

## 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)

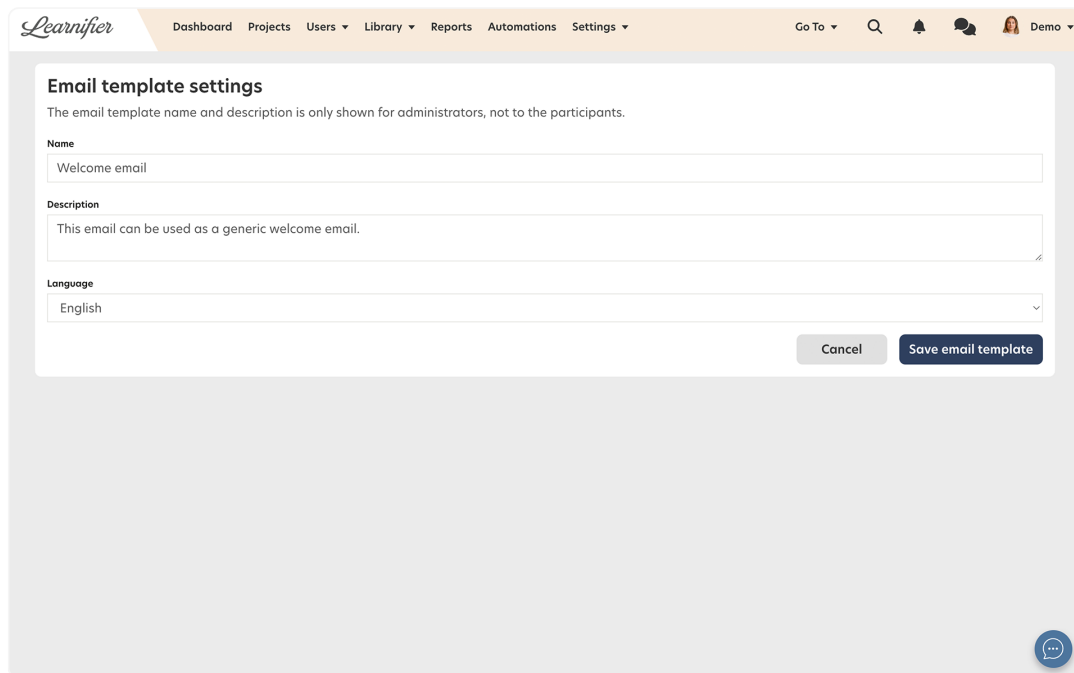
The screenshot displays the 'Email Templates' management interface. At the top, there is a navigation bar with the following items: Dashboard, Projects, Users, Library (selected), Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, the main content area is titled 'Email Templates'. In the top right corner of this area, there is a dark blue button labeled 'Add Email Template', which is highlighted by a green arrow. Below the button is a search bar with the placeholder text 'Search email templates'. Underneath the search bar is a table with the following columns: NAME, ORIGIN, and LANGUAGE. The table contains three rows of data:

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

At the bottom left of the table, it says 'Showing 1 to 3 of 3 entries'. In the bottom right corner of the interface, there is a blue circular chat icon.

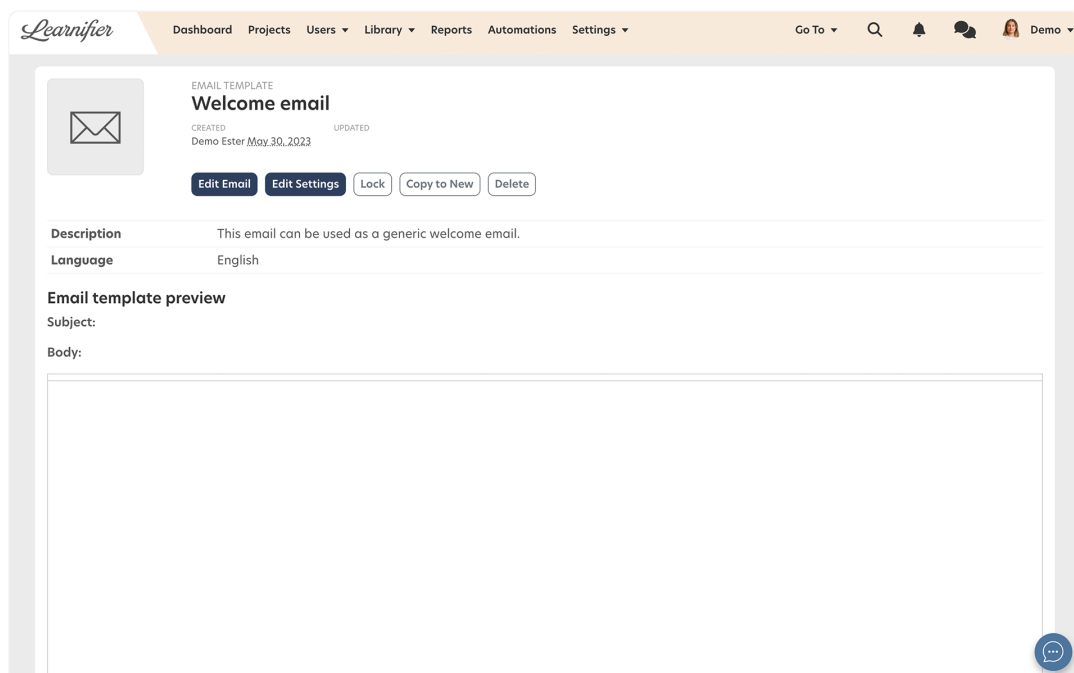
3. Ange ett namn, beskrivning och språk (endast synligt för administratörer) i fälten.

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



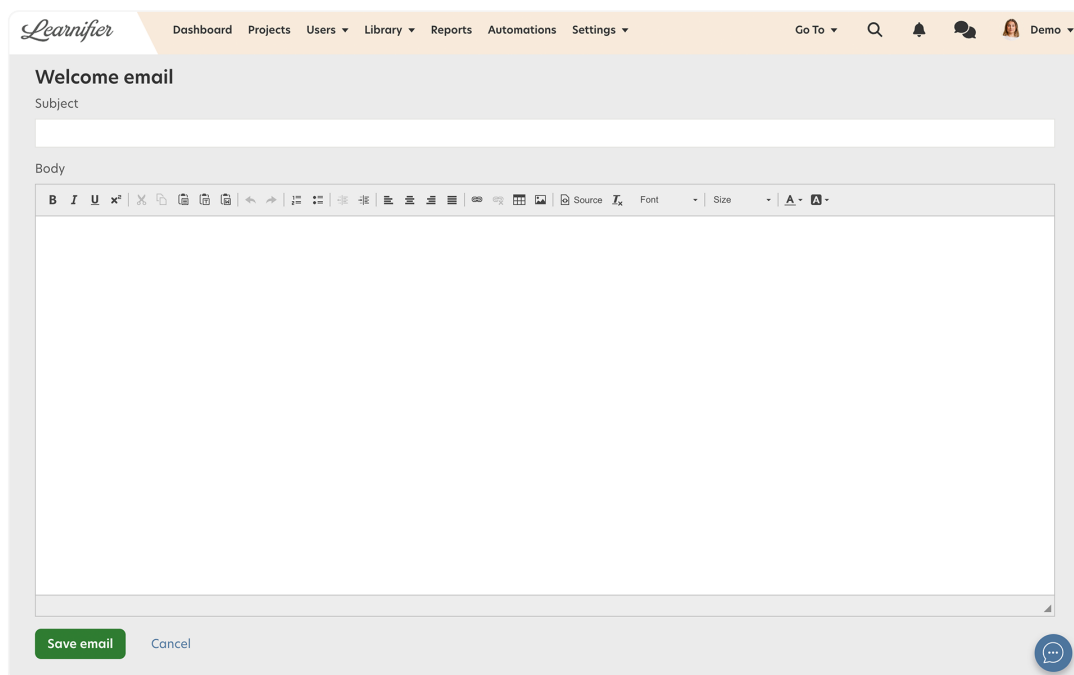
The screenshot shows the 'Email template settings' form in the Learnifier interface. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a text 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 interface includes a top navigation bar with the Learnifier logo and menu items like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A user profile icon labeled 'Demo' is visible in the top right corner.

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 interface. The page is titled 'EMAIL TEMPLATE Welcome email' and includes a sub-header '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 page has two main sections: 'Description' with the text 'This email can be used as a generic welcome email.' and 'Language' with the text 'English'. Below these sections is an 'Email template preview' section with 'Subject:' and 'Body:' labels. The 'Body:' section is currently empty. The interface includes a top navigation bar with the Learnifier logo and menu items like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A user profile icon labeled 'Demo' is visible in the top right corner.

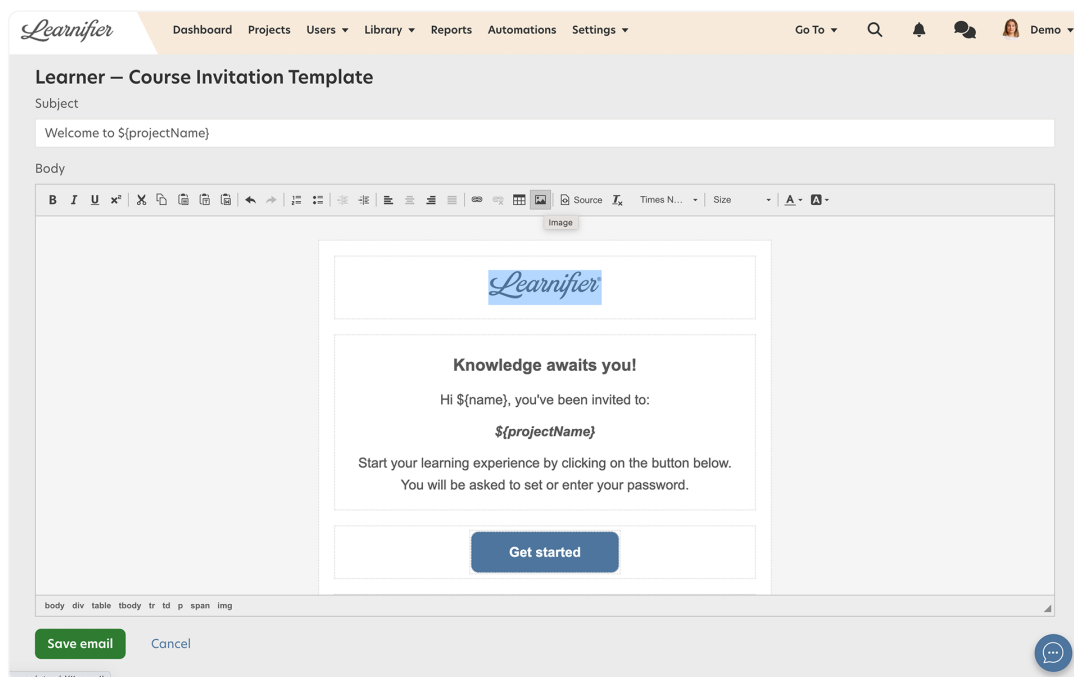
## 6. Skapa din email template och spara dina ändringar!



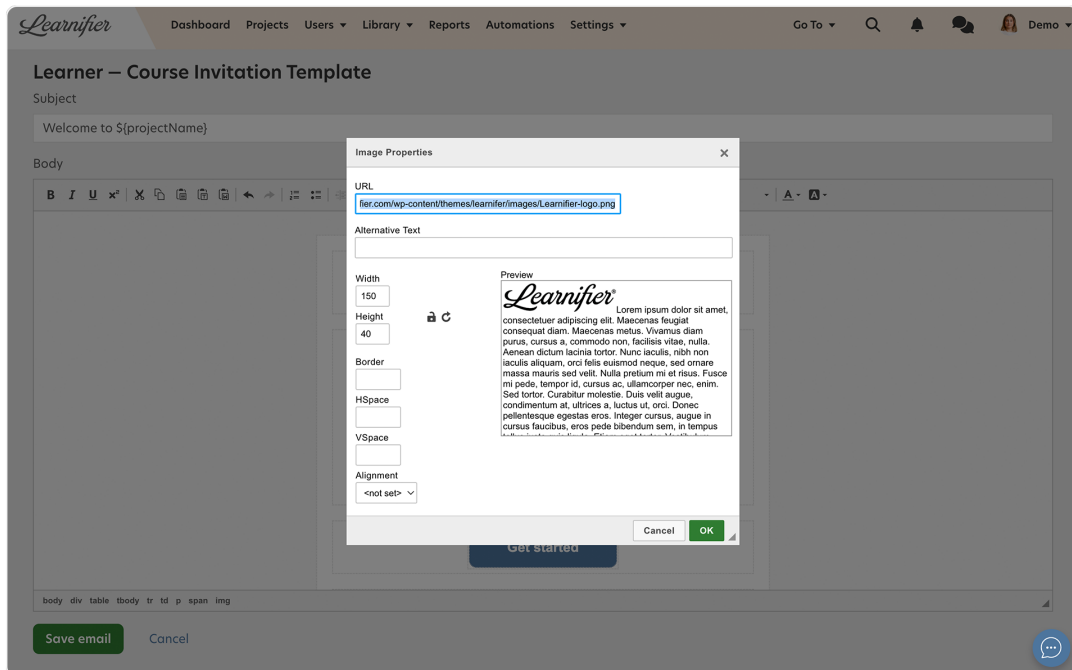
## Redigera en email template

### Lägga till en bild

1. Välj bilden och klicka på bildikonen i menyn.

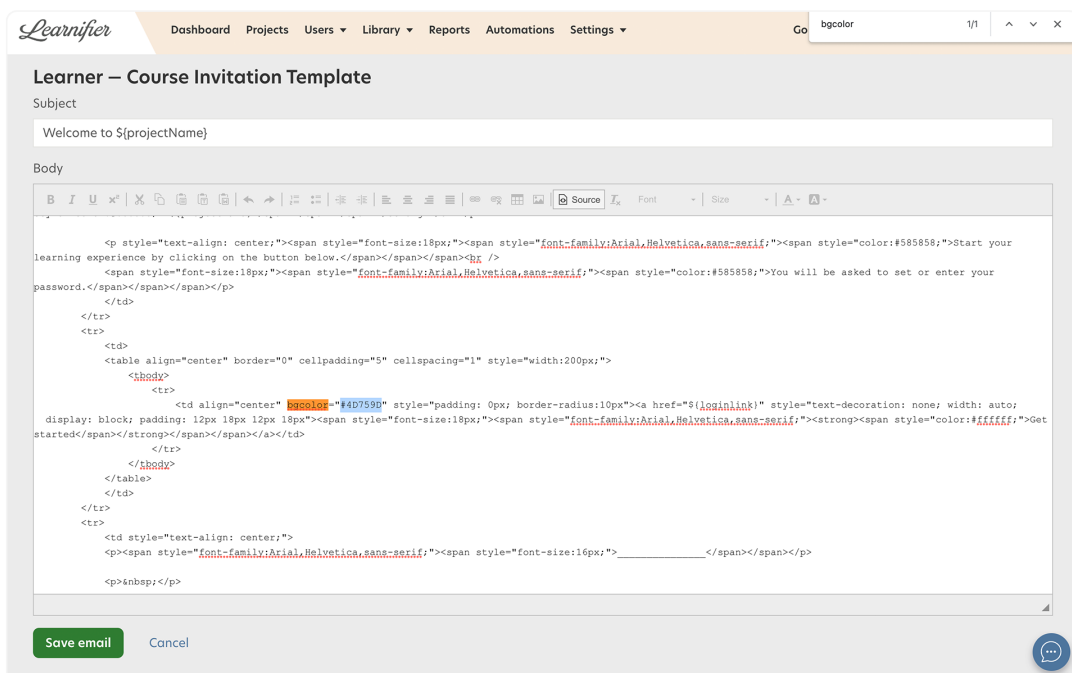


2. Lägg till URL:en till den nya bilden och justera storleken så att den passar din e-post.



## 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 templatén, sök efter "background-color" (den första) och ändra den till HEX-färgen du valt.

The screenshot shows the 'Learner – Course Invitation Template' editor in the Learnifier dashboard. The 'Subject' field contains 'Welcome to \${projectName}'. The 'Body' section displays HTML code with two instances of 'background-color' highlighted in yellow. The first instance is set to '#f5f5f5' and the second to '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 shows '2/2' results. At the bottom, there are 'Save email' and 'Cancel' buttons, and a circular menu icon.

## Liknande innehåll

- [Automatiserad kommunikation](#)