

Knowledge base > The library > Email templates

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
- <u>Tip!</u>

Adding a new template

- 1. Go to the library and click "Email templates".
- 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)

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			ţ1	ORIGIN		LANGUAGE	
				Generic		English	
				Generic		Swedish	
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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.

mail template	settings									
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Welcome email										
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This email can be used	l as a generic welc	ome email.								
English										
English										
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1. When you have saved your changes a new window will open. Click on "Edit Email" to start making edits.

Learnifier	Dashboard Projects Users • Library • Reports Automations Settings •	Go To 🔻	Q	۰	•	🛕 Demo 🕶
	EMAIL TEMPLATE Welcome email UPDATED Demo Ester May 30, 2023 Edit Email Edit Settings Lock Copy to New Delete					
Description	This email can be used as a generic welcome email.					
Language	English					
Body:						
						Ø

1. Create your email template and save your changes!

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Save email Ca	ancel						\bigcirc

Editing an email template Adding an image

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

Learnifier Dashboard Projects	Users • Library • Reports Automations Settings •	Go To 🔻	Q	₽ k	👰 Demo 🔻
Learner – Course Invitation Te Subject	emplate				
Welcome to \${projectName}					
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body div table tbody tr td p span img Sove email Cancel	Get started				

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

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		Get started	4		
body div table tbody tr td p span img					-
Save email Cancel					\bigcirc

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.

Learnifier Dashboard Projects Users + Library + Reports Automations Settings + Go
Learner — Course Invitation Template
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Welcome to \${projectName}
Body
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learning experience by clicking on the button below./span>dp: /> <pre></pre>
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started=/a>
<gp><gpan style="font=family:htial.Hmlivmtime.Bangs:mgrif;"></gpan></gp>
shbsp:
4
Save email Cancel

Adding the project image

If you wish to add the project image to the email template, add the variable \${projectLogo} in the HTML code.

	Dashboard	Projects	Users 🔻	Library 🔻	Reports	Automatio	ns Settings 🖲		(Go To 🔻	ά	÷		Es'
subject														
Welcome to \${proje	ectName}													
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Save email	Cancel													
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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.

Learnifier Dashboard Projects Users - Library - Reports Automations Settings - Go background-color 2/2 ^ v
Learner — Course Invitation Template
Subject
Welcome to \${projectName}
Body
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<style type="taxt/css">body { padding: 0px; margin: 0px; } }</td></tr><tr><td></style> <div align="center" style="kackground-colog: #f5f5f5; height: 100%; padding: 0px; margin: 0px;">shbsp; kackground-colog:white;margin:10px;width:500px;"> <<u>thbody</u>> <</div>
<pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre>
<pre></pre>
<pre><apan style="font-size:18px;"><apan style="font_family;Arial_Helvetica_sans_serif;"><apan style="color:#585858;">Hi \$(name), you've been invited to:</apan></apan></apan></pre>
<pre><span style="<u>font-family:Arial_Helvetica.sans-serif;</u>">%{projectName}</pre>
<pre>Start your learning experience by clicking on the button below.</pre>
Save email Cancel

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