

Interactions tab - Emails

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 This article is designated for all users.

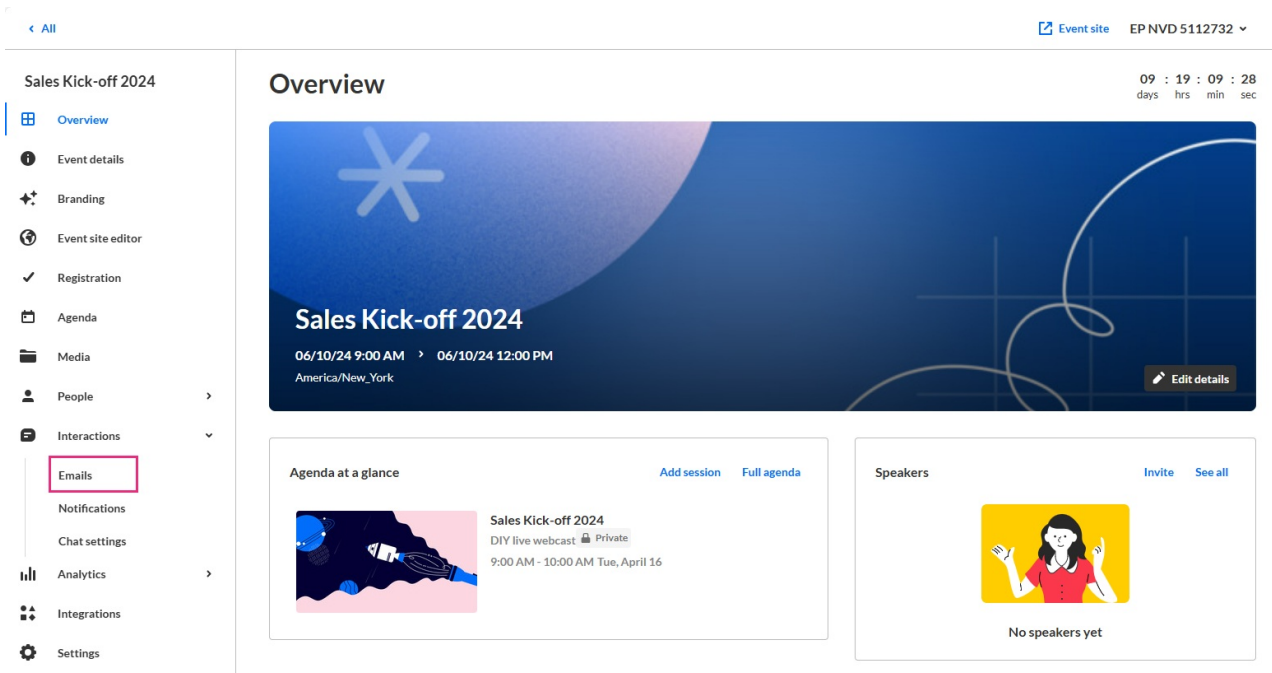
About

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.

Access the Emails page

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



The screenshot displays the Kaltura event management interface for "Sales Kick-off 2024". On the left is a navigation sidebar with the "Emails" option under the "Interactions" tab highlighted with a red box. The main content area shows an "Overview" section with a large blue header card for the event, including the date and time "06/10/24 9:00 AM - 06/10/24 12:00 PM" and a location "America/New_York". Below this are two panels: "Agenda at a glance" showing a session titled "Sales Kick-off 2024" (DIY live webcast, Private) from 9:00 AM to 10:00 AM on Tuesday, April 16, and "Speakers" which currently shows "No speakers yet".

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

- Virtually Live!
- 🏠 Overview
 - 📄 Main details
 - ✚ Branding
 - 🔗 Event site editor
 - ✓ Registration
 - 📅 Agenda
 - 📁 Media
 - 👤 People >
 - 💬 Interactions ▾
 - ✉ Emails
 - 📧 Notifications
 - ⚙ Chat settings
 - 📊 Analytics >
 - 🔌 Integrations
 - ⚙ Settings

Emails

Templates Scheduled Sent

Automated system emails

<p>Invite</p> <p>• On</p> <p>Customize the invitation email attendees will receive.</p> <p>✎</p>	<p>Registration complete</p> <p>• On</p> <p>Customize the "registration complete" email attendees will receive.</p> <p>✎</p>	<p>Login email</p> <p>• On</p> <p>Customize the login email attendees will receive.</p> <p>✎</p>
<p>Notify speaker of session assignment</p> <p>• On</p> <p>Customize the confirmation email sent to assigned speakers</p> <p>✎</p>	<p>Notify moderator of session assignment</p> <p>• On</p> <p>Customize the confirmation email sent to assigned moderators</p> <p>✎</p>	<p>Notify speaker of schedule change</p> <p>• On</p> <p>Customize the schedule change notification email sent to speakers</p> <p>✎</p>

Show more

Custom templates

🔍 Find ✚ Create with AI + Create new

<p>✚ Send a reminder</p> <p>Remind your registrants that the event is coming soon and invite them to explore the site.</p> <p>➤ Send new ⌚ ...</p>	<p>Notify your audience</p> <p>Let your registrants know the event (or a session) begins so they won't miss a thing.</p> <p>➤ Send new ⌚ ...</p>	<p>Spread the word</p> <p>Encourage attendees to share the event content and remind them that it's available on-demand.</p> <p>➤ Send new ⌚ ...</p>
<p>Promote content</p> <p>Engage registrants with blog posts, articles and other resources to spark their curiosity.</p> <p>➤ Send new ⌚ ...</p>	<p>✚ Get feedback</p> <p>Invite attendees to participate in a feedback survey and gather valuable insights.</p> <p>➤ Send new ⌚ ...</p>	<p>Upcoming events</p> <p>Invite attendees to review and register featured events.</p> <p>➤ Send new ⌚ ...</p>

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

[Templates tab](#)

[Scheduled tab](#)

[Sent tab](#)