Sending Personalized links using OnceHub for Gmail

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The OnceHub for Gmail extension enables you to schedule meetings directly from your Gmail account. OnceHub for Gmail gives you instant access to all of your Booking page links without the need to change apps.

In this article, you'll learn about sending Personalized links using OnceHub for Gmail.

In this article:

- Understanding Personalized links
- Requirements
- Sending Personalized links using OnceHub for Gmail
  - When replying to an email
  - When composing a new email

Understanding Personalized links

Each Booking page and Master page has its own unique Public link that can be shared with your prospects and Customers. When you personalize the scheduling experience for your prospects and Customers, they only have to pick a time without having to provide information that you already have.

When you create a Personalized link using OnceHub for Gmail, the Customer's name and email address is automatically taken from the email. When the Customer uses the Personalized link to schedule a meeting, they only need to choose a date and time, then confirm the meeting. The Booking form is skipped without having to re-enter their contact information.

Learn more about using Personalized links

ⓘ **Note :**

You can also send one-time links using OnceHub for Gmail.

Learn more about sending one-time links using OnceHub for Gmail

Requirements

To send Personalized links using OnceHub for Gmail, you must:

- Install OnceHub for Gmail.
- Have a ScheduleOnce User license.
- Create a Booking page in your ScheduleOnce account.

Sending Personalized links using OnceHub for Gmail

When you generate a Personalized link using OnceHub for Gmail, the link is automatically personalized using the "To" field in the email you are composing.

If you have more than one email address in the "To" field, OnceHub for Gmail lets you confirm the details of the Personalized link before you copy it (Figure 1). By default, the **Customer name** and **Customer email** are taken from the first email address in the "To" field.
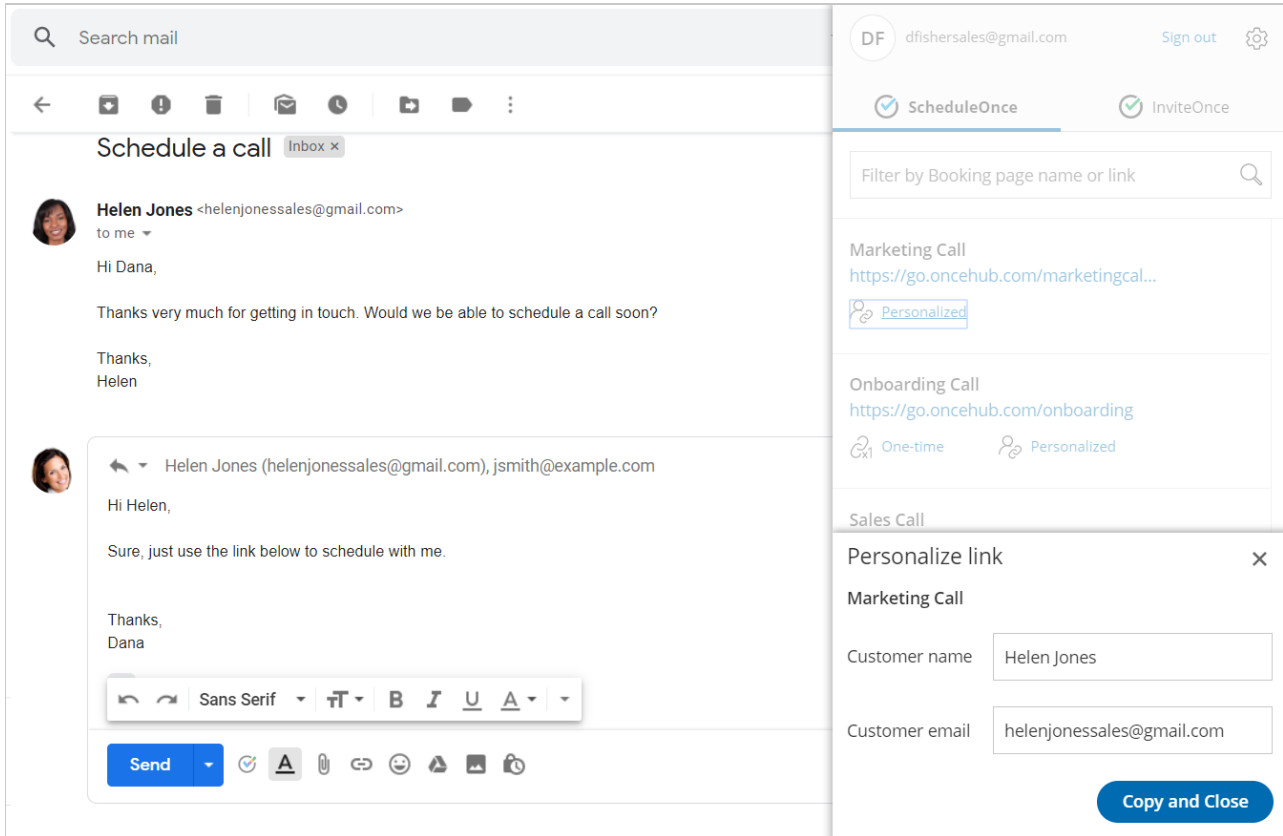

Figure 1: Confirming the details of a Personalized link

When replying to an email

1. Sign in to your Gmail account.
2. Open the email that would like to reply to.
3. Click **Reply**.
4. Click the OnceHub for Gmail icon (Figure 2).
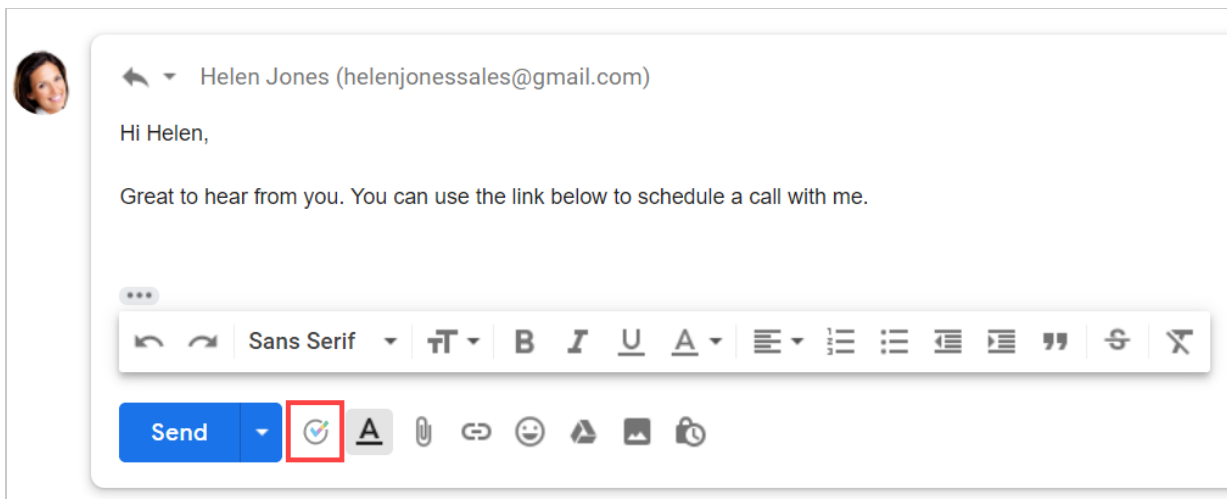
Figure 2: OnceHub for Gmail icon

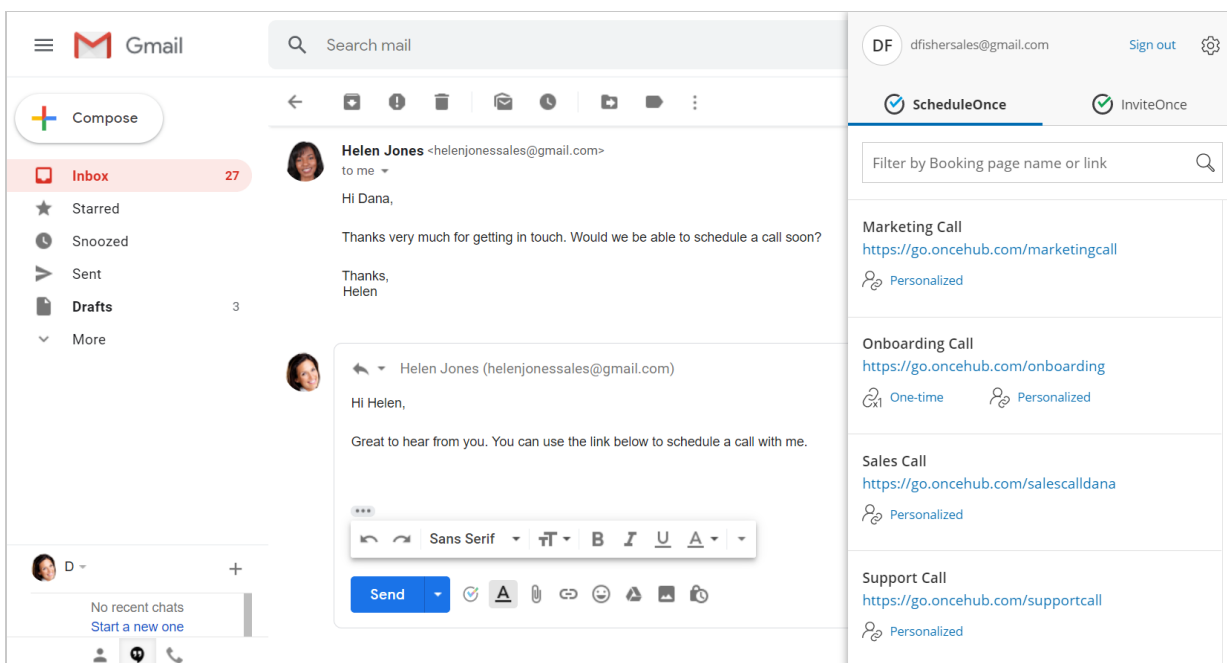5. The OnceHub for Gmail extension window will open (Figure 3).

Figure 3: OnceHub for Gmail extension window

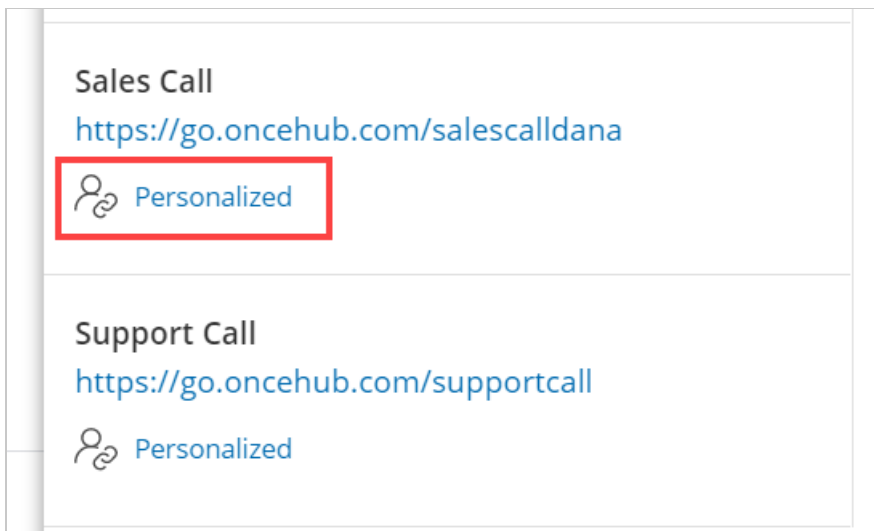6. Click **Personalized** next to the Booking page you want to share (Figure 4).

Figure 4: Generating a Personalized link

7. You will see the **Copied** confirmation when the link has been generated and copied to your clipboard (Figure 5).
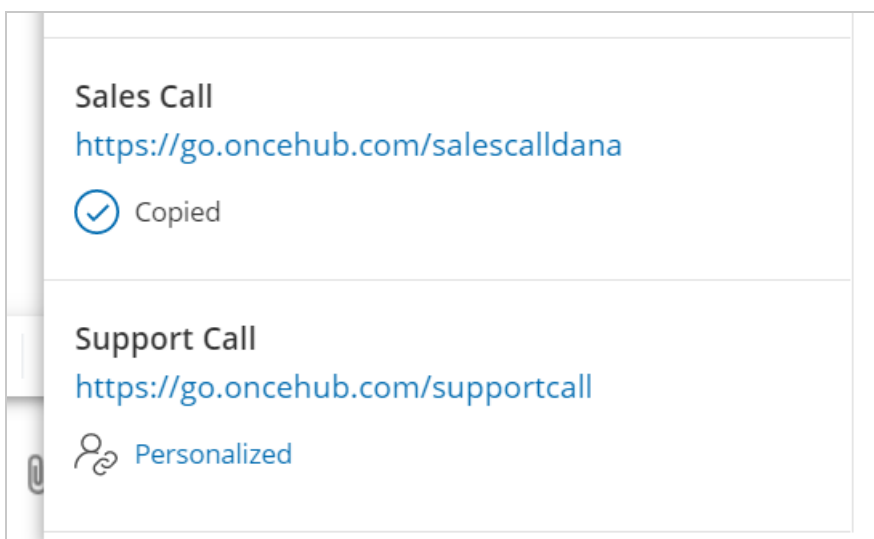

Figure 5: Personalized link copied

8. Create a customized html link by clicking the **Insert Link** button on the bottom email menu. (Figure 6).

Figure 6: Insert Link button in Gmail.

9 A window will appear (Figure 7). Insert your booking link and the text you would like to display. Click OK.

Figure 7: Insert Link window

10. Your booking link now will now appear as an html link. (Figure 8).

Figure 8: Html link in your email.

11. You can also paste your copied booking link directly into the body of your email without customizing it.

When composing a new email

1. Sign in to your Gmail account.

2. Click **Compose** to create a new email.

3. In the **To** field, enter the email address of the person you want to share your Booking page link with.

> ⓘ **Note :**
>
> If you do not enter an email address, you will need to enter the **Customer name** and **Customer email** in the OnceHub for Gmail extension window when you generate a Personalized link.

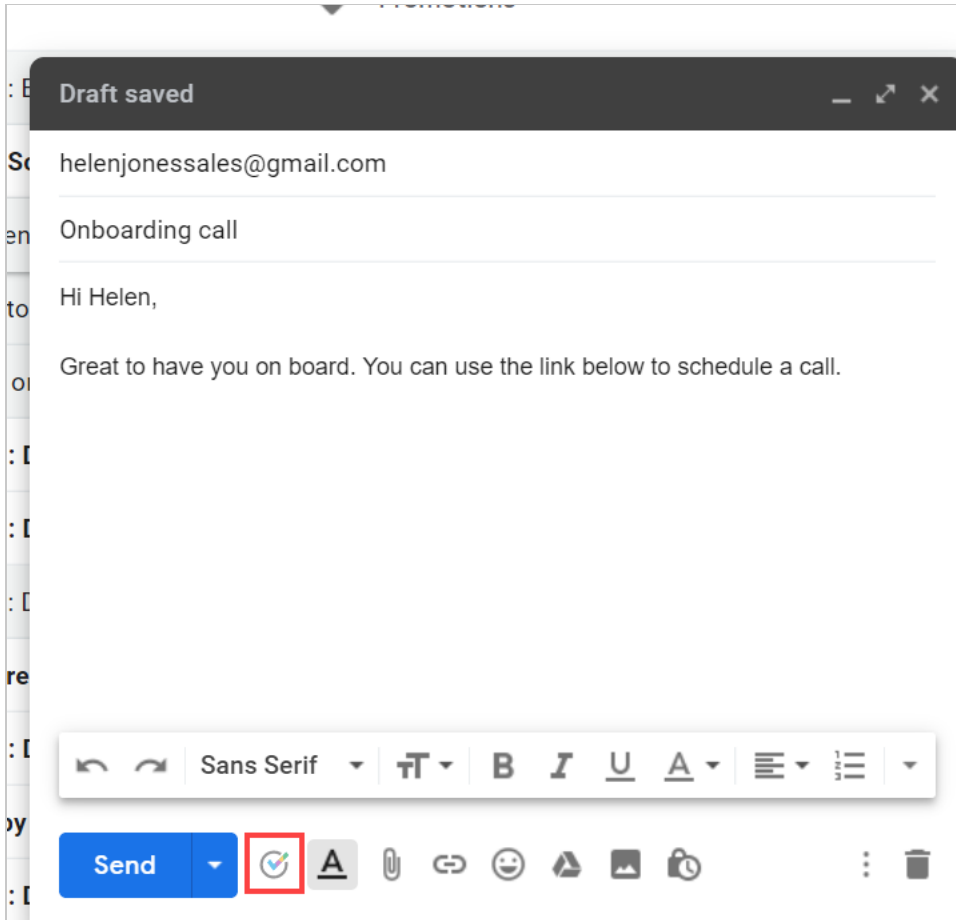4. Click the OnceHub for Gmail icon (Figure 10).

Figure 10: OnceHub for Gmail icon

5. The OnceHub for Gmail extension window will open (Figure 11).
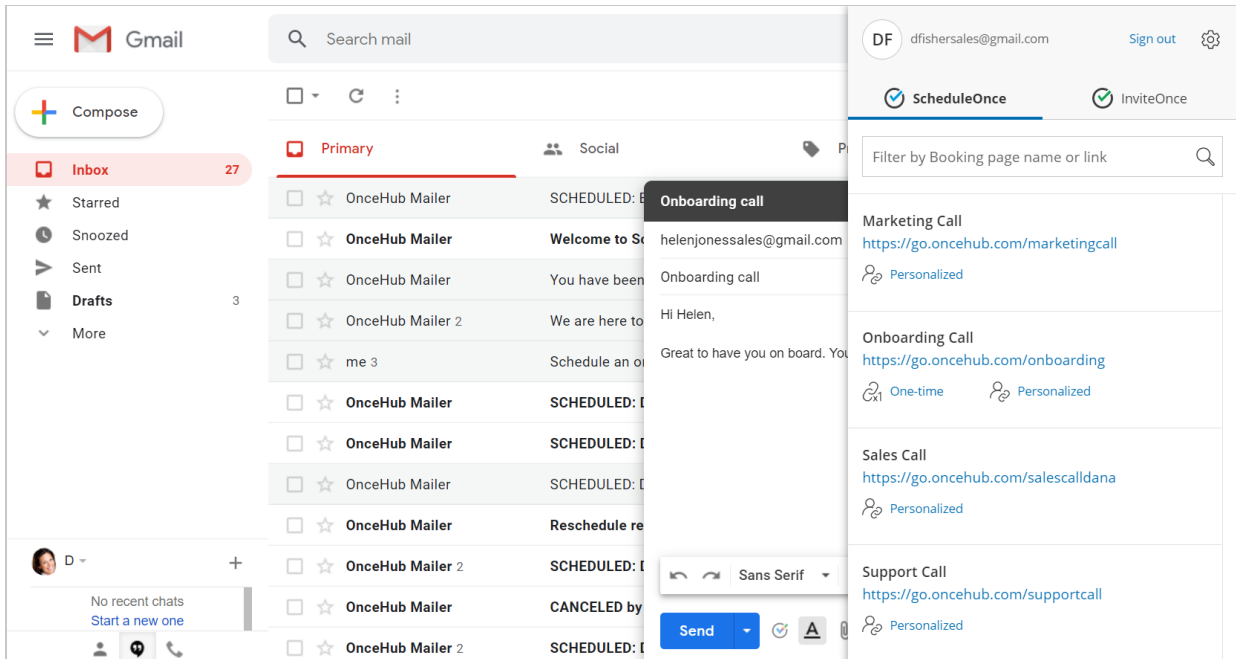

Figure 11: OnceHub for Gmail extension window

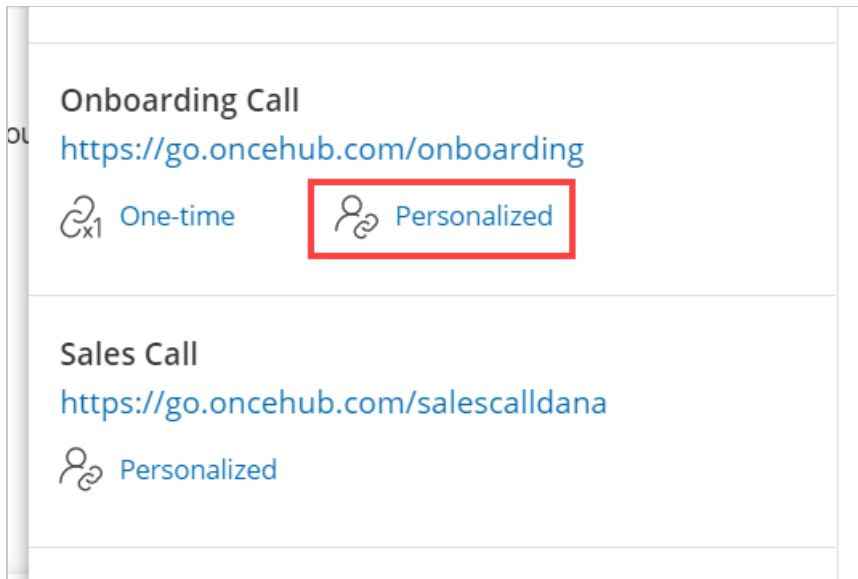6. Click **Personalized** next to the Booking page you want to share (Figure 12).

Figure 12: Generating a Personalized link

7. You will see the **Copied** confirmation when the link has been generated and copied to your clipboard (Figure 13).
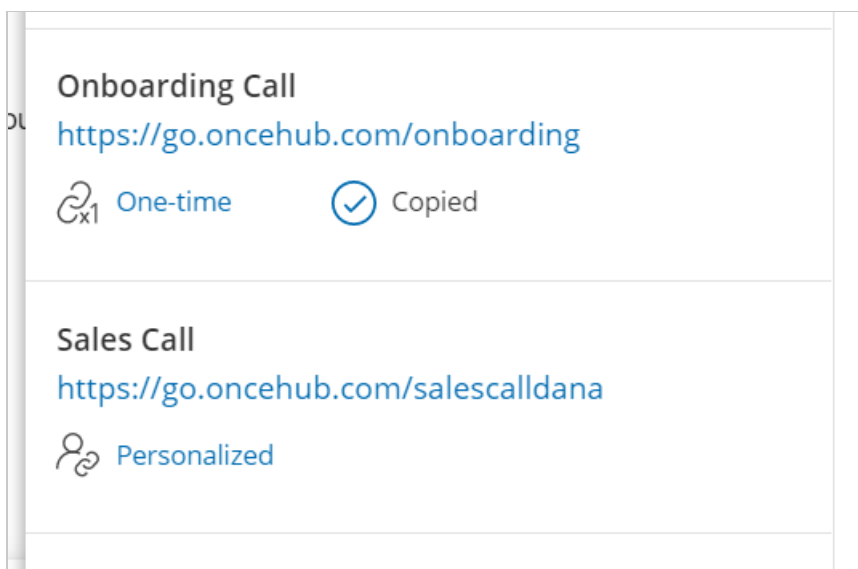

Figure 13: Personalized link copied

8. Create a customized html link by clicking the **Insert Link** button on the bottom email menu. (Figure 14).

Figure 14: Insert Link button in Gmail.

9. A window will appear (Figure 15). Insert your booking link and the text you would like to display. Click OK.

Figure 15: Insert Link window

10. Your booking link now will now appear as an html link. (Figure 16).

Figure 16: Html link in your email.

11. You can also paste your copied booking link directly into the body of your email without customizing it.