

## Emailmallar

Ester Andersson - 2024-06-18 - Biblioteket

**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)

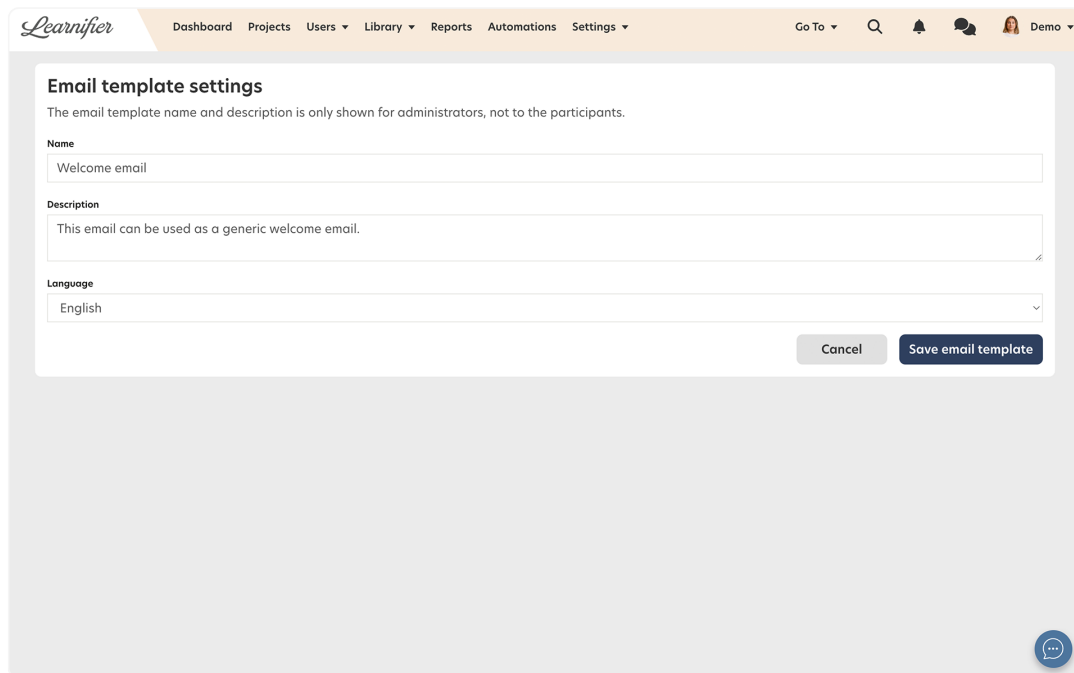
The screenshot displays the 'Email Templates' management interface in Learnifier. At the top, there is a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, 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 button labeled 'Add Email Template', which is highlighted by a green arrow.

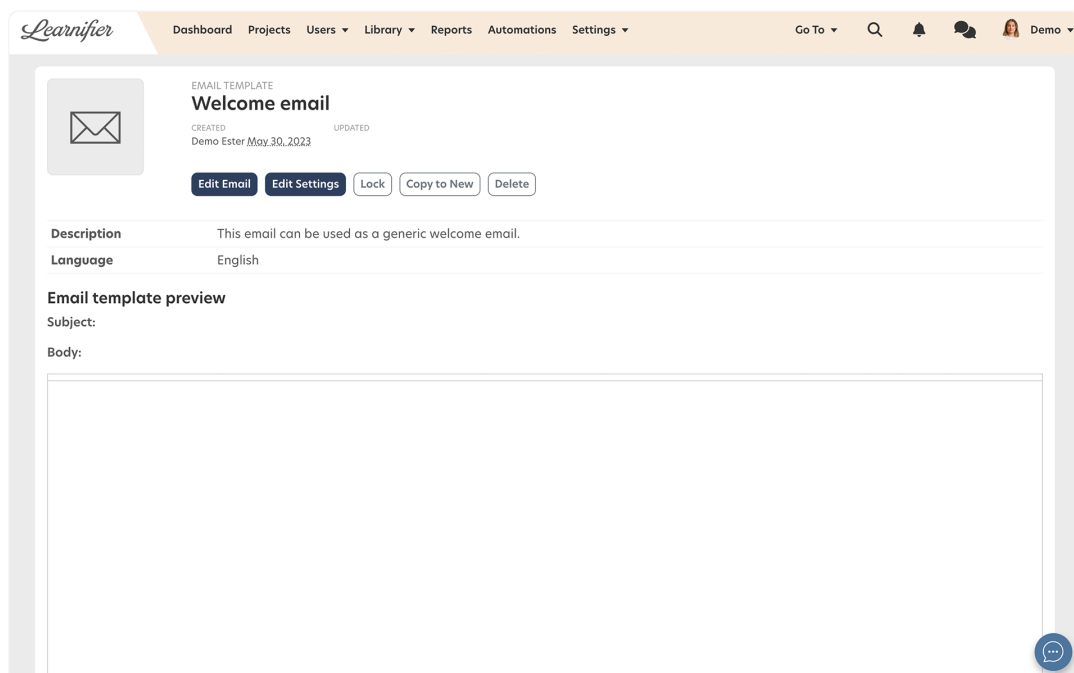
3. Ange ett namn, beskrivning och språk (endast synligt för administratörer) i fälten.

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



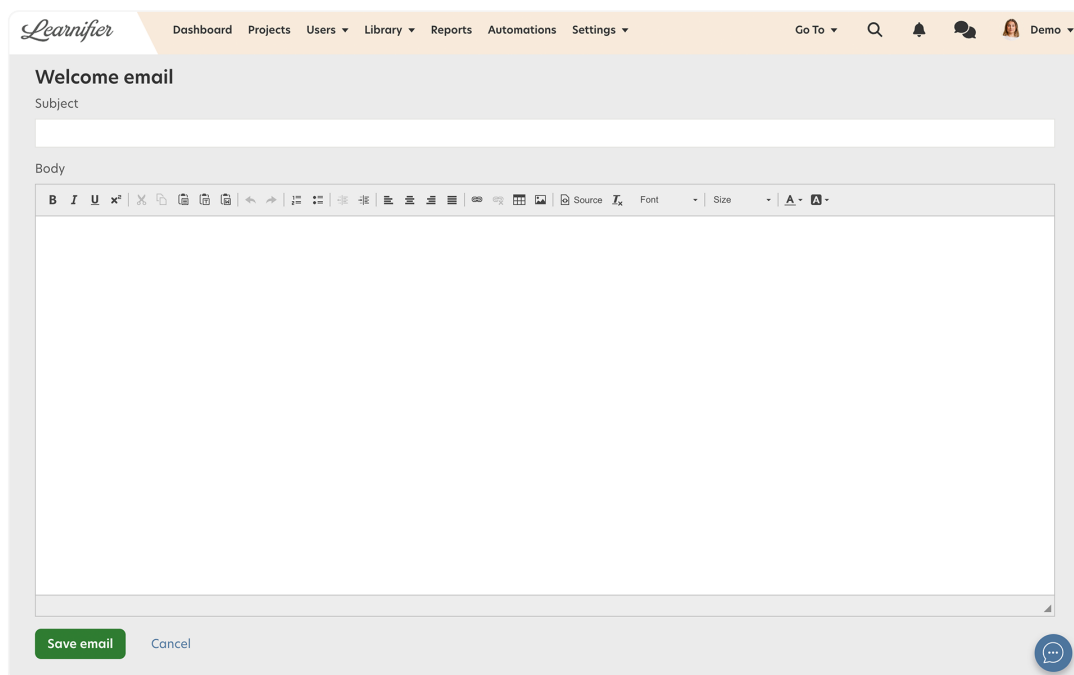
The screenshot shows the 'Email template settings' form in the Learnifier interface. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a text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

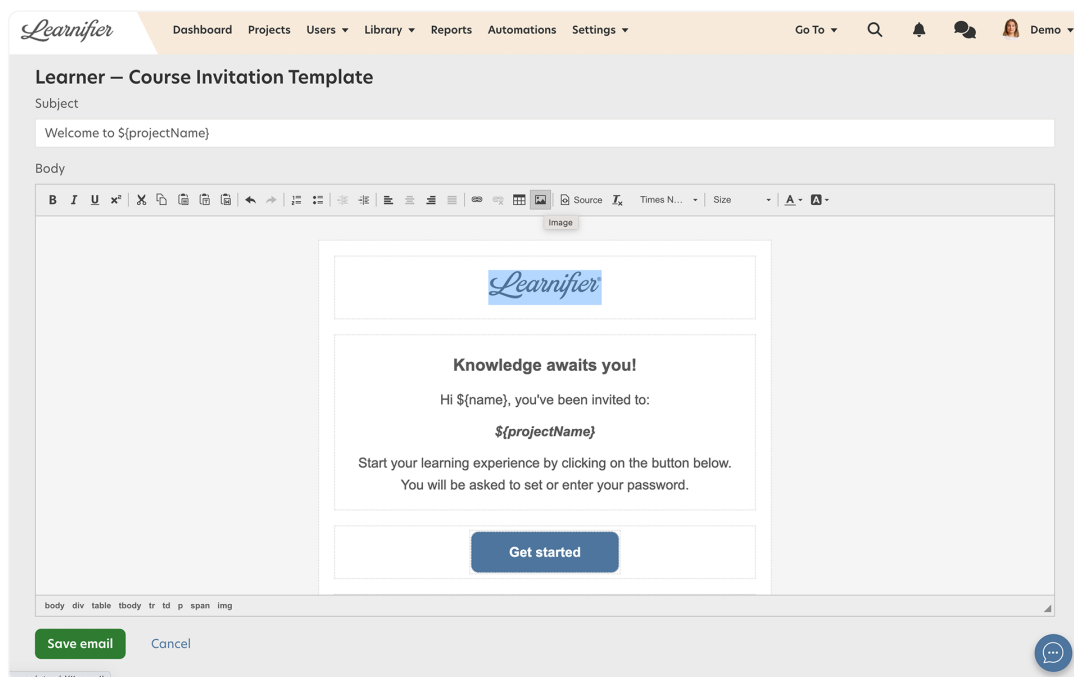
## 6. Skapa din email template och spara dina ändringar!



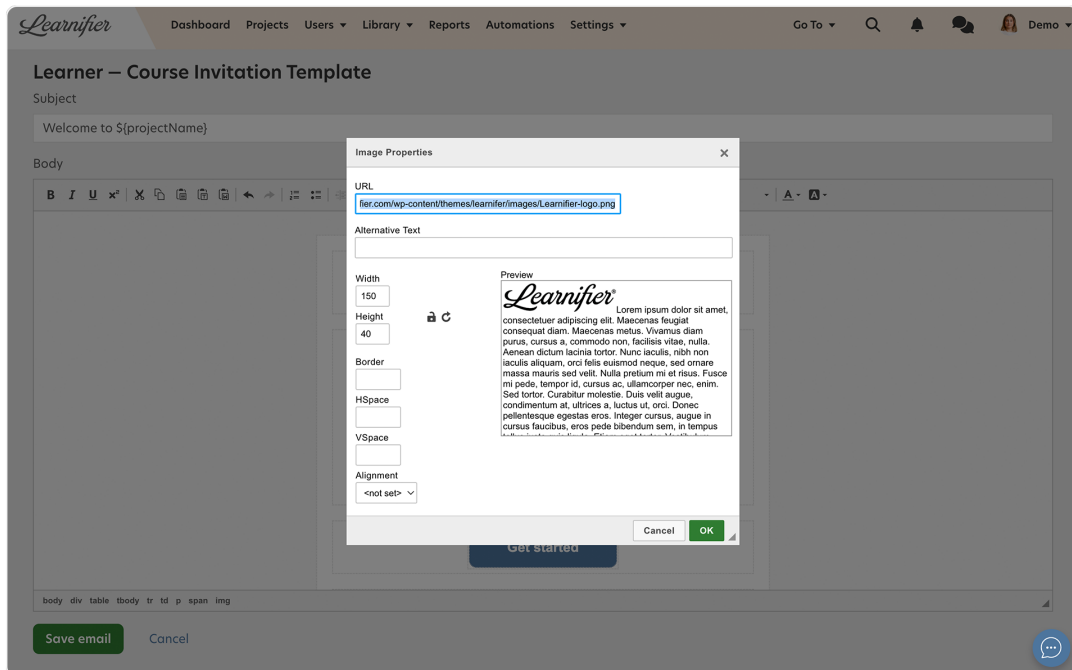
## Redigera en email template

### Lägga till en bild

1. Välj bilden och klicka på bildikonen i menyn.

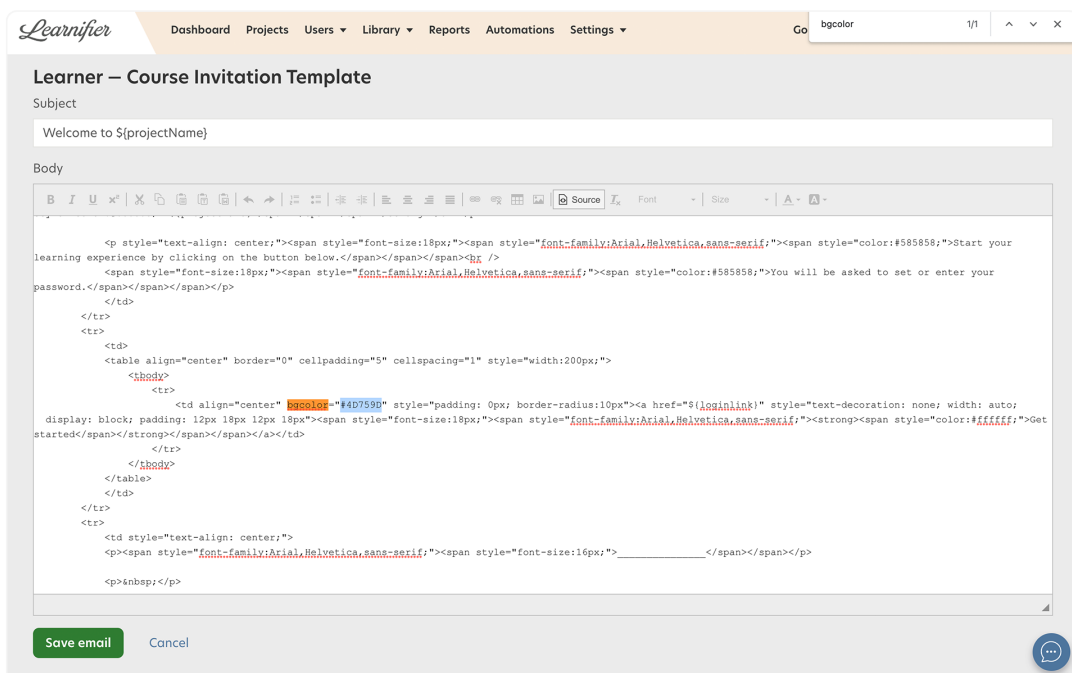


2. Lägg till URL:en till den nya bilden och justera storleken så att den passar din e-post.



## 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 Learnifler dashboard. The subject line is 'Welcome to \${projectName}'. The body of the email is a table with a white background and a border. The table contains a logo placeholder and a heading. The HTML code in the editor is as follows:

```
<style type="text/css">body {
padding: 0px; margin: 0px;
}
</style>
<div align="center" style="background-color: #f5f5f5; height: 100%; padding: 0px; margin: 0px;">&nbsp;
<table align="center" border="0" cellpadding="5" cellspacing="20" style="background-color: white; margin: 10px; width: 500px;">
<tbody>
<tr>
<td>
<p style="text-align: center;"><span style="font-family: Times New Roman, Times, serif;"></span></p>
</td>
<td>
<h1 style="text-align: center;"><span style="font-size: 22px;"><span style="font-family: Arial, Helvetica, sans-serif;"><span style="color: #585858;">
<strong>Knowledge<em> is waiting for you!</strong></span></span></h1>
<p style="text-align: center;"><span style="font-size: 18px;"><span style="font-family: Arial, Helvetica, sans-serif;"><span style="color: #585858;">Hi $(name), you've been invited to:</span></span></p>
<p style="text-align: center;"><em><strong><span style="font-size: 18px;"><span style="font-family: Arial, Helvetica, sans-serif;"><span style="color: #585858;">${projectName}</span></span></strong></em></p>
<p style="text-align: center;"><span style="font-size: 18px;"><span style="font-family: Arial, Helvetica, sans-serif;"><span style="color: #585858;">Start your learning experience by clicking on the button below.</span></span></p>
</tbody>
</table>
</div>
```

## Liknande innehåll

- [Automatiserad kommunikation](#)