

INMAILX ADVANCED



Platform

Microsoft Outlook

Course Duration

1 hour

Delivery Mode

Remote training session via Microsoft Teams

Training is delivered within your environment to contextualise the training to your setup and build version

The training session will be recorded and provided upon conclusion of training for your reference

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

This training course will cover the following:

- ▶ 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 existing Groups
- ▶ Editing Global Content

Please note that the provision of training materials or digital handouts are not included within training due to the development of generic training materials can not be achieved for a system that can be configured and used in multiple ways. Quotes for custom training materials can be provided upon request.

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