

## Emails

Last Modified on 08/20/2025 9:37 pm IDT

 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.

## 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!

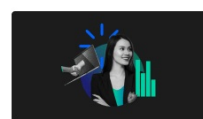
2/2/22 10:00 AM > 2/2/22 4:30 PM  
EST (GMT-5)

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.

**Virtually Live!**

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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](#)