

Product-Specific Emails

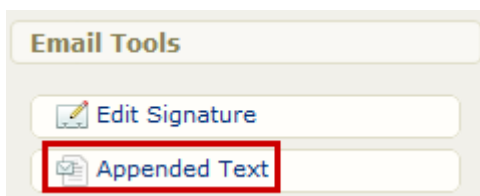
Site managers may add product-specific content to product emails based on a specific course and language. This feature is useful to convey information that is not needed by everyone taking a course but is important for individuals belonging to a specific campus.



You must have campus emails enabled to sent product-specific emails. The following email notifications support product-specific emails:

- Product Completion
- Product enrolment
- Product Exception
- Product Expiry Reminder

1. [View Emails for One Campus](#) .
2. Select **Edit Emails** for the Campus of your choice to open the Manage Campus Emails page.
3. Select **Appended Text** link under Email Tools on the right. If you can't see the menu, show the [Tool Panel](#) .









4. Select the **Edit Appended Text** button next to the appropriate product, email notification, and language that you want to add the text to. Each Product is listed once per email and language.

Appended Text

You are viewing: Organizations > Board Members & Senior Staff > Appended Text

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Products	Email	Language	Appended Text
A Look at the Future	Product Completion	<u>English</u>	Contact your supervisor upon completion.  
A Look at the Future	Product Expiry Reminder	English	 
A Look at the Future	Product Completion	French	 
A Look at the Future	Product Expiry Reminder	French	 
PL01-Attendance Policy	Product Completion	English	 
PL01-Attendance Policy	Product Expiry Reminder	English	 

5. Use the [content editor](#) to design the message text.
6. **Save.** The appended text will show up after the email body content, but before the signature, if you have one set up. After you save it, the appended text will appear on the Appended Text page. If you have no other body text entered, the email will still be sent as long as the To, From, and Subject fields are filled out.

Edit Appended Text

You are viewing: Organizations > Board Members & Senior Staff > Appended Text > Edit Appended Text

Edit Appended Text: A Look at the Future



The appended text appears below the body of emails.

Select Language:

French ▼

Select Type:

Product Completion ▼

Message Header:

To: [[LMS To]]

CC: [[LMS CC]]

BCC: [[LMS BCC]]

From: [[LMS From]]

Subject: [[LMS Subject]]

Message Body:

[[LMS Body]]

Edit Appended Text:

A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, and other text formatting options. Below the toolbar is a large text area for editing the appended text. At the bottom of the text area, there is a label "Path:" followed by a small input field.

Signature: [[LMS Signature]]

Save

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7. Optionally select **Preview Appended Text** to review the Product email notification and the appended text.