

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.

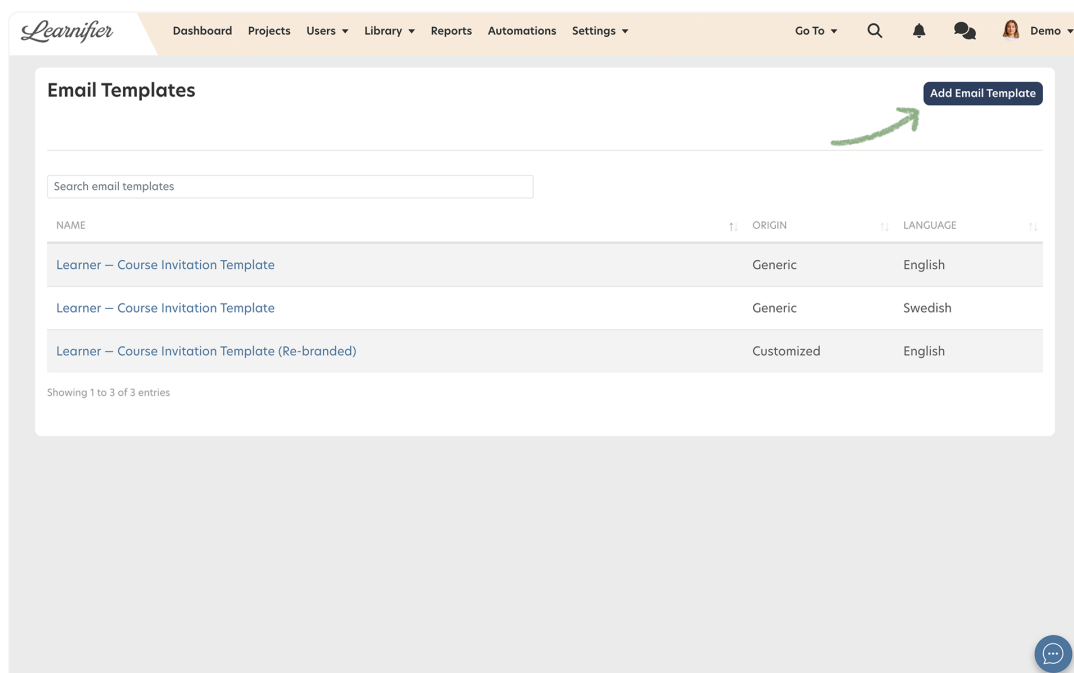
Note

- [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)



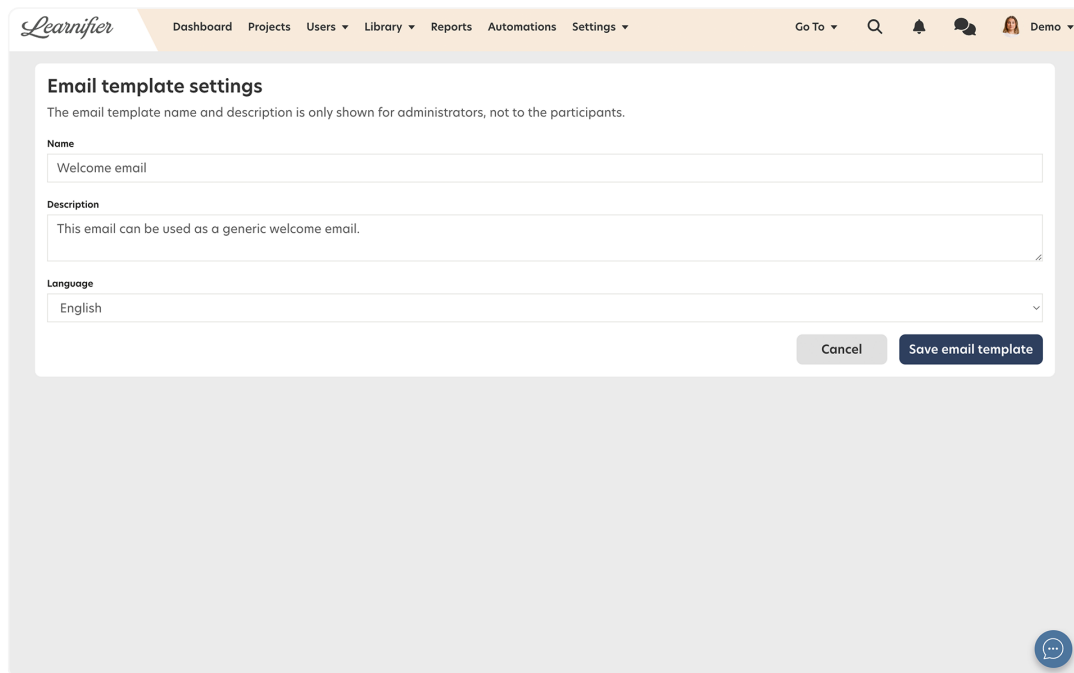
The screenshot shows the 'Email Templates' page in the Learnifier application. The page has a navigation bar at the top with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. On the right side of the navigation bar, there are 'Go To', a search icon, a notification bell, a chat icon, and a 'Demo' dropdown. 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 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'. A green arrow points to this button. At the bottom right corner of the page, there is a blue circular chat icon.

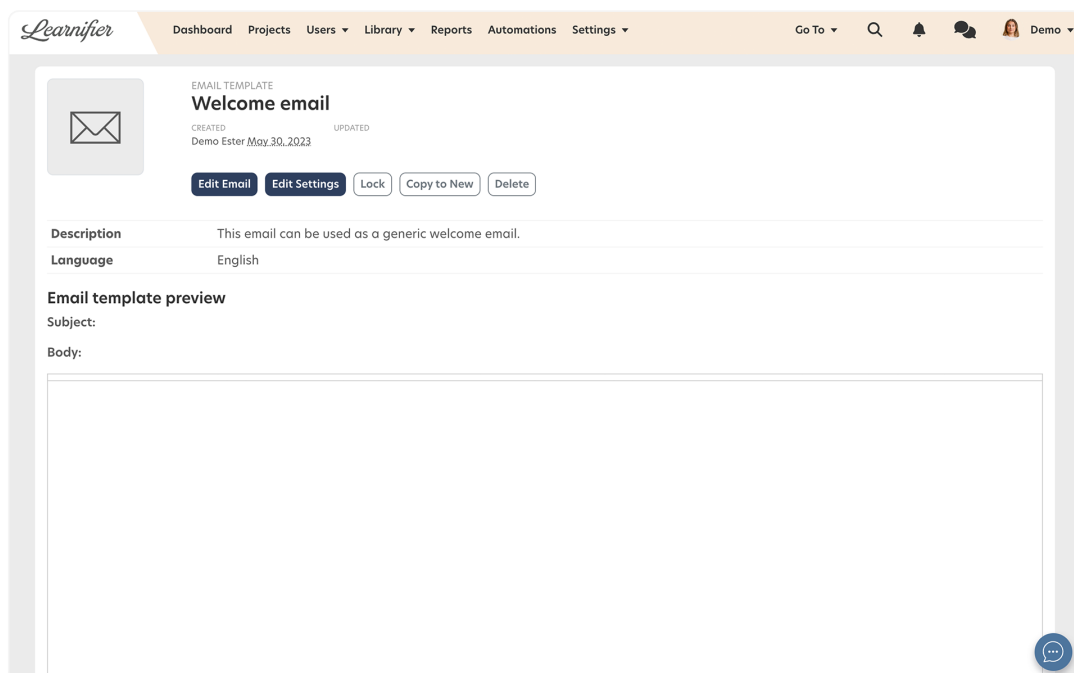
3. Ange ett namn, beskrivning och språk (endast synligt för administratörer) i fälten.

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



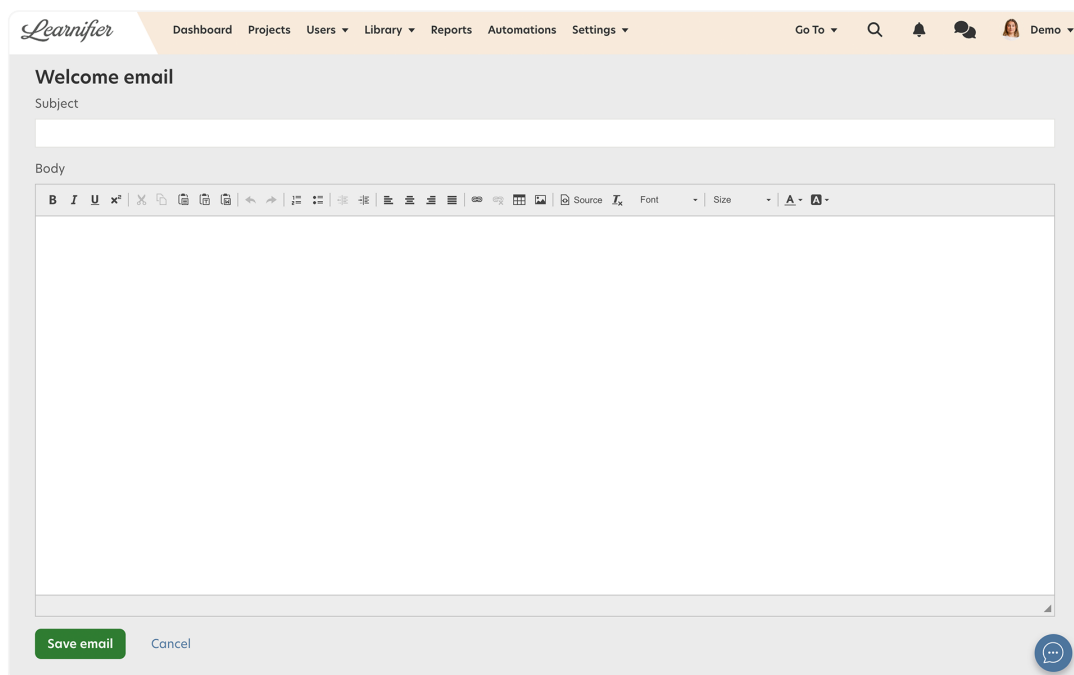
The screenshot shows the 'Email template settings' form in the Learnifier application. The form is titled 'Email template settings' and includes a note: 'The email template name and description is only shown for administrators, not to the participants.' The form has three main sections: 'Name' with a 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 the Learnifier logo, menu items (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and user profile information (Go To, search, notifications, chat, and Demo).

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 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 top navigation bar is identical to the previous screenshot.

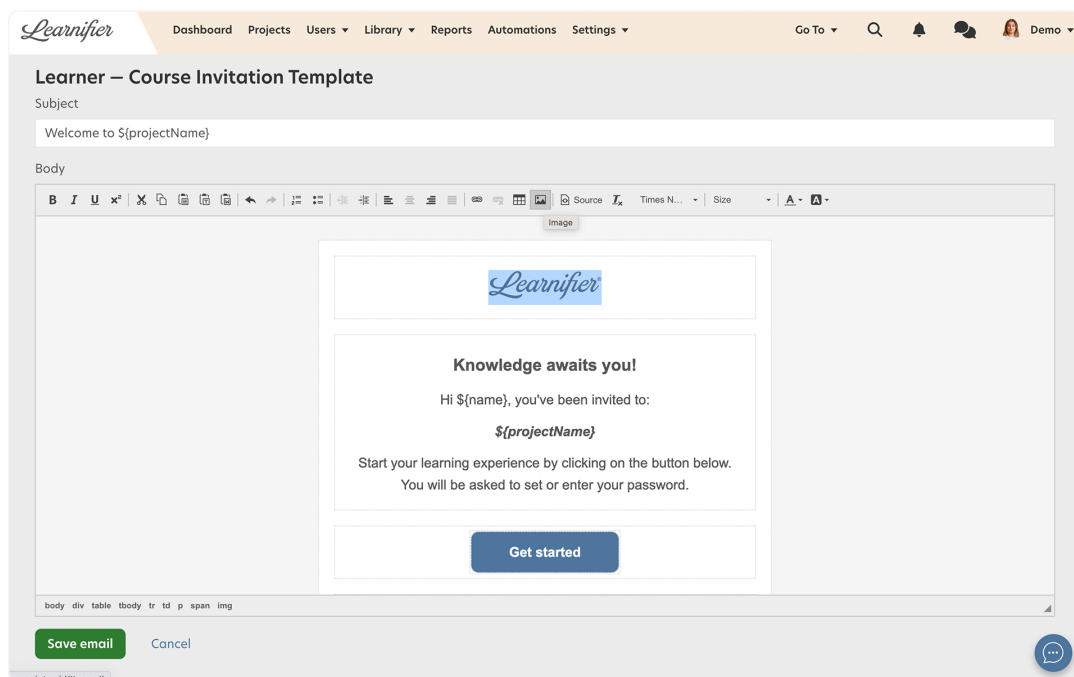
6. Skapa din email template och spara dina ändringar!



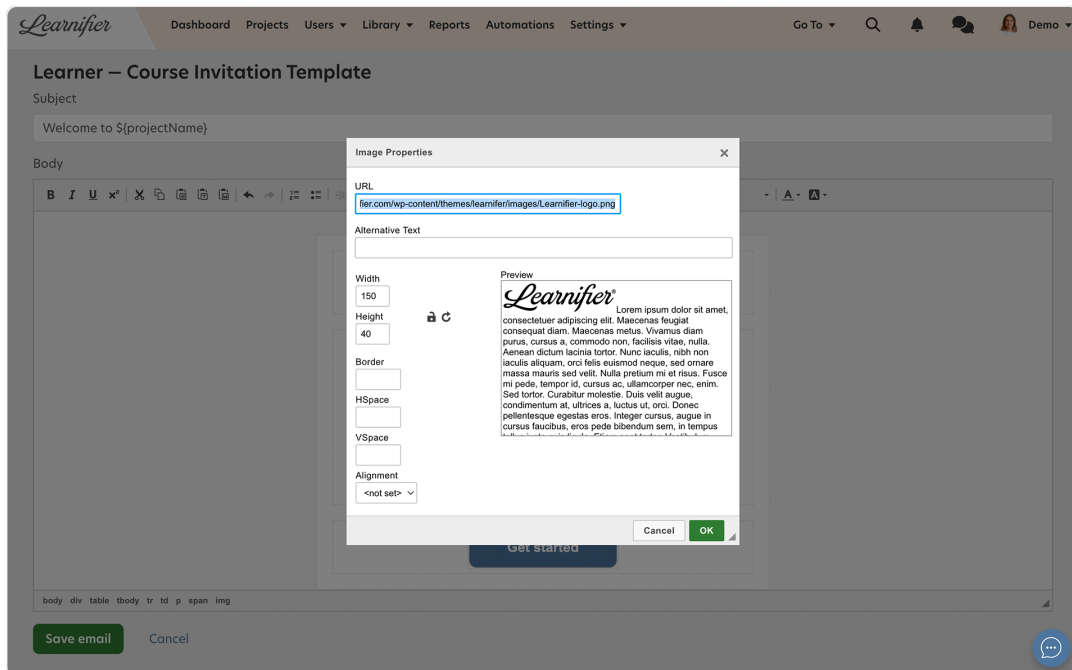
Redigera en email template

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.

