What's New?

• You can now customize learner invitation emails with specific messaging that is relevant to your business' unique learning goals.

• You can also create new emails for all learners or for a specific group of learners as well as test various email templates.

What are the benefits?

• Customize the language, subject line, header and email body to ensure that emails to your organization are on-brand and relevant to your learners.

• Create, test, and manage multiple email templates that are specific to a variety of departments or groups within your organization.

• Resend custom invites to remind previously invited learners to activate their LinkedIn Learning license.

How does it work:

1. From the “Me” icon, navigate to “Customization Settings”. Then select “Email Templates” from the left hand column.

2. Customize your learner invitation email template.

3. A notice will pop-up when the template is successfully created. You will then need to send the email from the “People” page.
There are four ways to invite learners with a custom email:

1. For few users: Invite by email

2. For many users: Invite by CSV

3. For new users into a group with group-specific messaging

4. To remind learners to sign up