

Create and customize emails

Last Modified on 11/21/2025 11:39 pm IST

 This article is designated for all users.

About

The Emails page allows event organizers to:

- Customize the automated system emails, including "Invite", "Registration complete", "Login email" (in case you are using login link and not user/password), "Notify speaker of session assignment", "Notify moderator of session assignment", "Notify speaker of schedule change", and "Notify moderator of schedule change".
- Search for, create (with AI if you wish!), edit, send, and schedule custom emails for attendees, speakers, and moderators. Custom emails may include event/session reminders, schedule changes, post event feedback, and more.
- View all emails you've sent (including filtering for certain statuses).
- Download a deliverability report for Completed emails.



The screens shown here represent a multi-session event. The same actions apply when working with single session.

Access the Emails page

From the Event page, choose Emails from the Interactions tab pull-down menu.

Virtually Live!

Overview

- Event details
- Branding
- Event site editor
- Registration
- Agenda
- Media
- People
- Interactions
- Emails**
- Notifications
- Chat settings
- Analytics
- Integrations
- Settings

Overview

21 : 04 : 16 : 54
days hrs min sec

Virtually live!

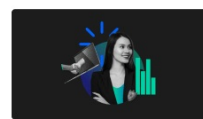
2/2/22 10:00 AM > 2/2/22 4:30 PM
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videoifying events, transforming the conventional into the extrao...

Agenda at a glance

Add session

Full agenda



Opening Keynote

Live webcast Published
10:00 AM - 10:30 AM Tue, February 02


Marketing for Gen-Z: The right way

Pre-recorded Published
10:00 AM - 10:30 AM Tue, February 02


Knights in Marketing Armorknight...

Pre-recorded Published
10:00 AM - 10:30 AM Tue, February 02

3 more sessions

Speakers

Invite

See all



Julian Lang
Director of Marketing Strategy, Kaltura
Registered



Celine Garnier
Content marketing specialist personalizat...
Registered



Laura Steven
Head of Global Campaigns, Kaltura
Registered



Brian Dennis
Director of Marketing, Kaltura
Registered



James Li
Digital Marketing Manager, Kaltura
Registered

The Emails page displays with the Templates tab displayed by default.

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Emails

Templates Scheduled Sent

Custom templates

✦ Create with AI

+ Create new

Send a reminder

Remind your registrants that the event is coming soon and invite them to explore the site.

Send new

...

Notify your audience

Let your registrants know the event (or a session) begins so they won't miss a thing.

Send new

...

Spread the word

Encourage attendees to share the event content and remind them that it's available on-demand.

Send new

...

Promote content

Engage registrants with blog posts, articles and other resources to spark their curiosity.

Send new

...

Get feedback

Invite attendees to participate in a feedback survey and gather valuable insights.

Send new

...

Upcoming events

Invite attendees to review and register featured events.

Send new

...

Automated system emails

Invite

Always on

✎

Customize the invitation email attendees will receive.

Registration Complete

Always on

✎

Customize the "registration complete" email attendees will receive.

Login email

Always on

✎

Customize the login email attendees will receive.

Notify speaker of session assignment

Off

✎

Customize the confirmation email sent to assigned speakers.

Notify moderator of session assignment

On

✎

Customize the confirmation email sent to assigned speakers.

Notify speaker of schedule change

Off

✎

Customize the confirmation email sent to assigned speakers.

See the following articles for complete information on each tab of the Emails page:

[Templates tab](#)

[Scheduled tab](#)

[Sent tab](#)