

Interactions tab - Emails

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 This article is designated for all users.

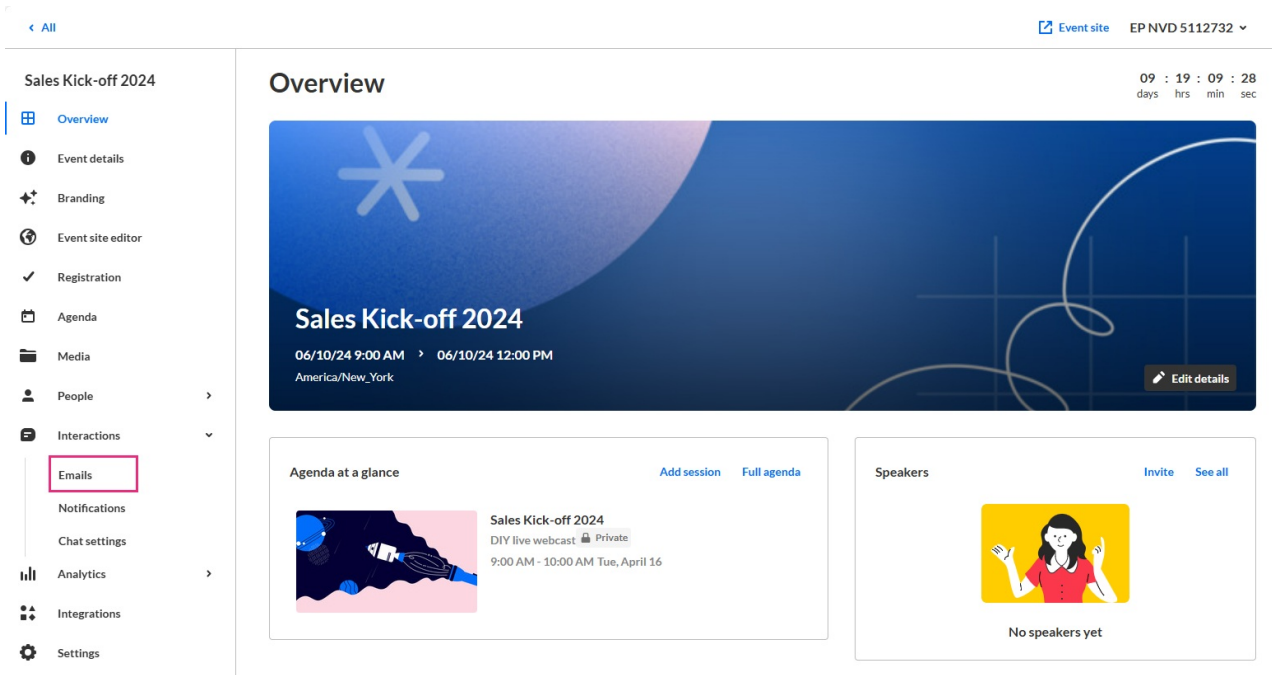
About

The Emails page allows event organizers to:

- Customize the "Invitation" email that attendees, speakers, and moderators will receive.
- Customize the "Registration Complete" email that attendees will receive.
- Customize the "Login" email that attendees will receive (in case you are using login link and not user/password).
- 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.

Access the Emails page

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



The screenshot shows the Kaltura event management interface for "Sales Kick-off 2024". The left sidebar contains a navigation menu with the "Emails" option highlighted. The main content area displays the "Overview" page, which includes a banner for the event with the title "Sales Kick-off 2024" and the dates "06/10/24 9:00 AM" to "06/10/24 12:00 PM". Below the banner, there are two sections: "Agenda at a glance" and "Speakers". The "Agenda at a glance" section shows a session titled "Sales Kick-off 2024" with the description "DIY live webcast" and the time "9:00 AM - 10:00 AM Tue, April 16". The "Speakers" section shows a placeholder for a speaker and the text "No speakers yet".

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

← All events ➔ Share event ➔ Event site 👤 Patrick Lorimer

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

Emails

Templates Scheduled Sent

Automated system emails

Invite
Customize the invitation email attendees will receive.
[Edit](#)

Registration completed
Customize the "registration completed" email attendees will receive.
[Edit](#)

Login email
Customize the login email attendees will receive.
[Edit](#)

Custom templates

Find

[➔ 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](#) ⌚ ...

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

[Templates tab](#)

[Scheduled tab](#)

[Sent tab](#)