TRAINING COURSE OUTLINE:

INMAILX ADVANCED

Course Duration

3 hours

Delivery Mode

Instructor led
Hands-on Training Session

Pre-Requisites

Good understanding of Outlook functionality.
InMailX Introduction

Audience

Suitable for staff who will be responsible for email template creation and management

Overview

This training course provides attendees with the skills to use inMailX Global Content functionality to configure and manage email templates to provide standard and streamlined communication across your organisation.

Attendees will gain skills in using the inMailX Content Editor to create and manage email templates, including setting up categories for content and providing access to users.

Topics

- Overview of inMailX Global Content functionality
- Overview of inMailX Content Editor
- Using Content Editor
- Creating Global Content Groups
- Creating a Global Template
- Adding Prompts to Global Content
- Inserting images into Global Content
- Adding additional Global Content templates to a Group
- Editing Global Content

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