

E-postmaler

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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).

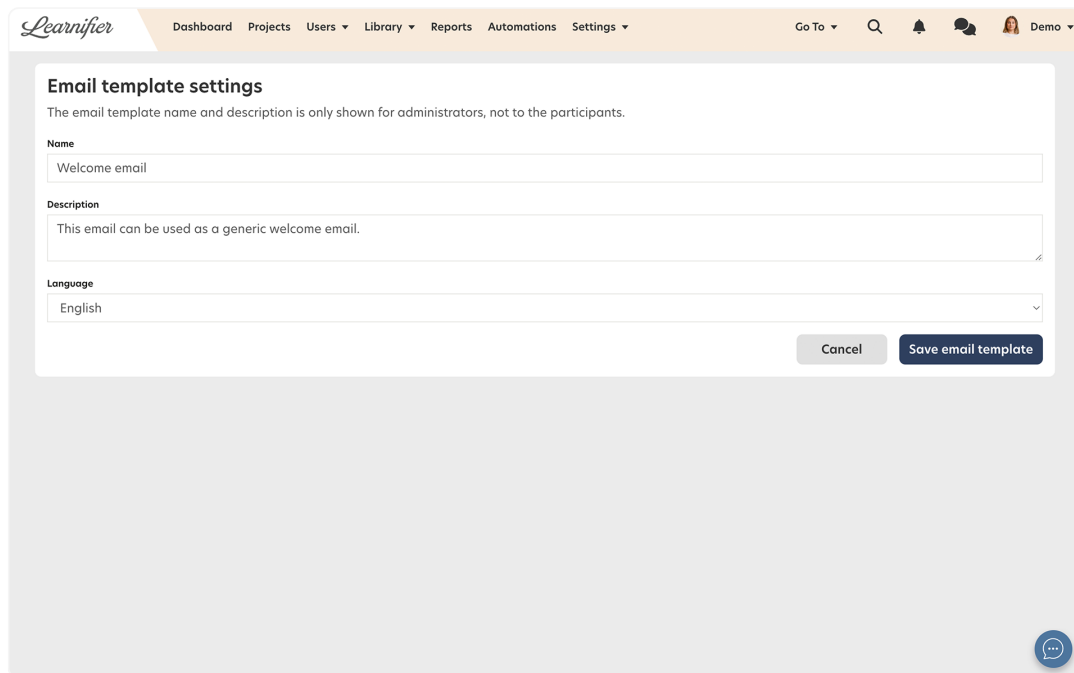
The screenshot displays the 'Email Templates' management interface in the Learnifier application. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. The main content area is titled 'Email Templates' and features a search bar labeled 'Search email templates'. Below the search bar is a table with the following 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 of the table, it says 'Showing 1 to 3 of 3 entries'. In the top right corner of the main content area, there is a dark blue button labeled 'Add Email Template', which is highlighted by a green arrow. A small chat icon is visible in the bottom right corner of the interface.

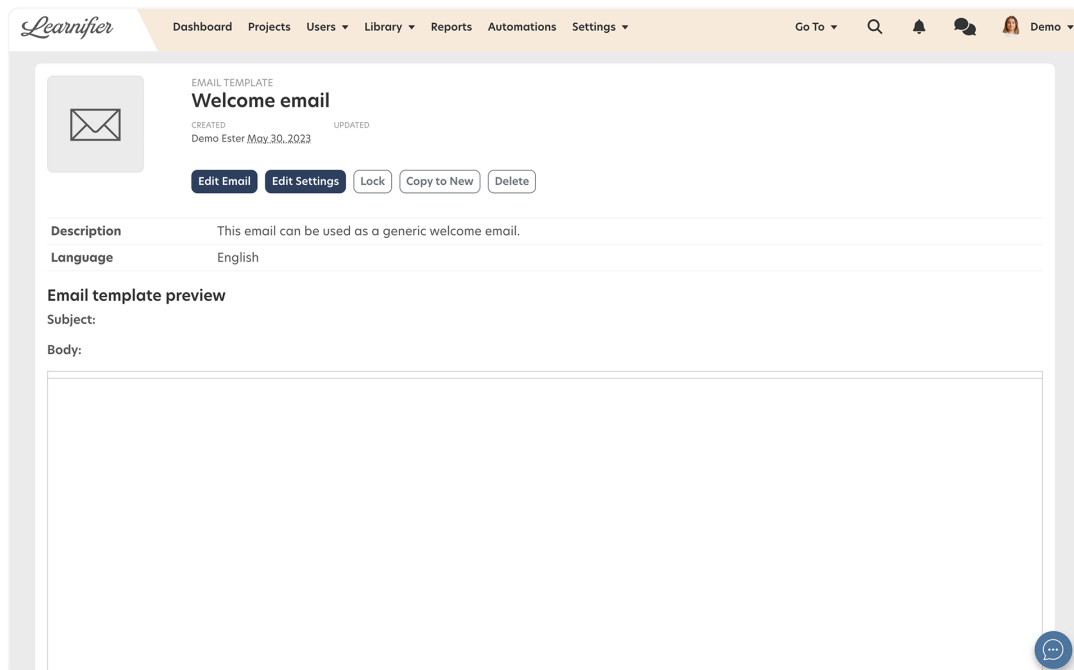
3. Angi et navn, beskrivelse og språk (bare synlig for administratorer) i feltene.

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



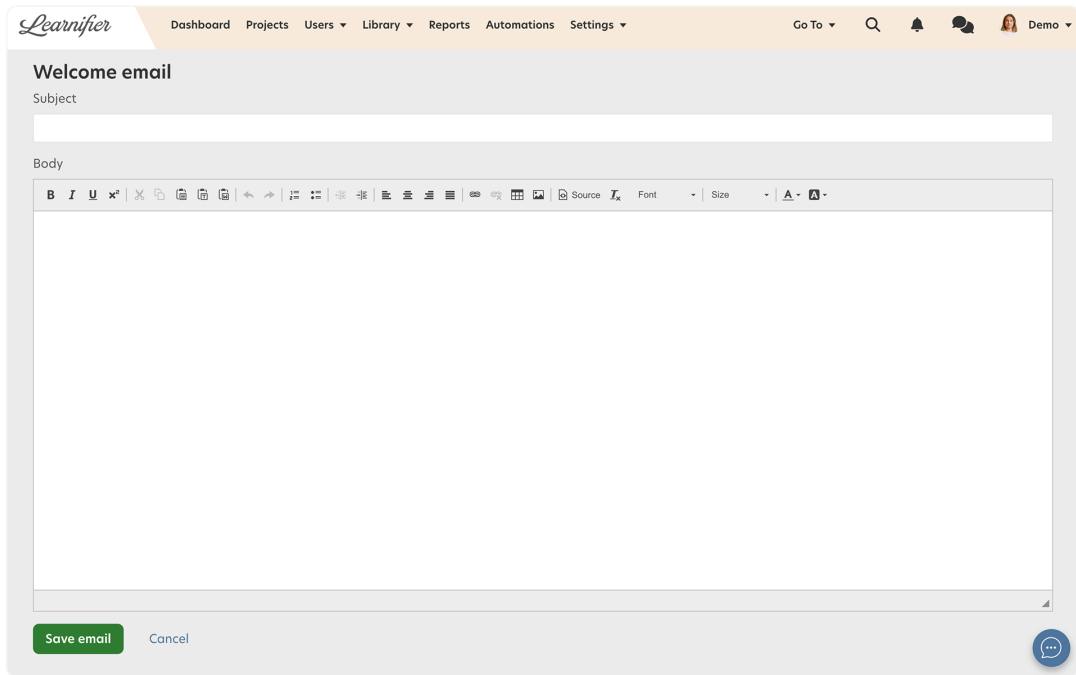
The screenshot shows the 'Email template settings' form in the Learnifier application. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a 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 'Demo' is visible in the top right corner.

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 name 'Welcome email', and the creation and update dates: 'CREATED Demo Ester May 30, 2023' and 'UPDATED'. Below this 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 the description is an 'Email template preview' section with 'Subject:' and 'Body:' labels, followed by a large empty text area. The top navigation bar and user profile 'Demo' are the same as in the previous screenshot.

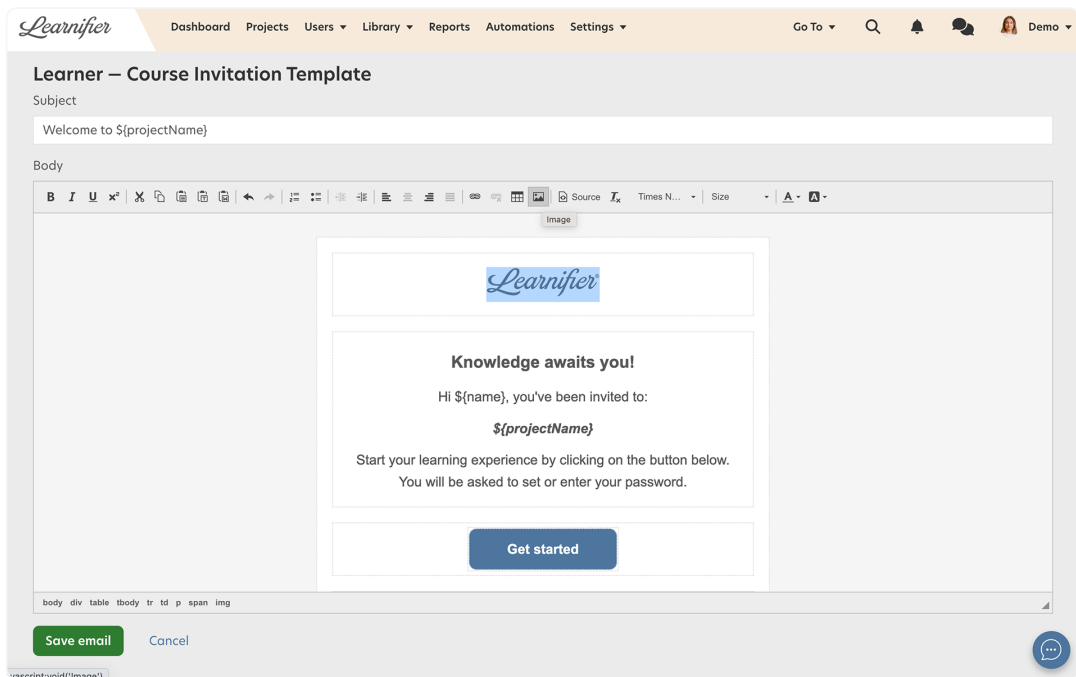
6. Lag e-postmalen din og lagre endringene dine!



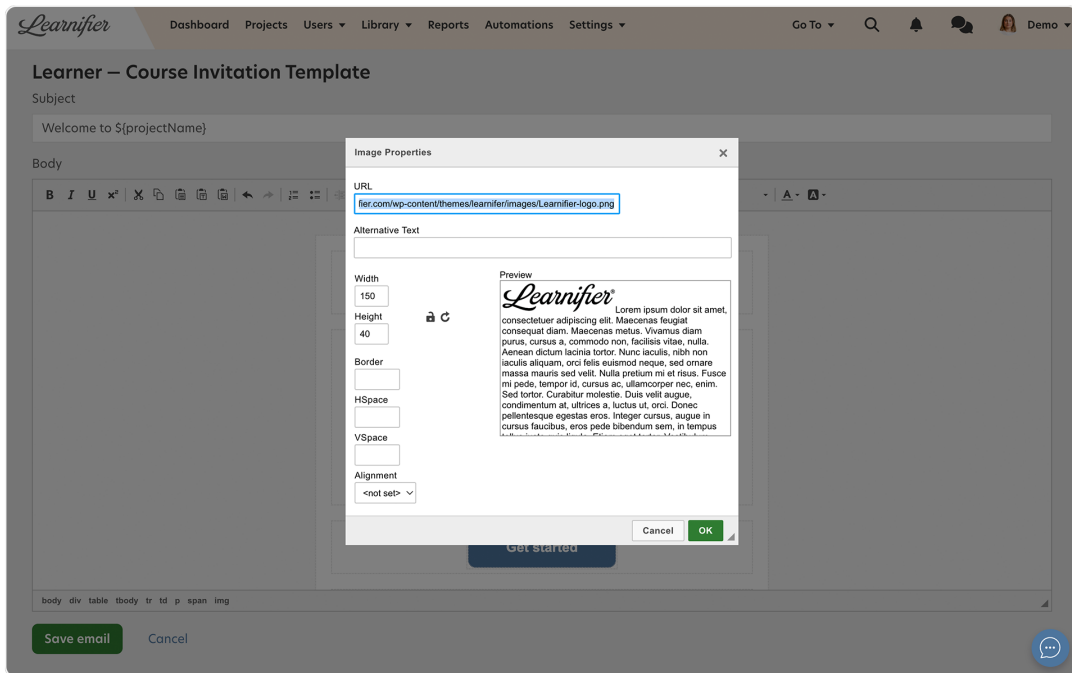
Redigere en e-postmal

Legge til et bilde

1. Velg bildet og klikk på bildeikonet i menyen.

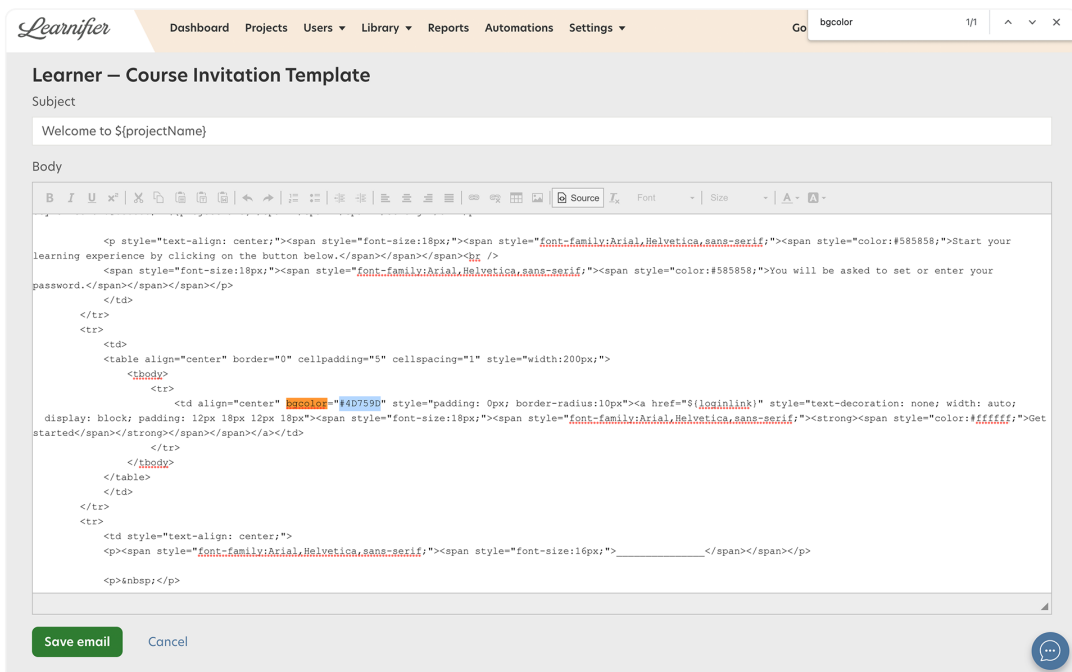


2. Legg til URL-en til det nye bildet og juster størrelsen slik at den passer til e-posten din.



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

