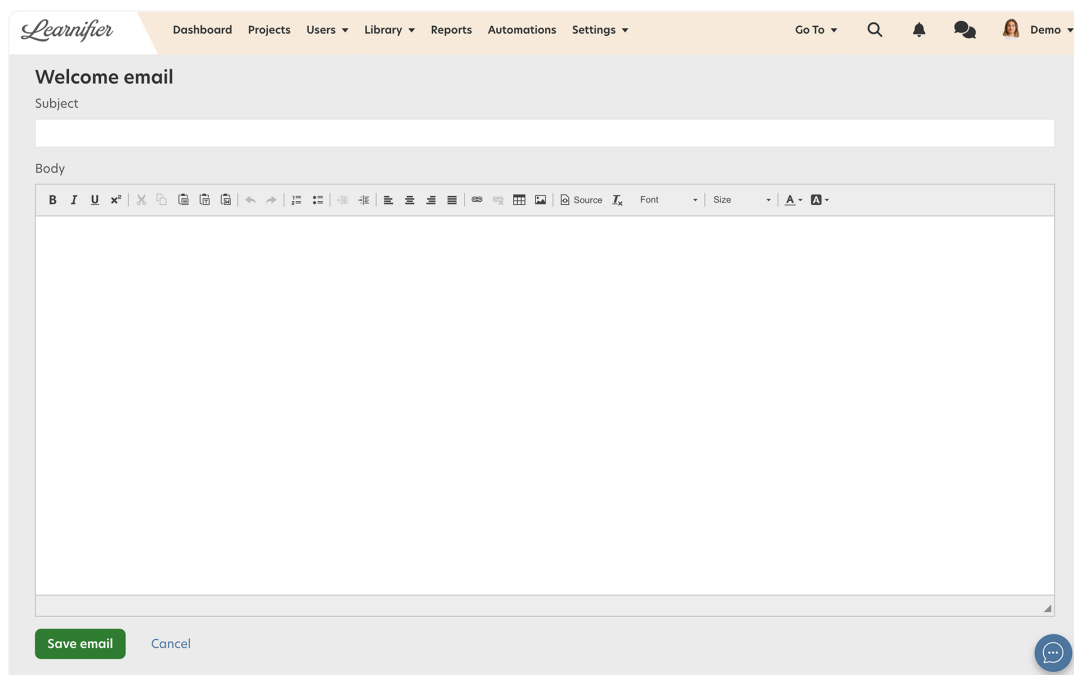
The screenshot shows the 'Email template settings' page in the Learnifier application. The page has a light gray background and a white form area. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. The main heading is 'Email template settings'. Below the heading, a note states: 'The email template name and description is only shown for administrators, not to the participants.' The form contains three fields: 'Name' with the value 'Welcome email', 'Description' with the value '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, there are two buttons: 'Cancel' and 'Save email template'. A small blue chat icon is visible in the bottom right corner of the page.

5. När du har sparat dina ändringar öppnas ett nytt fönster. Klicka på "Edit email" för att börja göra ändringar.



The screenshot shows the 'Welcome email' email template details page in the Learnifier application. The page has a light gray background and a white content area. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. The main heading is 'EMAIL TEMPLATE Welcome email'. Below the heading, there is a sub-heading 'CREATED Demo Ester May 30, 2023' and 'UPDATED'. There are five buttons: 'Edit Email', 'Edit Settings', 'Lock', 'Copy to New', and 'Delete'. Below the buttons, there are two fields: 'Description' with the value 'This email can be used as a generic welcome email.' and 'Language' with the value 'English'. Below the fields, there is a section titled 'Email template preview' with 'Subject:' and 'Body:' labels. The 'Body:' field is empty. A small blue chat icon is visible in the bottom right corner of the page.

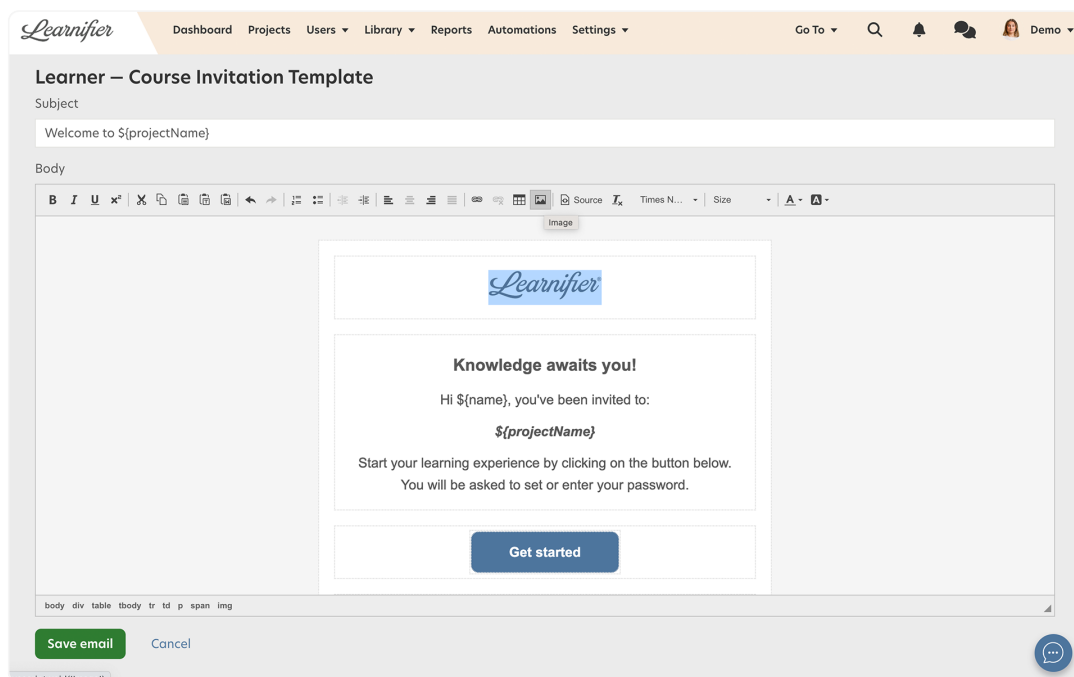
## 6. Skapa din email template och spara dina ändringar!



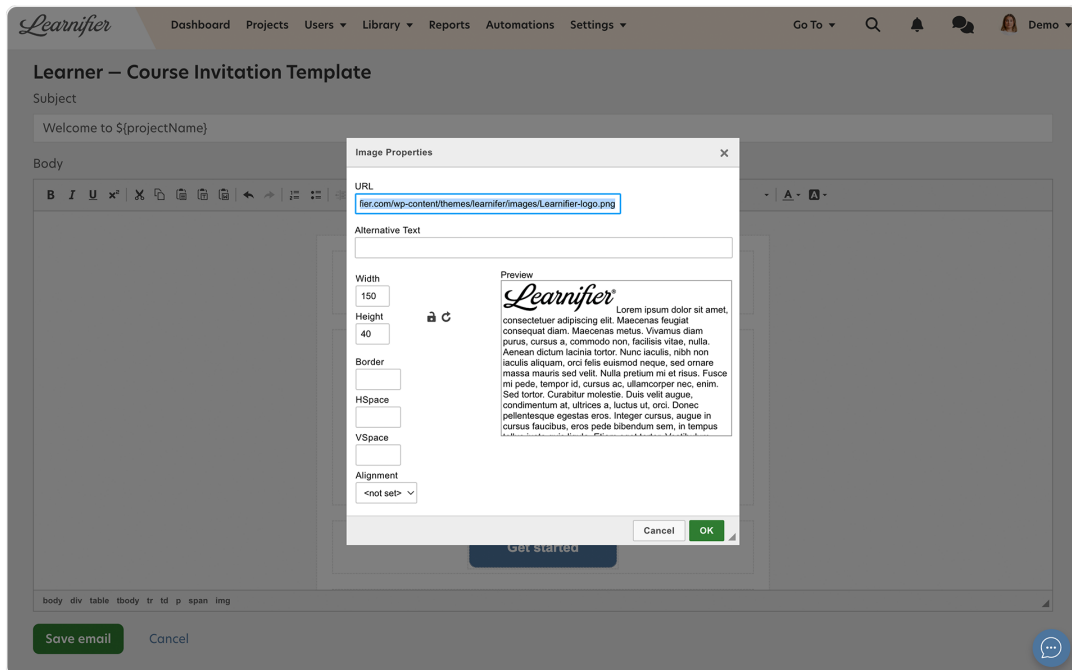
## Redigera en email template

### Lägga till en bild

1. Välj bilden och klicka på bildikonen i menyn.

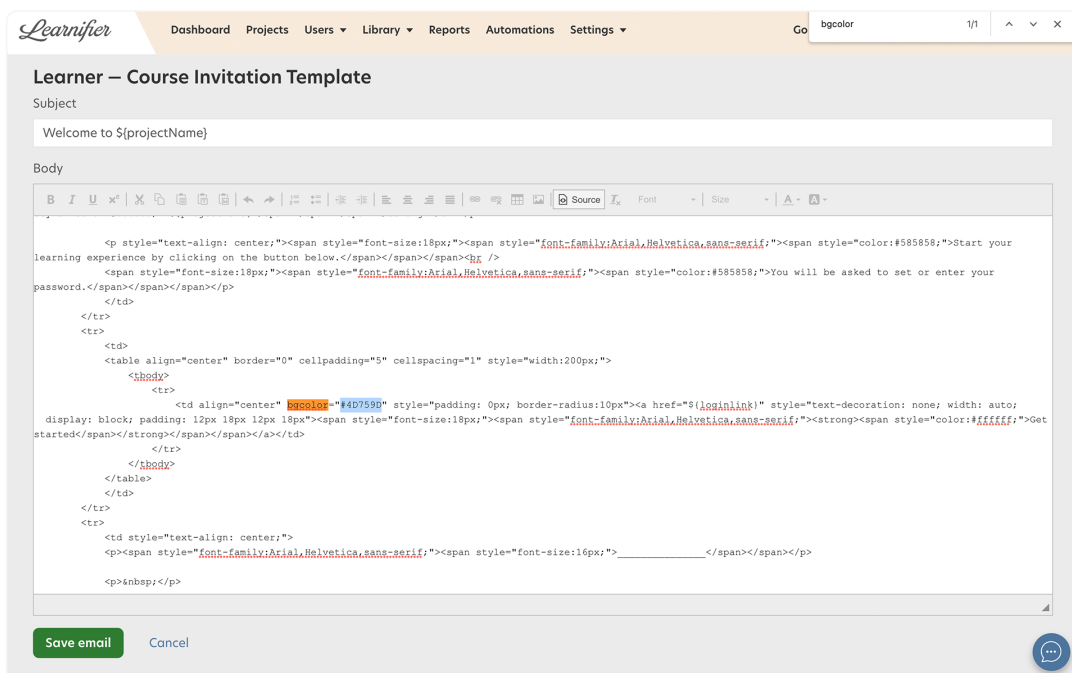


2. Lägg till URL:en till den nya bilden och justera storleken så att den passar din e-post.



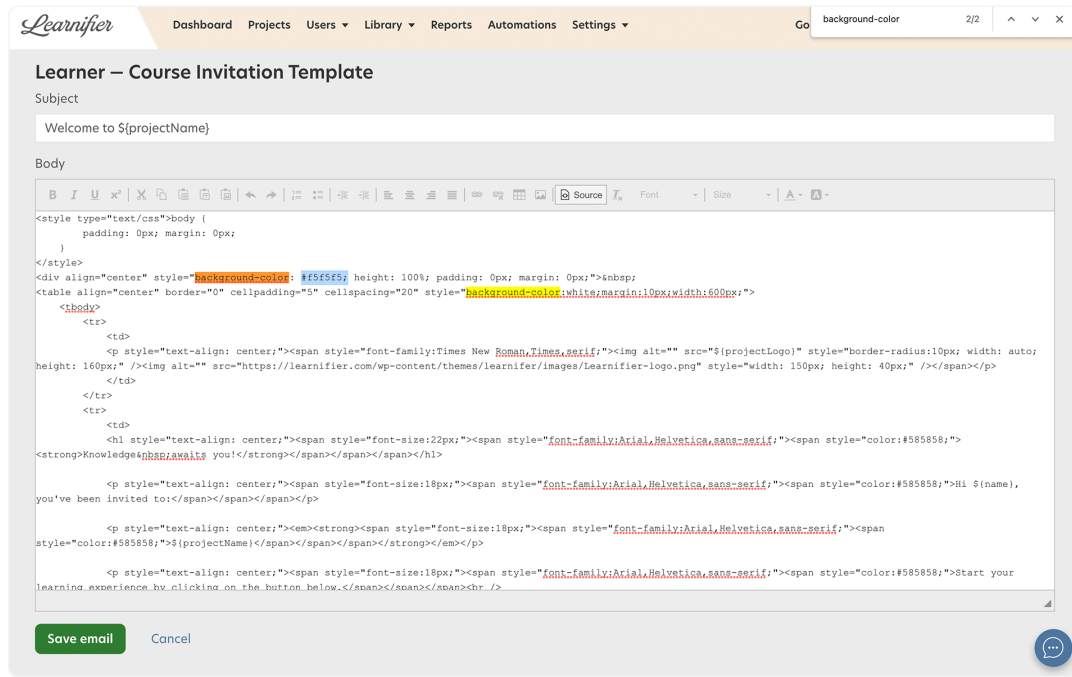
## Ändra färgen på knappen "Get started"

För att ändra färgen på knappen "Get started", gå in i template-byggaren och klicka på "Source". Sök efter "bgcolor" och lägg till HEX-färgen du valt.



## Ändra bakgrundsfärgen

För att ändra bakgrundsfärgen på email templaten, sök efter "background-color" (den första) och ändra den till HEX-färgen du valt.



The screenshot shows the 'Learner – Course Invitation Template' editor. The 'Body' tab is active, displaying HTML code. The search bar at the top right shows 'background-color' with '2/2' results. In the code, the first instance of 'background-color' is highlighted in blue, and its value '#f5f5f5' is highlighted in yellow. The code includes a table with a logo and a main message area with various text elements and styling attributes.

## Liknande innehåll

- [Automatiserad kommunikation](#)