

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.

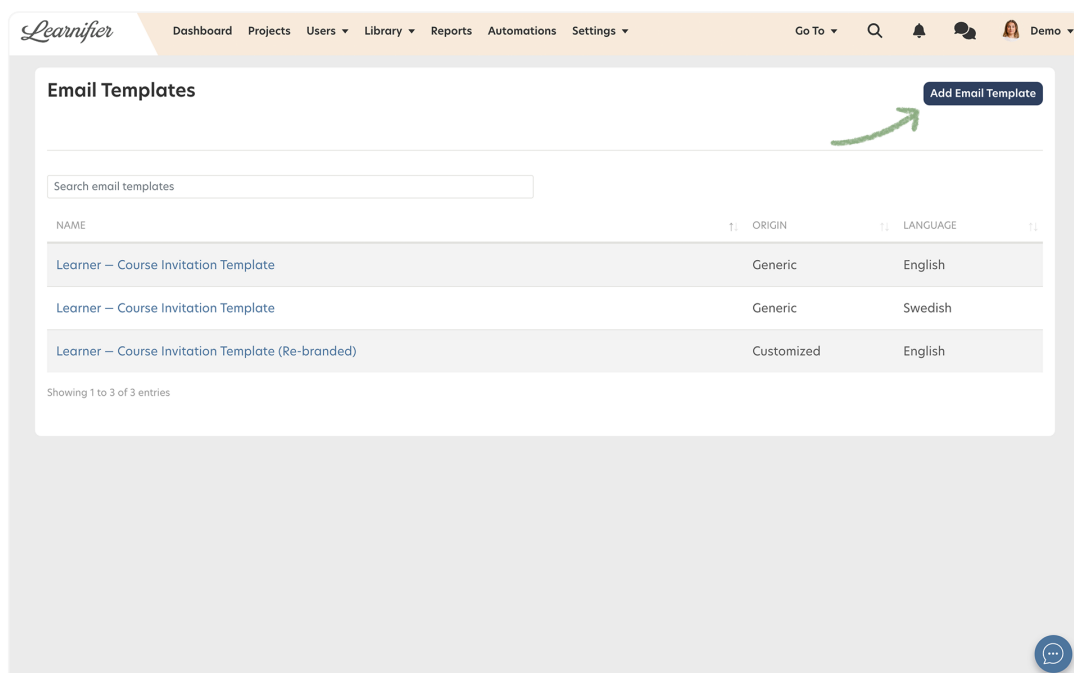
Note

- [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)



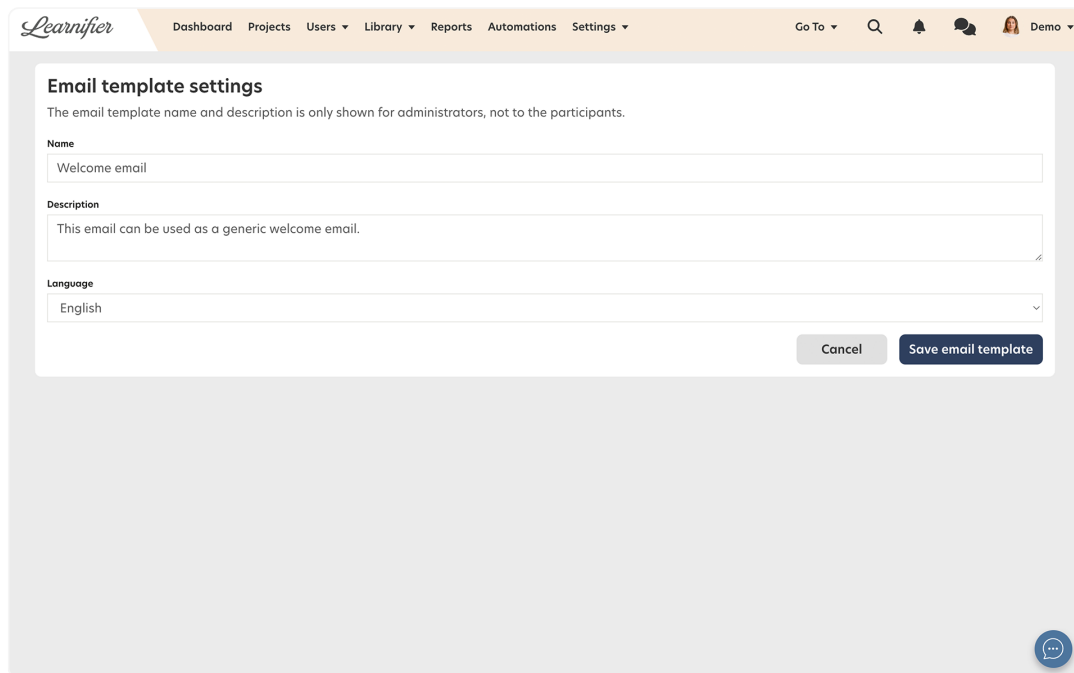
The screenshot displays the 'Email Templates' section of the Learnifier application. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The 'Library' menu is active. The main content area features a search bar for email templates and 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

Below the table, it indicates 'Showing 1 to 3 of 3 entries'. A green arrow points to the 'Add Email Template' button located in the top right corner of the content area.

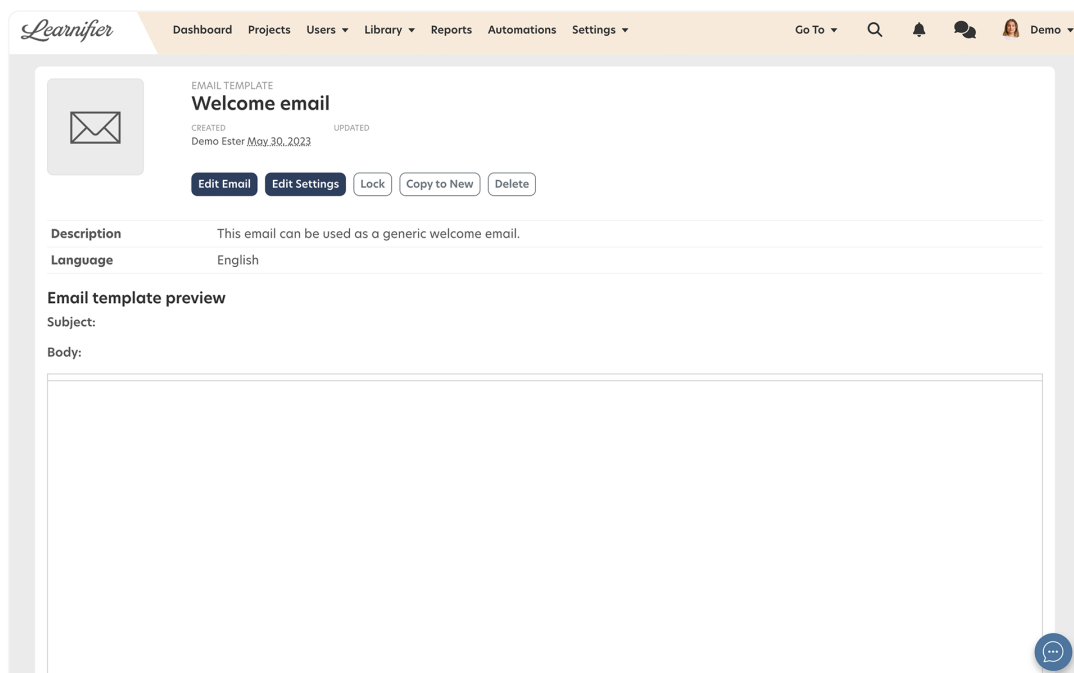
3. Ange ett namn, beskrivning och språk (endast synligt för administratörer) i fälten.

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



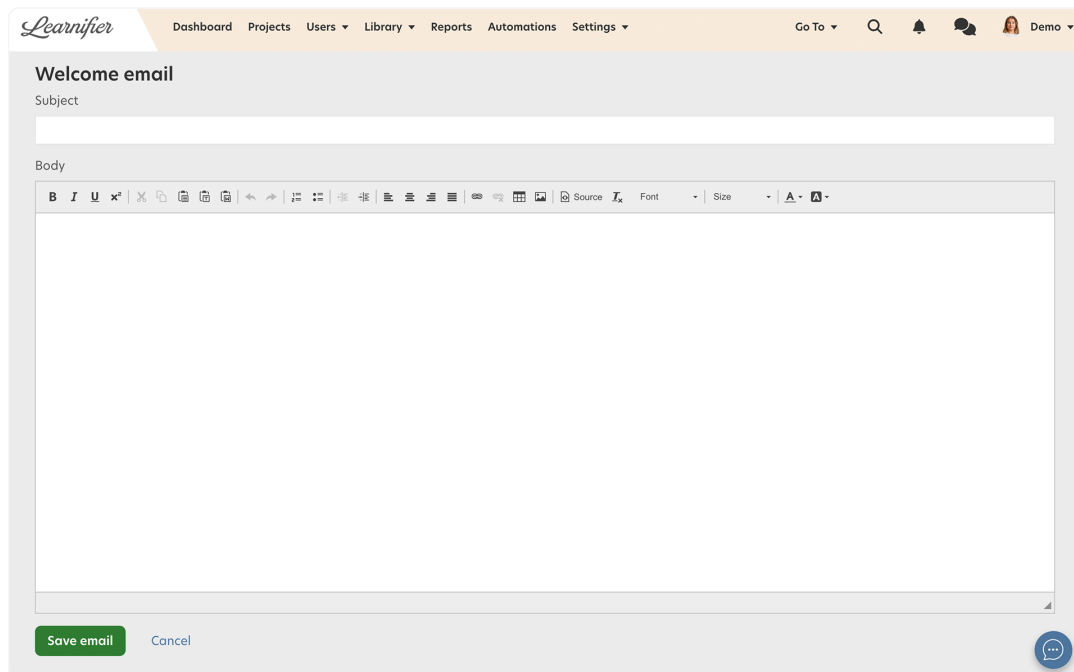
The screenshot shows the 'Email template settings' page in the Learnifier application. The page has a light gray background and a white content area. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, the main content area is titled 'Email template settings'. A note below the title states: 'The email template name and description is only shown for administrators, not to the participants.' The form contains three input fields: 'Name' with the value 'Welcome email', 'Description' with the value 'This email can be used as a generic welcome email.', and 'Language' with the value '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'. Below the navigation bar, the main content area is titled 'EMAIL TEMPLATE' and 'Welcome email'. Below the title, there is a small envelope icon, a 'CREATED' date of 'Demo Ester May 30, 2023', and an 'UPDATED' date. Below this information, there are five buttons: 'Edit Email', 'Edit Settings', 'Lock', 'Copy to New', and 'Delete'. Below the buttons, there are two rows of information: 'Description' with the value 'This email can be used as a generic welcome email.' and 'Language' with the value 'English'. Below this information, there is a section titled 'Email template preview' with 'Subject:' and 'Body:' labels. Below the labels, there is a large empty rectangular area for the preview. A small blue chat icon is visible in the bottom right corner of the page.

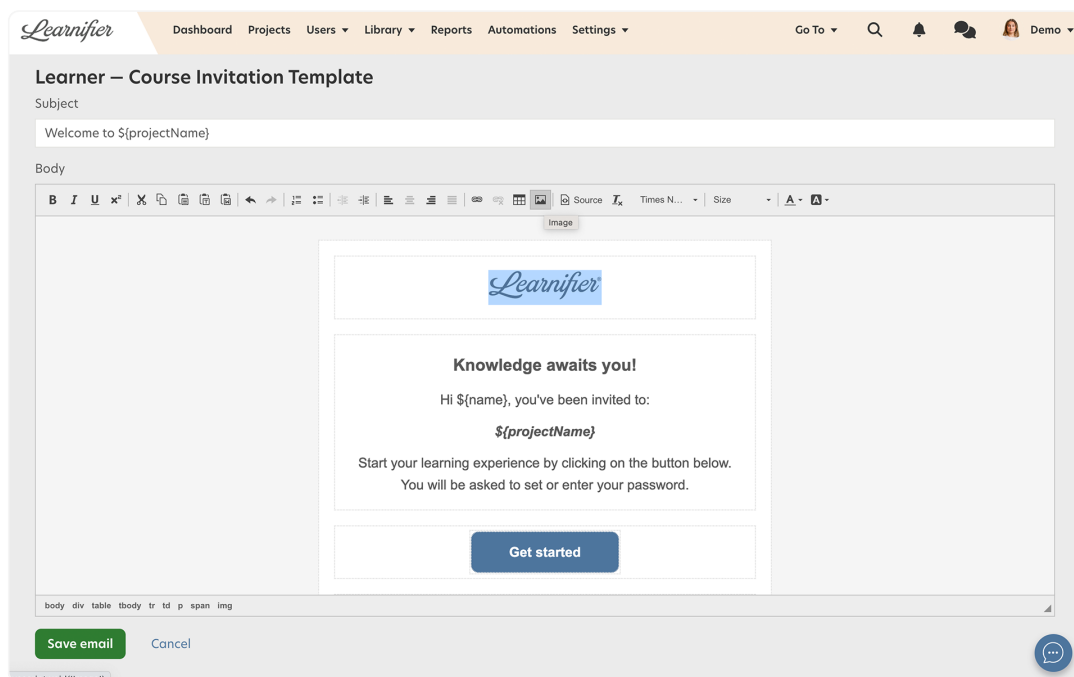
6. Skapa din email template och spara dina ändringar!



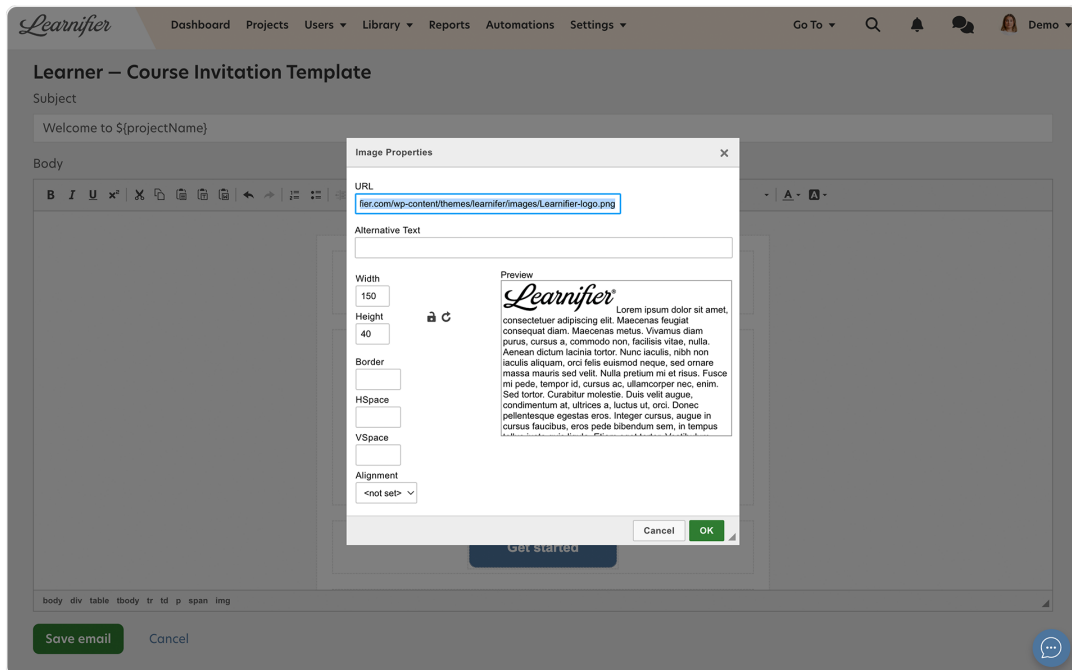
Redigera en email template

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.

