

Email templates

Ester Andersson - 2024-06-18 - The library

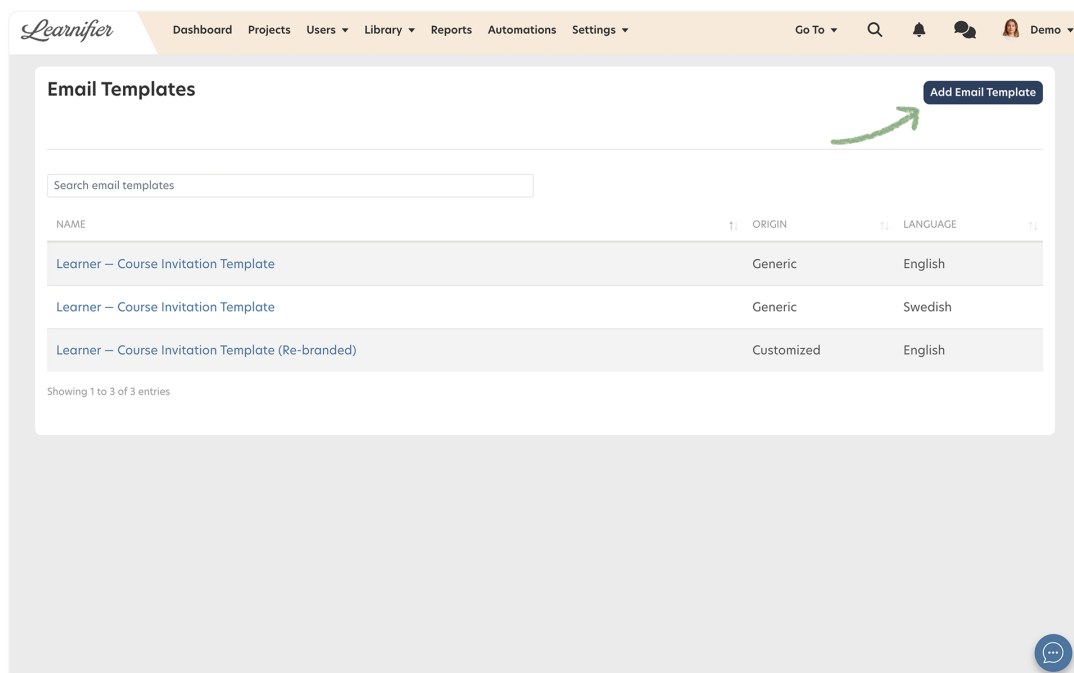
If you want to customize your learning portal, we recommend that you create your own or customize already existing email templates.

Note

- [Adding a new template](#)
- [Editing an email template](#)
- [Tip!](#)

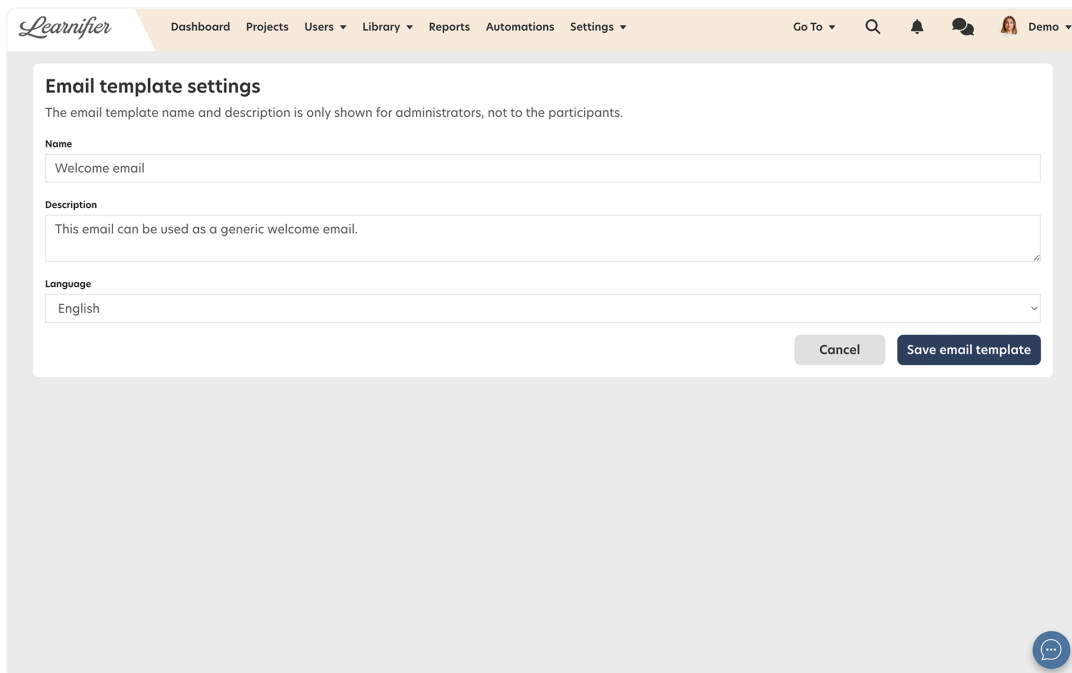
Adding a new template

1. Go to the library and click "Email templates".
2. 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)



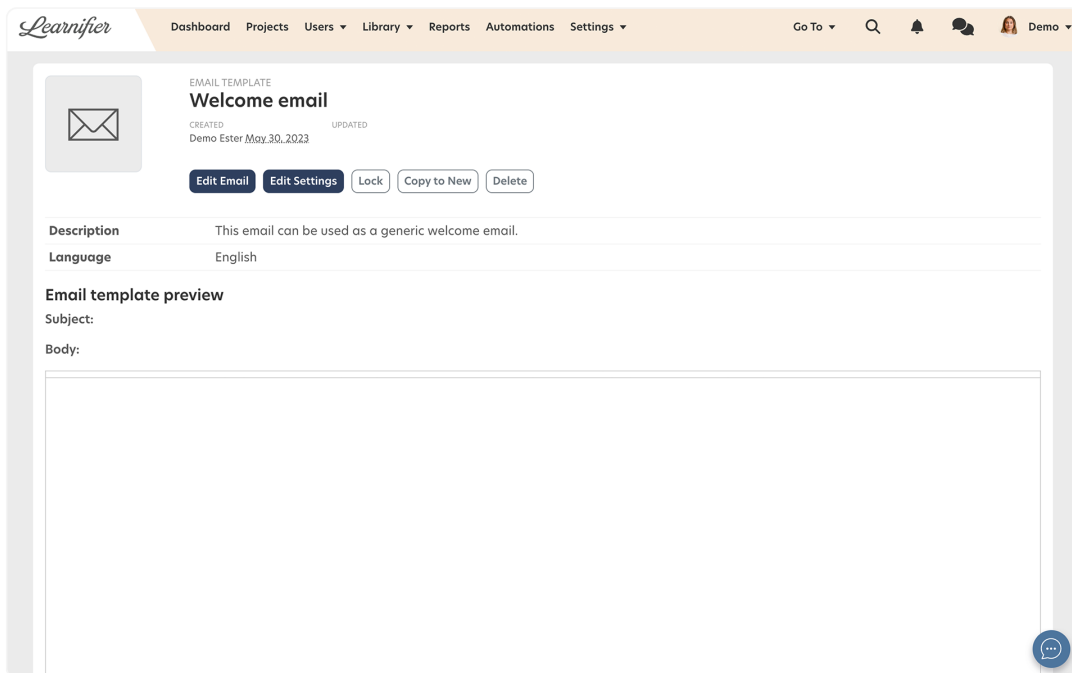
1. Enter a name, description, and language (only visible for administrators) in the fields.

2. Click on "Save email template" in order to save your changes.



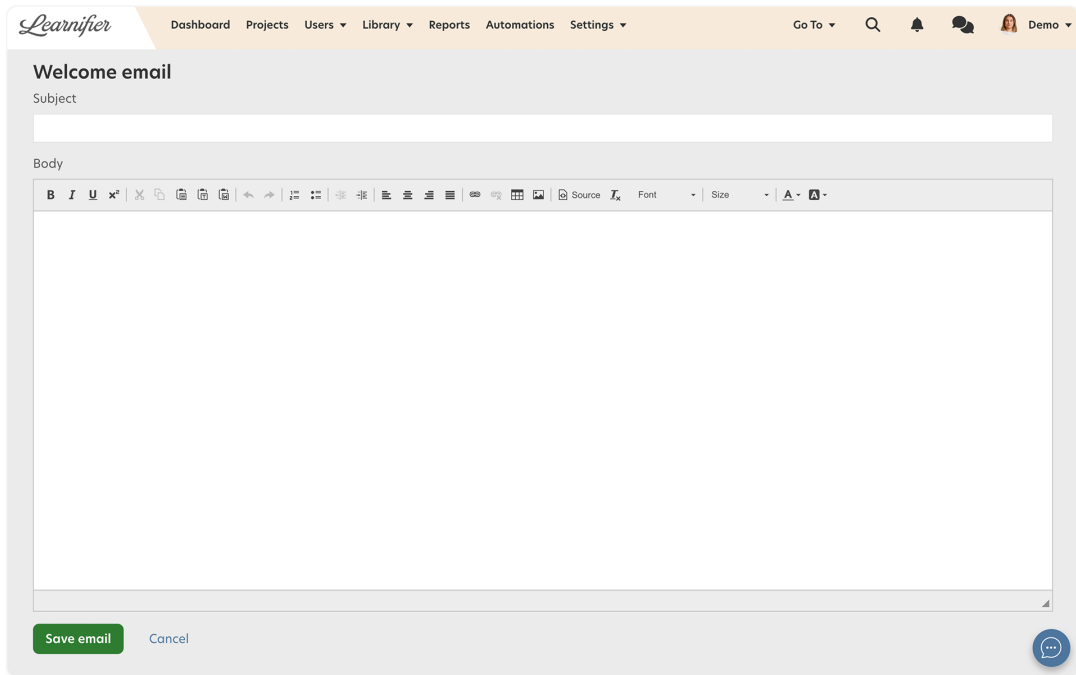
The screenshot shows the 'Email template settings' form in the Learnifier dashboard. The form includes a header with the Learnifier logo and navigation tabs: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The main content area is titled 'Email template settings' and contains a note: 'The email template name and description is only shown for administrators, not to the participants.' Below this note are three input fields: 'Name' (containing 'Welcome email'), 'Description' (containing 'This email can be used as a generic welcome email.'), and 'Language' (set to 'English'). At the bottom right of the form are two buttons: 'Cancel' and 'Save email template'.

1. When you have saved your changes a new window will open. Click on "Edit Email" to start making edits.



The screenshot shows the 'Welcome email' template details page in the Learnifier dashboard. The page header includes the Learnifier logo and navigation tabs: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The main content area is titled 'EMAIL TEMPLATE' and 'Welcome email'. It displays the template's name, a description, and the language. Below this information are five buttons: 'Edit Email', 'Edit Settings', 'Lock', 'Copy to New', and 'Delete'. The page also features a section for 'Email template preview' with fields for 'Subject:' and 'Body:'. A large empty box is provided for the preview content.

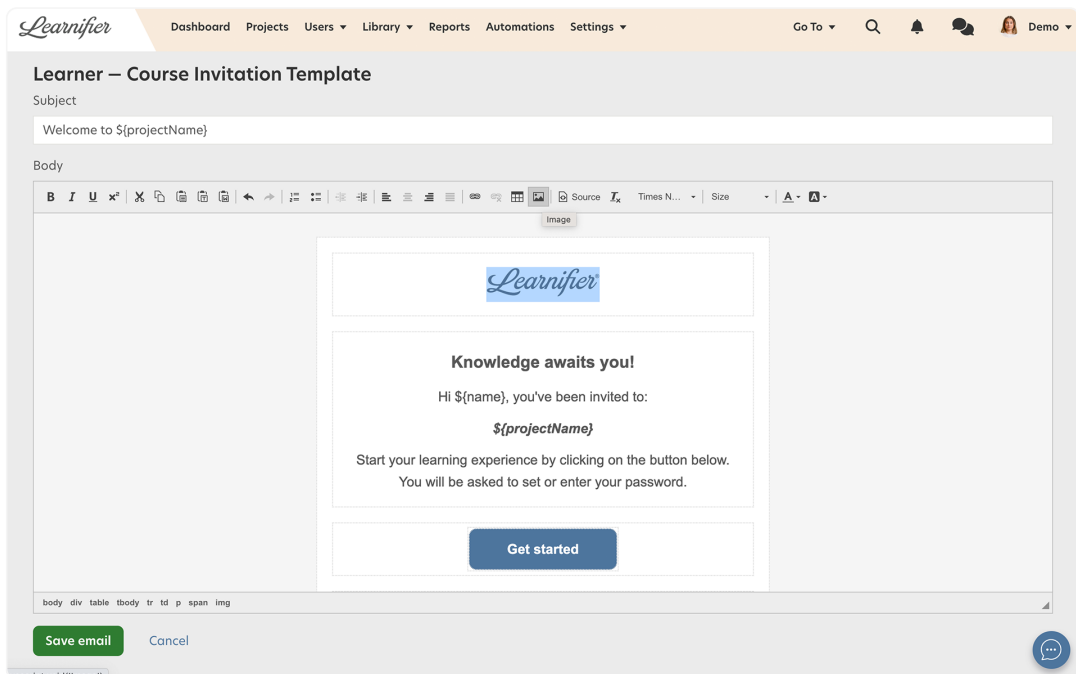
1. Create your email template and save your changes!



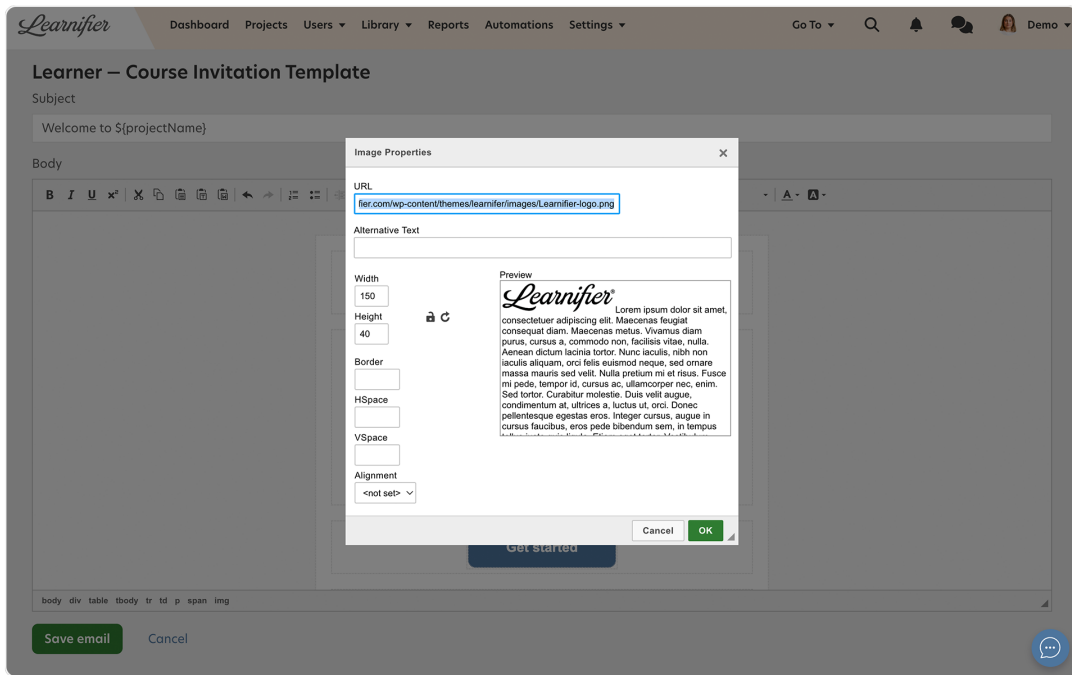
Editing an email template

Adding an image

1. Select the image and click on the image icon in the menu.

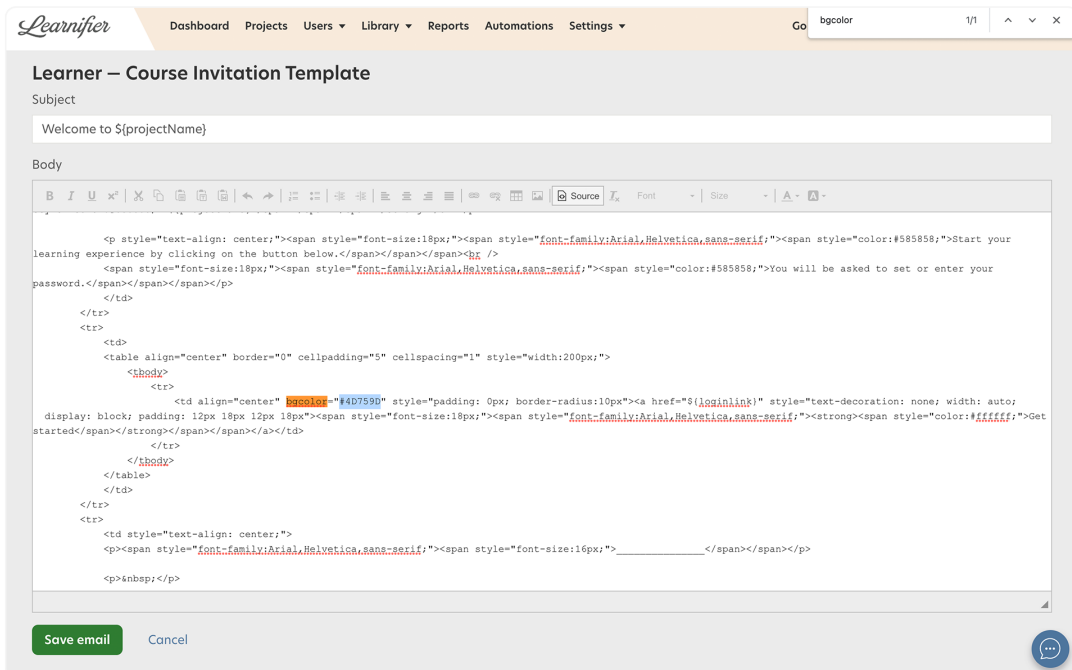


1. Add the URL to the new image and adjust the size so it fits your email.



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.



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.

The screenshot shows the Learnifier dashboard with the 'Learner – Course Invitation Template' editor open. The 'Subject' field contains 'Welcome to \${projectName}'. The 'Body' field contains HTML code with two instances of 'background-color' highlighted in red. The first instance is '#595959' and the second is 'white'. The interface includes a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. A search bar at the top right contains 'background-color' and '2/2'. At the bottom, there are 'Save email' and 'Cancel' buttons.

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

- [Automated communication](#)