

Product-Specific Emails

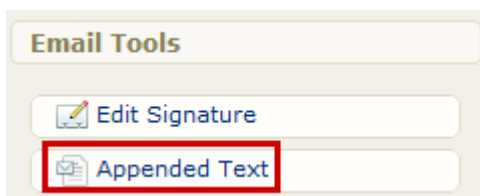
Site managers may add product-specific content to product emails based on a specific course and language. This feature is useful to convey information that is not needed by everyone taking a course but is important for individuals belonging to a specific campus.



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:

Path:

Signature: [[LMS Signature]]

Save

Back

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