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

i 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.

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	Schedule a call Inbox ×	Filter by Booking	g page name or lir	k	Q
	Helen Jones <helenjonessales@gmail.com> to me ≠ Hi Dana,</helenjonessales@gmail.com>	Marketing Call https://go.oncehu	h.com/marketing	ral	
	Thanks very much for getting in touch. Would we be able to schedule a call soon?	Personalized			
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	+ - Helen Jones (helenjonessales@gmail.com), jsmith@example.com	\mathcal{C}_{x1} One-time	♀ Personalized		
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	Sure, just use the link below to schedule with me.	Personalize lir	nk		×
	Thanks,	Marketing Call			
	Dana	Customer name	Helen Jones		
	$\square \square $	Customer email	helenjonessale	@gmail.com	
	Send 🔻 🧭 🛕 🗓 🖙 😄 🦀 🖪 🔞			Copy and Clo	ose

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).

Hi Helen,	len Jones (helenjon		,						
Great to h	ar from you. You can	use the link	(below	/ to sc	hedule a	call with	me.		

Figure 2: OnceHub for Gmail icon

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

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(+	Compose		ScheduleOnce ScheduleOnce
· · · · ·	Inbox 27 Starred Snoozed Sent Drafts 3	Helen Jones <helenjonessales@gmail.com> to me ~ Hi Dana, Thanks very much for getting in touch. Would we be able to schedule a call soon? Thanks, Helen</helenjonessales@gmail.com>	Filter by Booking page name or link Q Marketing Call
~	More	Helen Jones (helenjonessales@gmail.com) Hi Helen, Great to hear from you. You can use the link below to schedule a call with me.	Onboarding Call https://go.oncehub.com/onboarding \mathcal{C}_{a1} One-time \mathcal{P}_{a2} Personalized Sales Call https://go.oncehub.com/salescalldana \mathcal{P}_{a2} Personalized
6	D - H No recent chats Start a new one	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Support Call https://go.oncehub.com/supportcall

Figure 3: OnceHub for Gmail extension window

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

1	
https://g	o.oncehub.com/salescalldana
So Perso	nalized
10100	
Support	Call
• •	
https://g	o.oncehub.com/supportcall
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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).

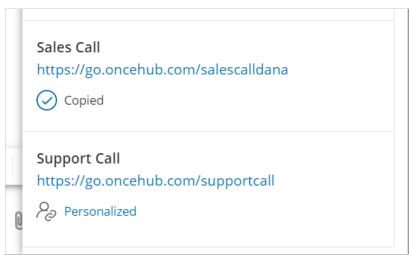


Figure 5: Personalized link copied

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.

Edit Link	×
Text to display: Sched	ule with me
Link to:	To what URL should this link go?
Web address	https://go.oncehub.com/salescalldana?name=Helen%20Jones&ema
Email address	Test this link
	Not sure what to put in the box? First, find the page on the web that you want to link to. (A <u>search engine</u> might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.
	Cancel OK

Figure 7: Insert Link window

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

Hi Helen,
Great to hear from you. You can use the link below to schedule a call with me.
Schedule with me
Thanks, Dana

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.

i 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).

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Sc	helenjonessales@gmail.com
en	Onboarding call
to	Hi Helen,
01	Great to have you on board. You can use the link below to schedule a call.
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Figure 10: OnceHub for Gmail icon

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

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(+	Compose		□ - C :			ScheduleOnce InviteOnce
	Inbox	27	Primary	🎎 Social	•	Pi Filter by Booking page name or link Q
*	Starred		🔲 🛧 OnceHub Mailer	SCHEDULED: E	Onboarding call	
C	Snoozed		🔲 😭 OnceHub Mailer	Welcome to So	helenjonessales@gmail.com	Marketing Call https://go.oncehub.com/marketingcall
>	Sent		🔲 ☆ OnceHub Mailer	You have been	Onboarding call	Personalized
	Drafts More	3	🔲 📩 OnceHub Mailer 2	We are here to	Hi Helen,	
Ť	More		🔲 🚖 me 3	Schedule an or	Great to have you on board. Yo	Onboarding Call https://go.oncehub.com/onboarding
			🗌 ☆ OnceHub Mailer	SCHEDULED: [∂_{x1} One-time ∂_{∂} Personalized
			🔲 ☆ OnceHub Mailer	SCHEDULED: [Sales Call
			🔲 ☆ OnceHub Mailer	SCHEDULED: [https://go.oncehub.com/salescalldana
			🗌 📩 OnceHub Mailer	Reschedule re		Personalized
	D -	+	🗌 📩 OnceHub Mailer 2	SCHEDULED: [Sans Serif •	Support Call
	No recent chats Start a new one	Т	🗌 🚖 OnceHub Mailer	CANCELED by		https://go.oncehub.com/supportcall
			🔲 🙀 OnceHub Mailer 2	SCHEDULED: [Send • 🞯 <u>A</u>	Personalized

Figure 11: OnceHub for Gmail extension window

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

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	∂ _{x1} One-time	Personalized
	Sales Call https://go.oncehu Personalized	ıb.com/salescalldana

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).

วเ	Onboarding Call https://go.oncehub.com/onboarding ∂ _{x1} One-time One-time
	Sales Call https://go.oncehub.com/salescalldana Personalized

Figure 13: Personalized link copied

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

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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.

Edit Link	:
Text to display: Schee	Jule with me
Link to:	To what URL should this link go?
Web address	https://go.oncehub.com/.KU58AJL9?name=Helen%20Jones&email=
Email address	Test this link
	Not sure what to put in the box? First, find the page on the web that you want to link to. (A <u>search engine</u> might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

Figure 15: Insert Link window

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

Hi Helen,

Great to have you on board. You can use the link below to schedule a call.

Schedule with me

Thanks, Dana

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.