

Email templates

Ester Andersson - 2024-06-18 - The library

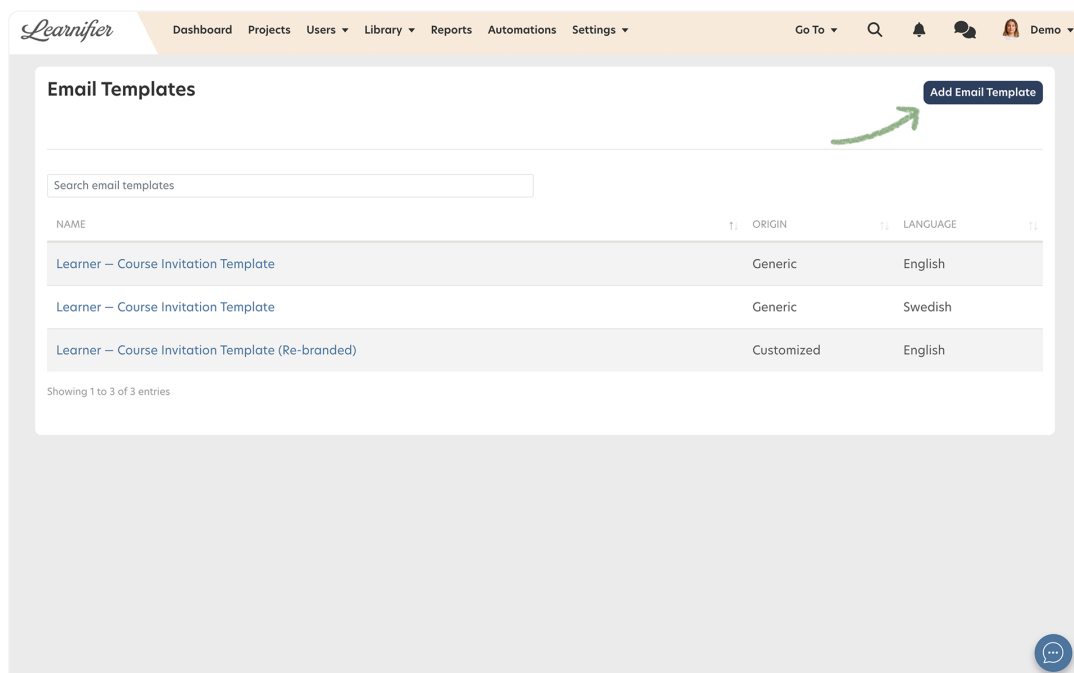
If you want to customize your learning portal, we recommend that you create your own or customize already existing email templates.

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 has 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 are two buttons: 'Cancel' and 'Save email template'. The dashboard header includes the Learnifier logo, navigation links (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and user information (Go To, search, notifications, chat, and a user profile icon labeled 'Demo').

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 has a header section with an email icon, the title 'Welcome email', and metadata: 'EMAIL TEMPLATE', 'CREATED: Demo Ester May 30, 2023', and 'UPDATED:'. Below this are five buttons: 'Edit Email', 'Edit Settings', 'Lock', 'Copy to New', and 'Delete'. The main content area has two sections: 'Description' with the value 'This email can be used as a generic welcome email.' and 'Language' with the value 'English'. Below these is an 'Email template preview' section with 'Subject:' and 'Body:' labels, followed by a large empty text area for the preview. The dashboard header is identical to the previous screenshot.

1. Create your email template and save your changes!

Welcome email

Subject

Body

Save email Cancel

Editing an email template

Adding an image

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

Learner – Course Invitation Template

Subject

Welcome to \${projectName}

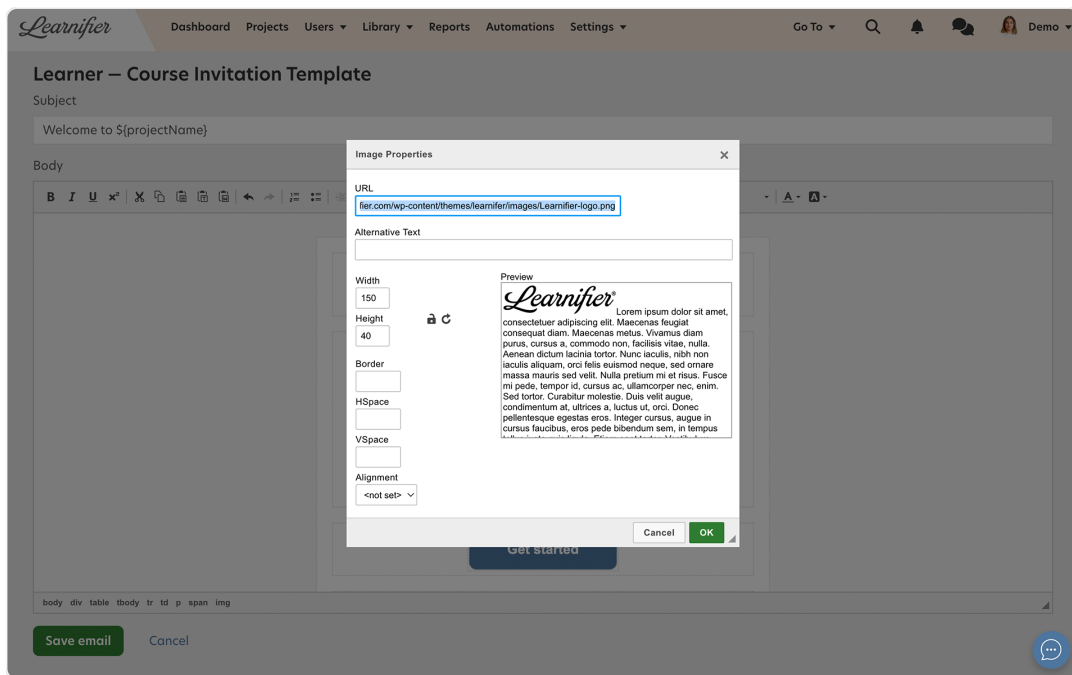
Body

Image

body div table tbody tr td p span img

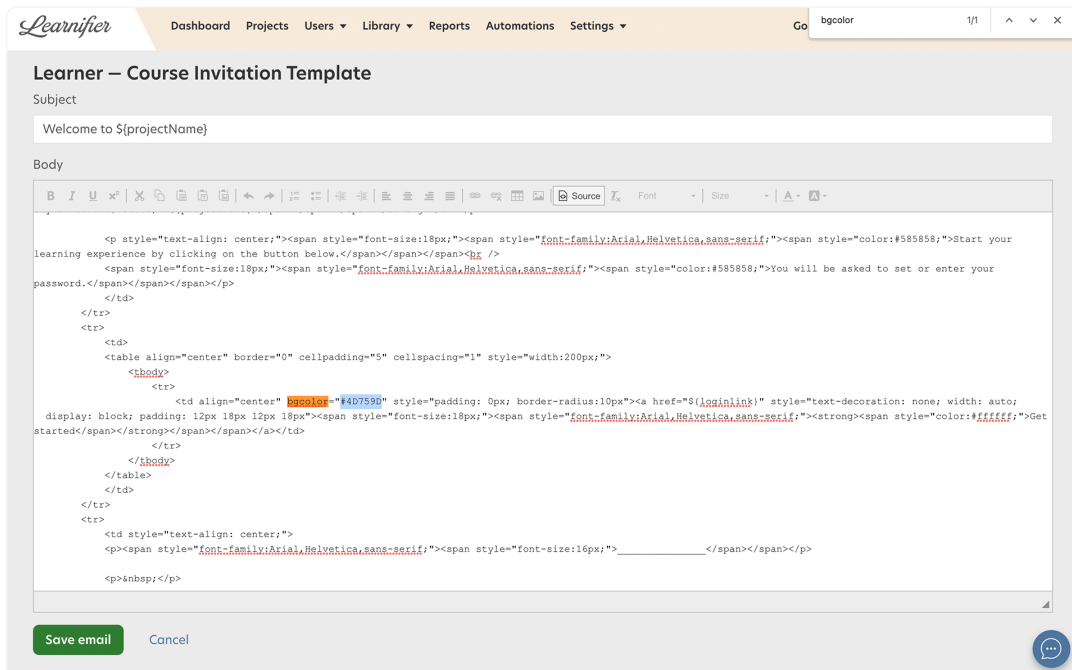
Save email Cancel

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



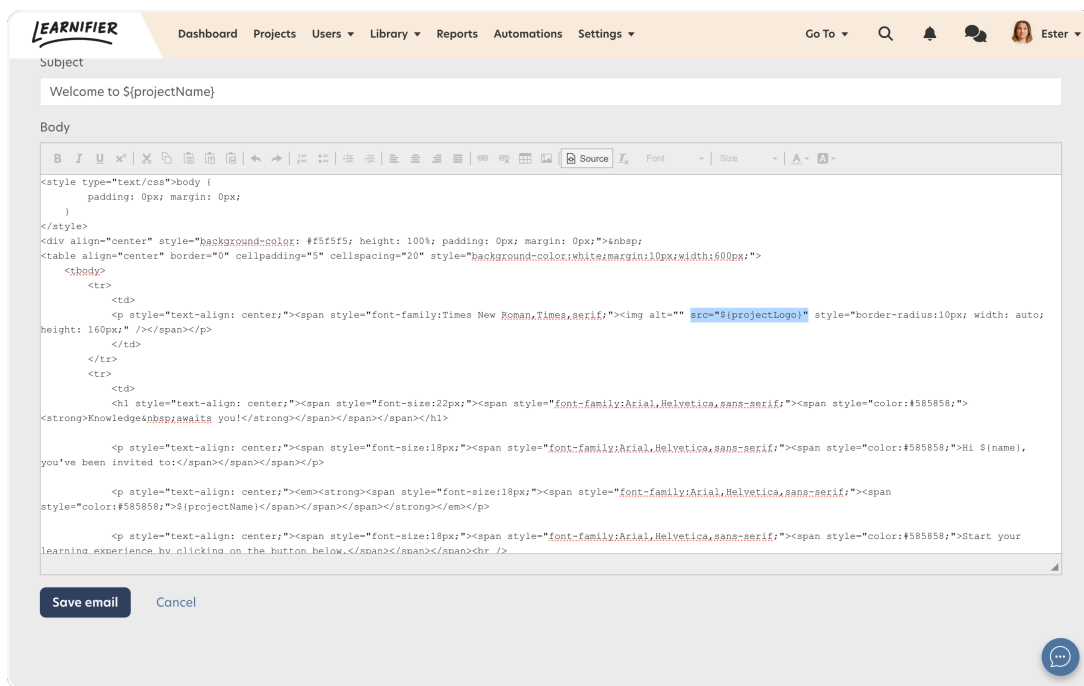
Changing the color of the “Get started” button

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.



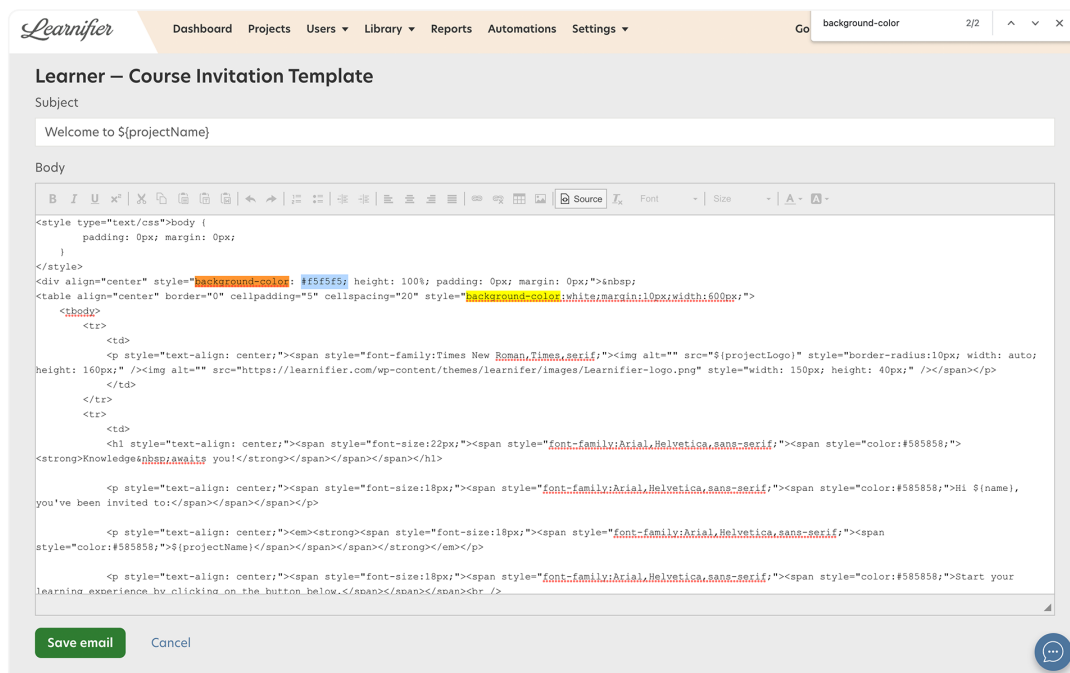
Adding the project image

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.



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](#)