

## 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).

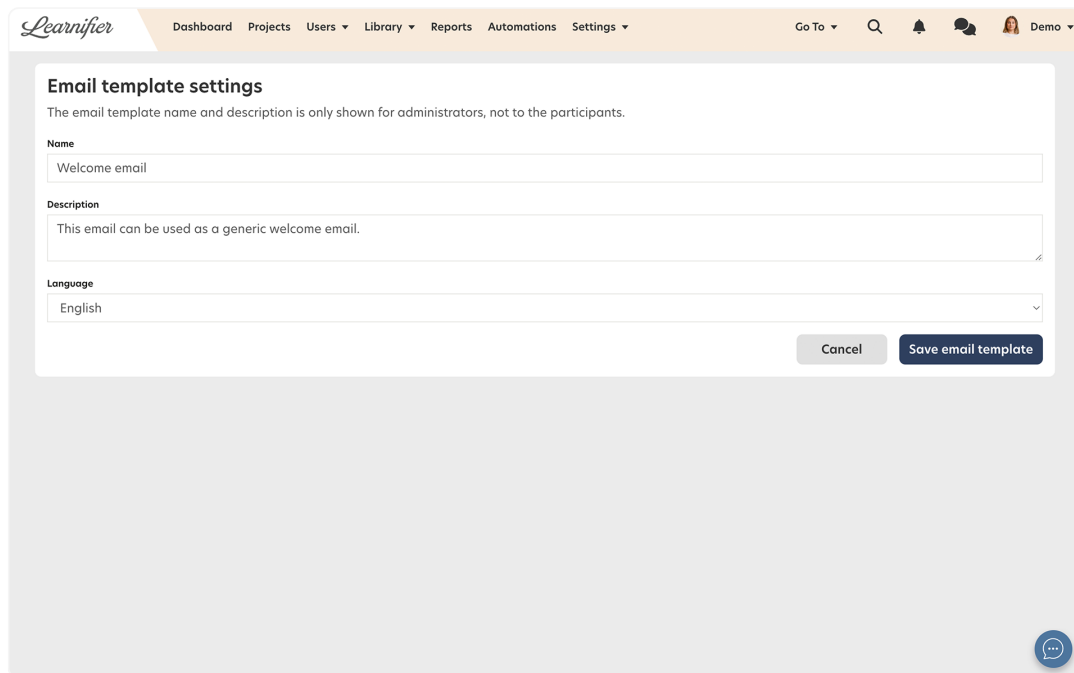
The screenshot shows the 'Email Templates' page in the Learnifier application. The page has a navigation bar at the top with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. On the right side of the navigation bar, there are 'Go To', a search icon, a notification bell, a chat icon, and a user profile icon 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 three columns: 'NAME', 'ORIGIN', and 'LANGUAGE'. The table contains three rows of 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 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. At the bottom right corner of the page, there is a small blue circular icon with three white dots.

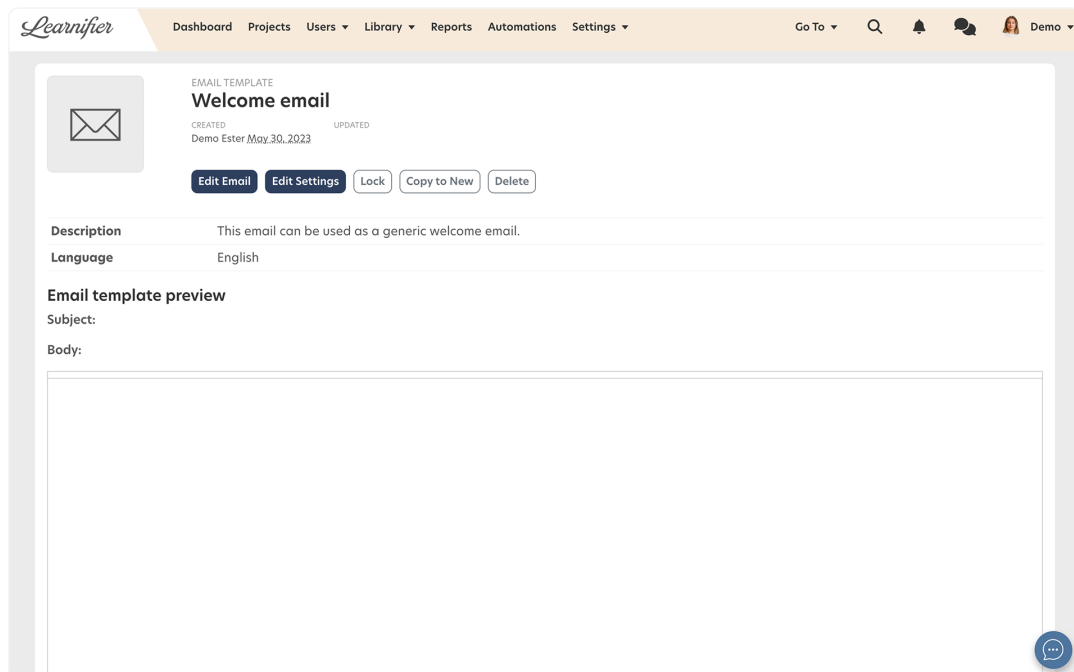
3. Angi et navn, beskrivelse og språk (bare synlig for administratorer) i feltene.

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



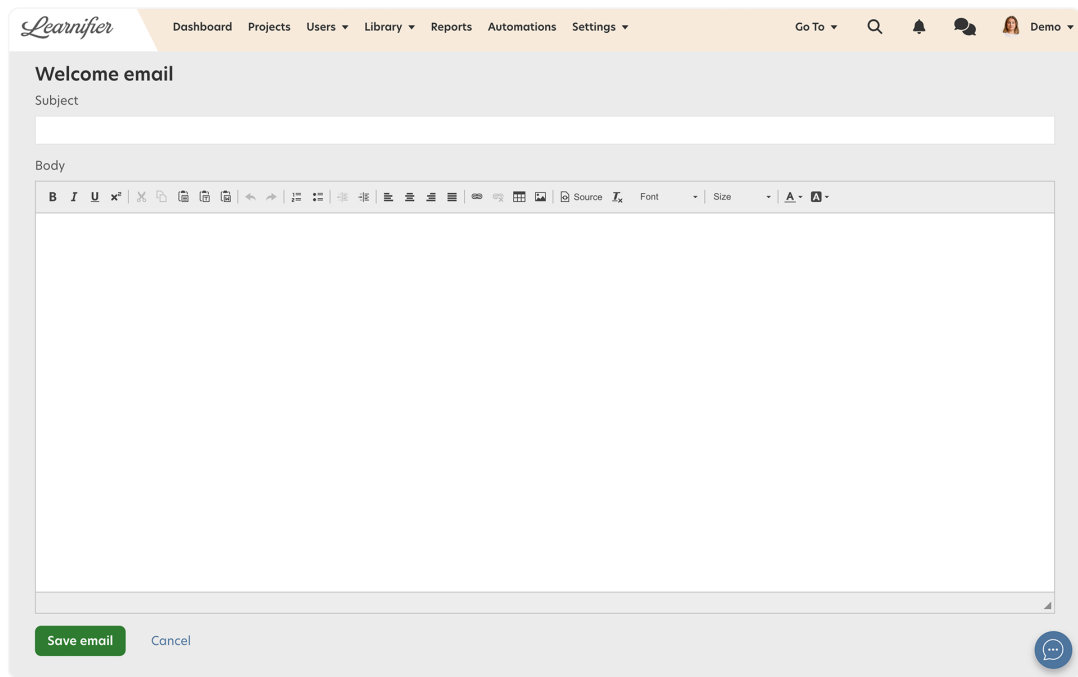
The screenshot shows the 'Email template settings' form in the Learnifier application. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a 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 title 'Welcome email', and metadata: 'CREATED Demo Ester May 30, 2023' and 'UPDATED'. Below the metadata 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 this is an 'Email template preview' section with 'Subject:' and 'Body:' labels, followed by a large empty text area for the email body. The top navigation bar and user profile 'Demo' are consistent with the previous screenshot.

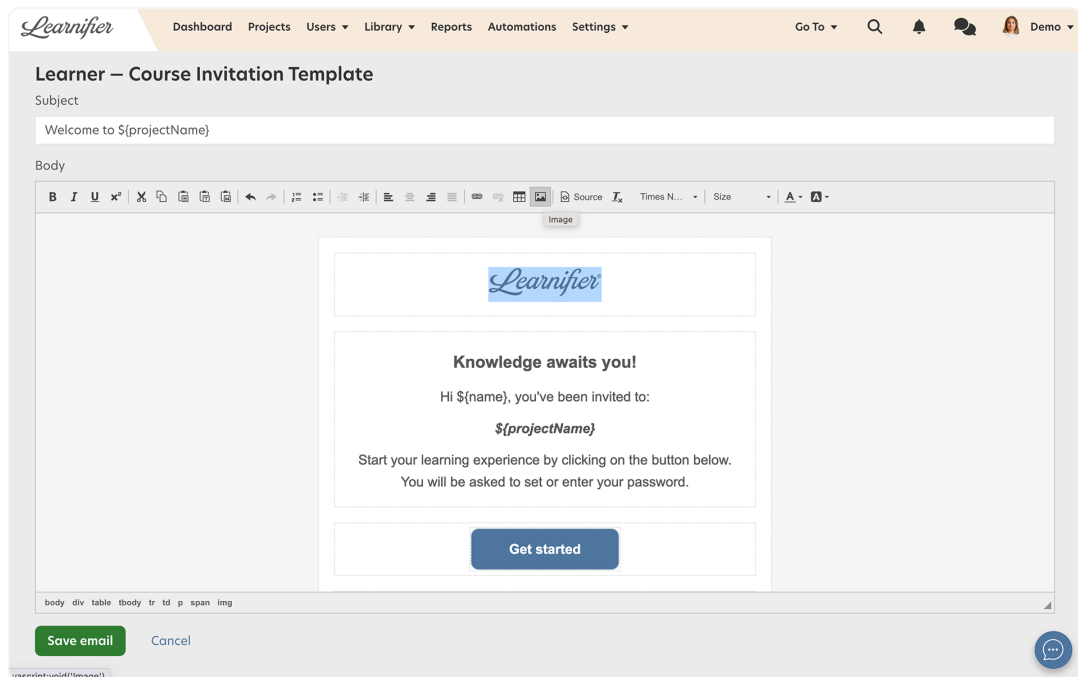
6. Lag e-postmalen din og lagre endringene dine!



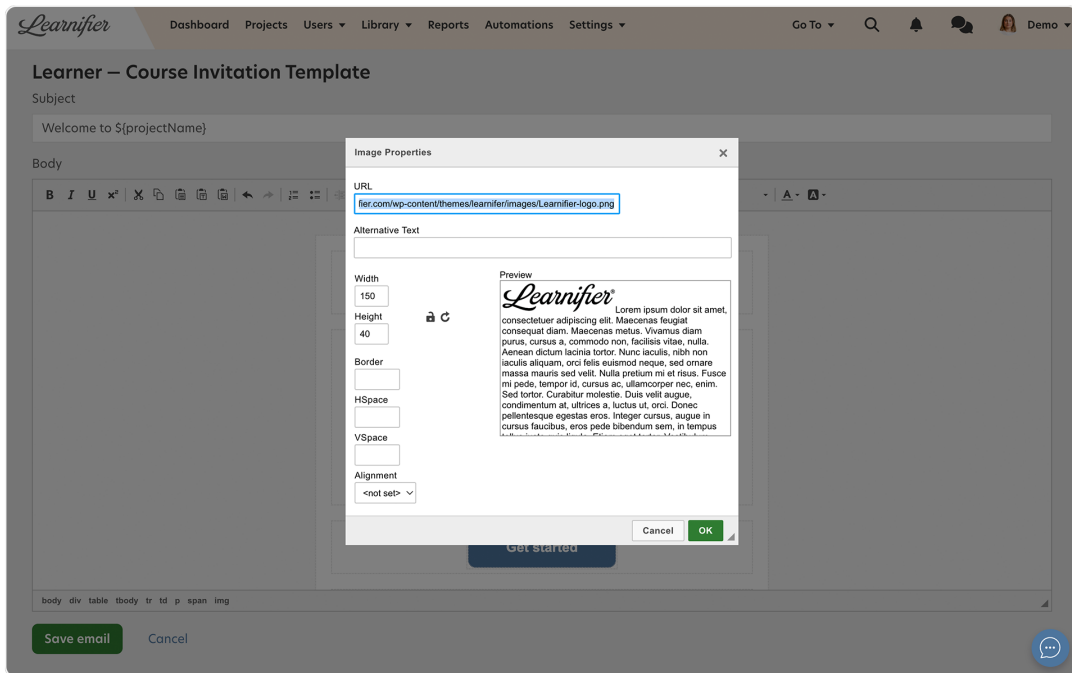
## Redigere en e-postmal

### Legge til et bilde

1. Velg bildet og klikk på bildeikonet i menyen.

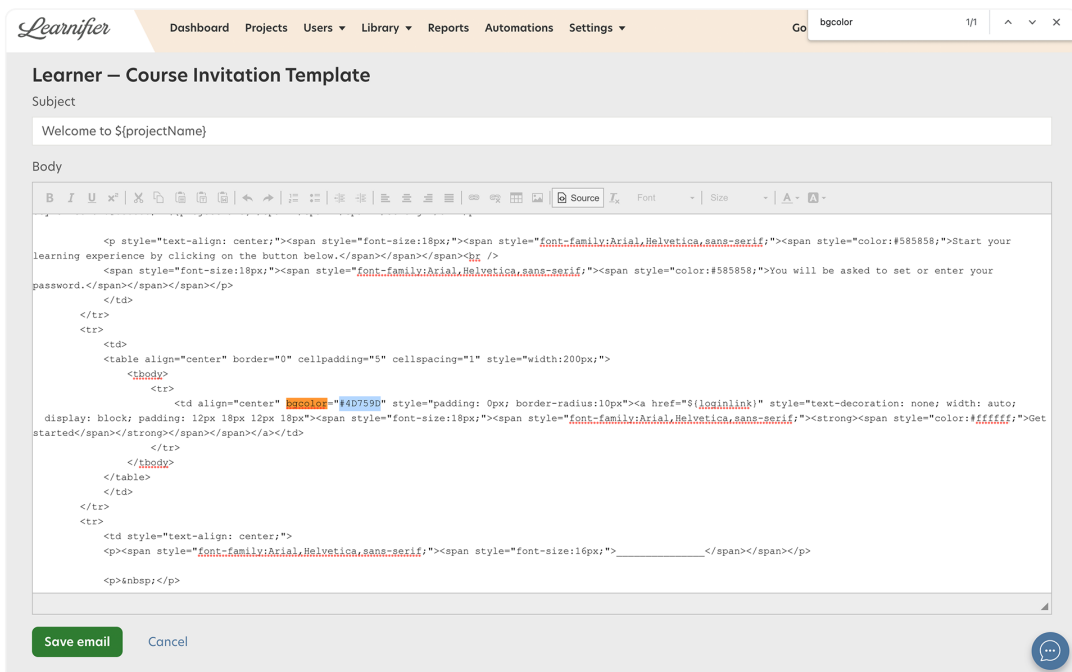


2. Legg til URL-en til det nye bildet og juster størrelsen slik at den passer til e-posten din.



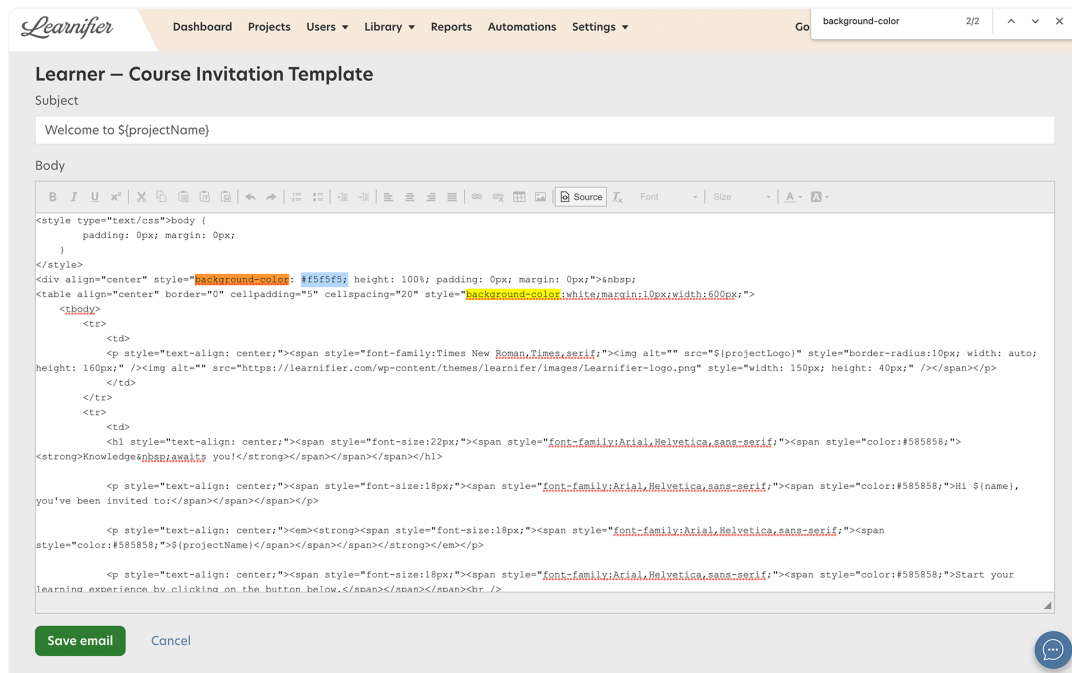
## Endre fargen på knappen "Get started"

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

For å endre bakgrunnsfargen på e-postmalen, søk etter "background-color" (den første) og endre den til HEX-fargen du har valgt."



The screenshot shows the 'Learner – Course Invitation Template' editor in the Learnifier platform. The subject line is 'Welcome to \${projectName}'. The body content is displayed in a rich text editor with a source code view. The HTML code includes a table with a white background and a 600px width. The table contains a logo and a message. The 'background-color' attribute is highlighted in yellow in the code.

```
<table align="center" border="0" cellpadding="5" cellspacing="20" style="background-color:white;margin:10px;width:600px;">
  <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 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 $(name),
          you've been invited to:</span></span></span></p>
        <p style="text-align:center;"><em><strong><span style="font-size:18px;"><span style="font-family:Arial,Helvetica,sans-serif;"><span
          style="color:#585858;">${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>
      </td>
    </tr>
  </tbody>
</table>
```

## Relatert innhold

- [Automatisk kommunikasjon](#)