

# Sending one-time 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 [one-time links](#) using OnceHub for Gmail.

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## Understanding one-time links

One-time links are good for one booking only, eliminating any chance of unwanted repeat bookings. A Customer who receives the link will only be able to use it for the intended booking and will not have access to your underlying [Booking page](#). One-time links [can be personalized](#), allowing the Customer to pick a time and schedule without having to fill out the [Booking form](#).

When you create a one-time 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 and they will not have to provide their name and email address.

One-time links are only available for [Master pages](#) using [Rule-based assignment](#) with [Dynamic rules](#).

### Note :

You can also send [Personalized links](#) using OnceHub for Gmail.

[Learn more about sending Personalized links using OnceHub for Gmail](#)

## Requirements

To send one-time links using OnceHub for Gmail, you must:

- [Install OnceHub for Gmail](#).
- Have a [ScheduleOnce User license](#).
- [Create a Master page using Rule-based assignment with Dynamic rules](#) in your ScheduleOnce account.

## Sending one-time links using OnceHub for Gmail

## 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 1).

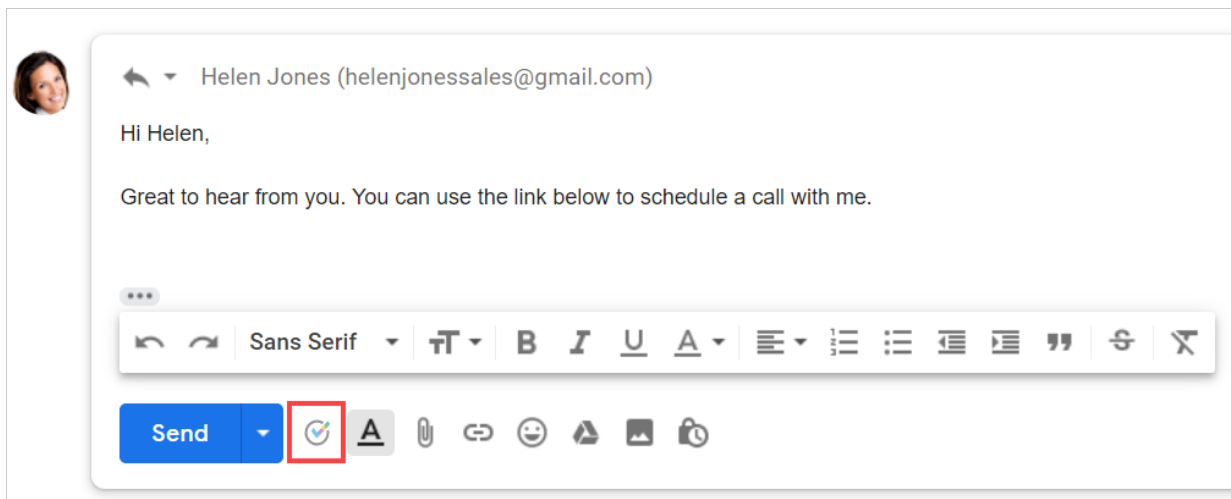


Figure 1: OnceHub for Gmail icon

5. The OnceHub for Gmail extension window will open (Figure 2).

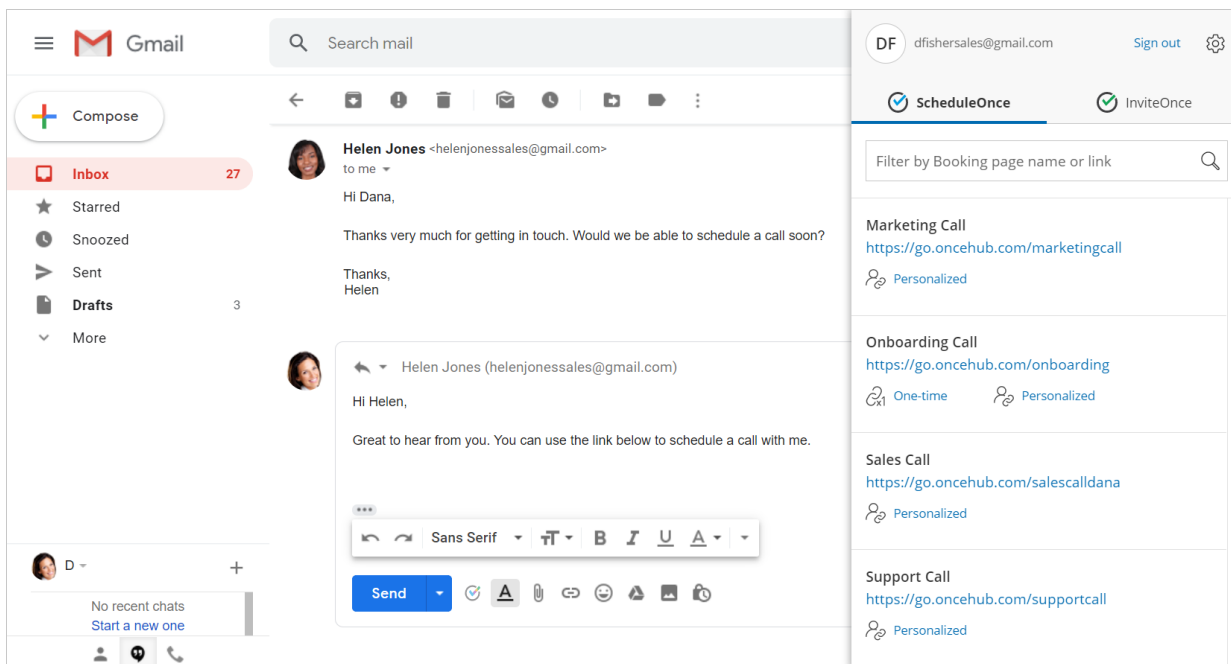


Figure 2: OnceHub for Gmail extension window

6. Click **One-time** next to the Master page you want to share (Figure 3).

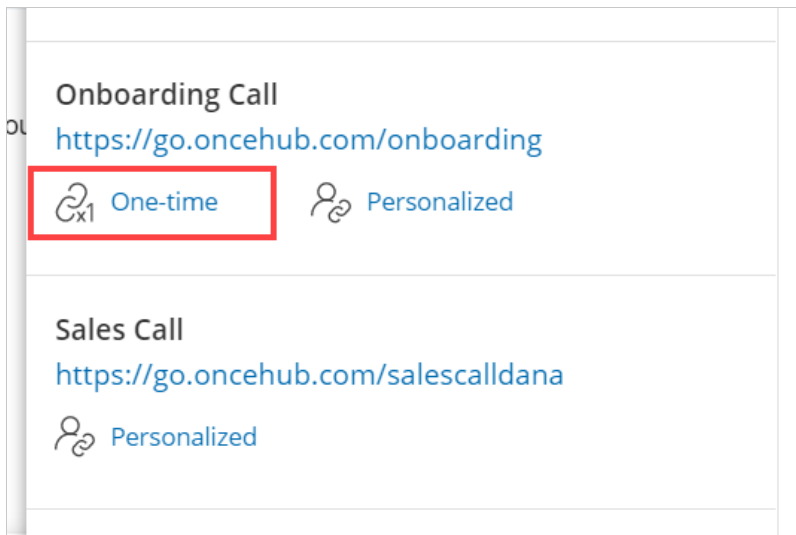
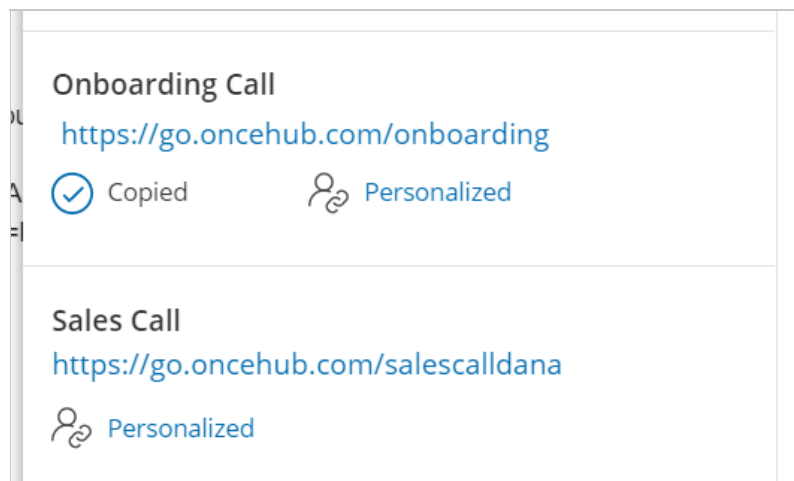


Figure 3: Generating a one-time link

7. You will see the **Copied** confirmation when the link has been generated and copied to your clipboard (Figure 4).



8. Paste the one-time link into your email (Figure 5).

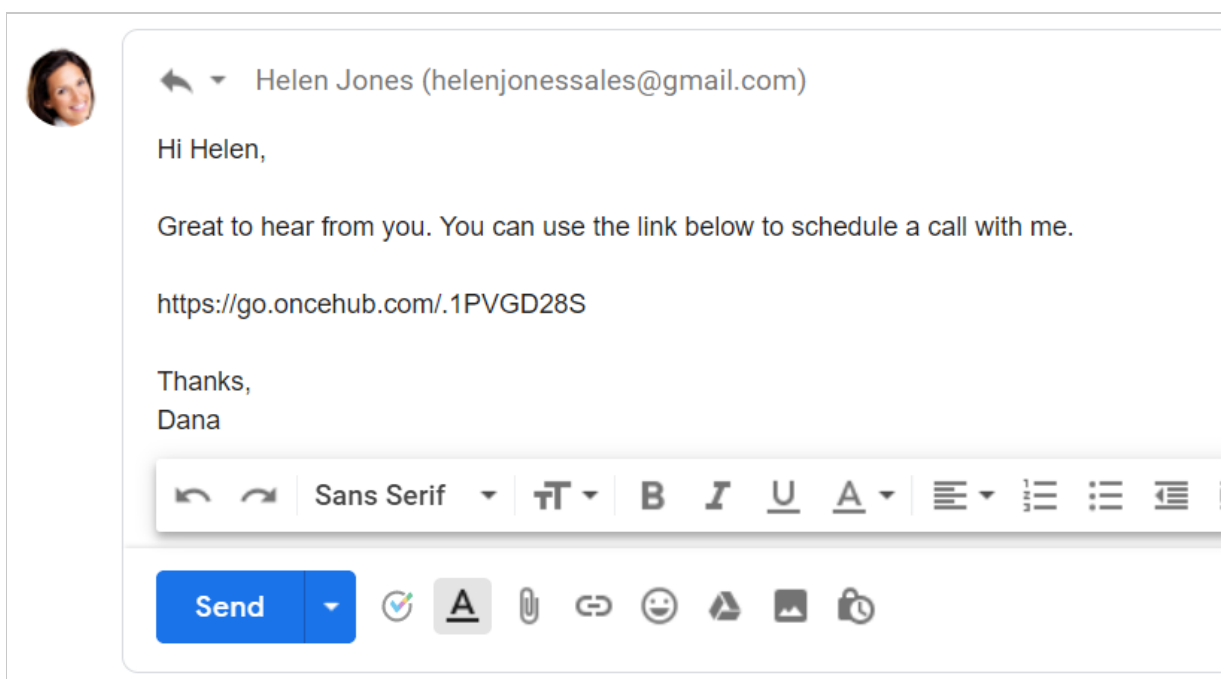


Figure 5: Pasting the one-time link into your email

- To turn your booking link into a customized html link, click the Insert Link button on the bottom email menu. (Figure 6).



Figure 6: Insert Link button in Gmail.

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

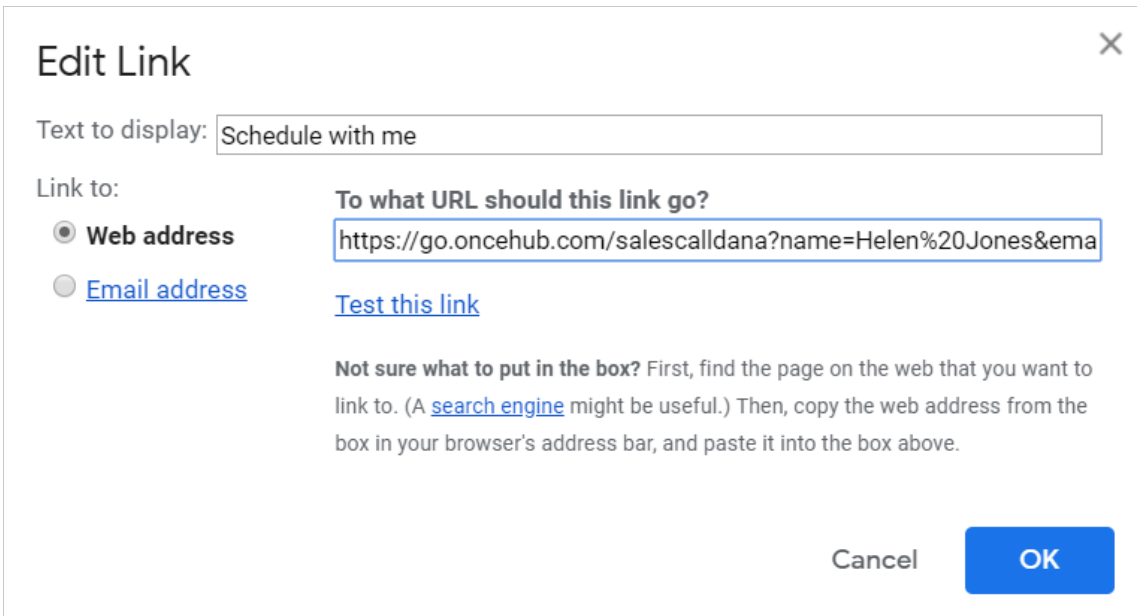


Figure 7: Insert Link window

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

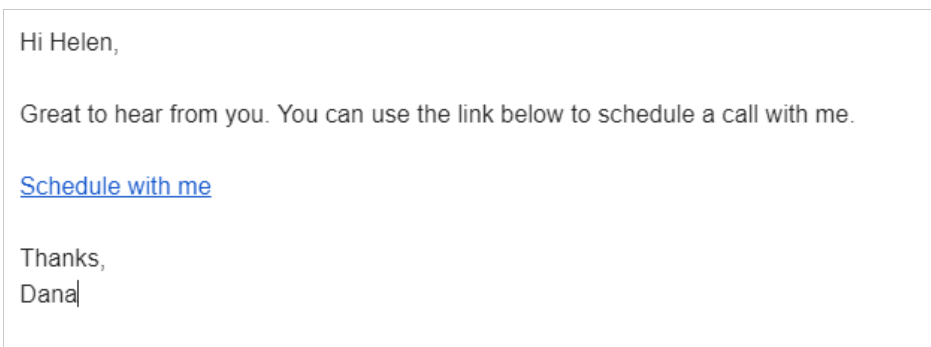



Figure 8: Html link in your email.

## 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 9).

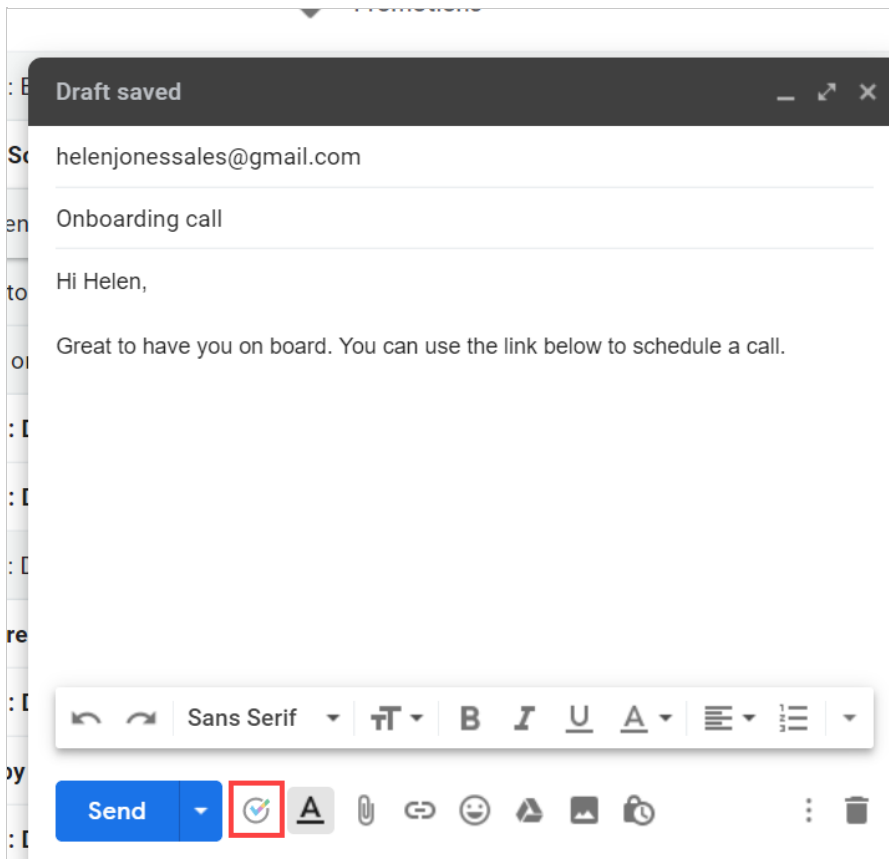


Figure 9: OnceHub for Gmail icon

5. The OnceHub for Gmail extension window will open (Figure 10).

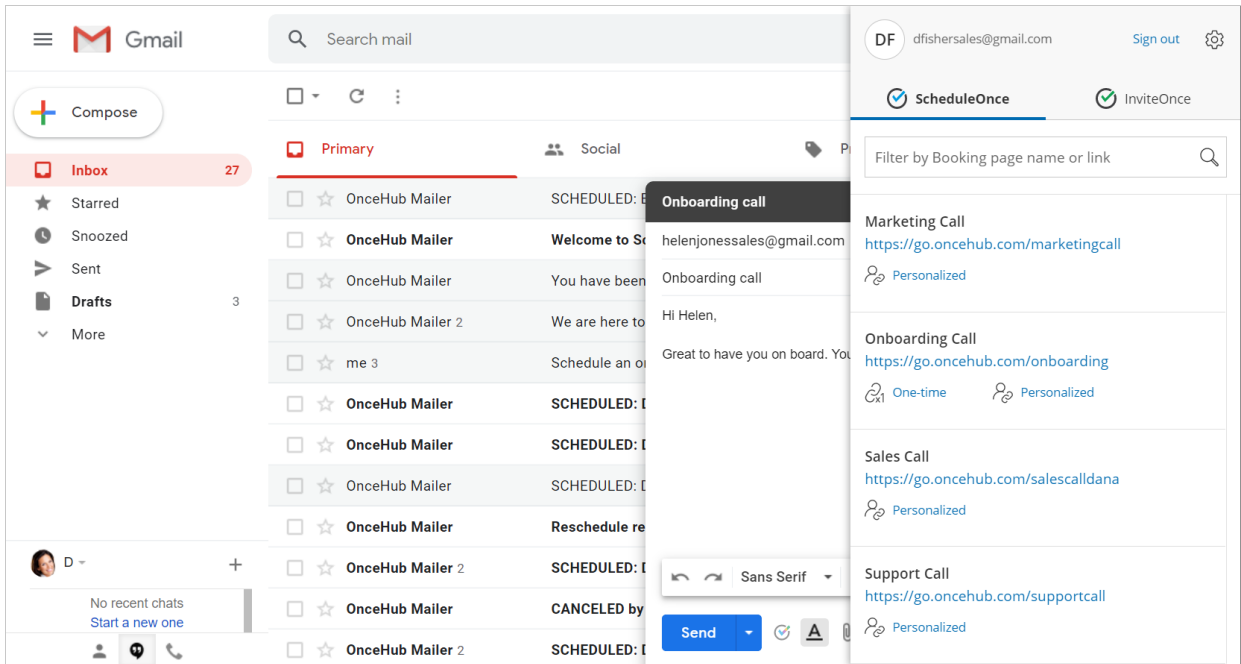


Figure 10: OnceHub for Gmail extension window

- Click **Personalized** next to the Booking page you want to share (Figure 11).

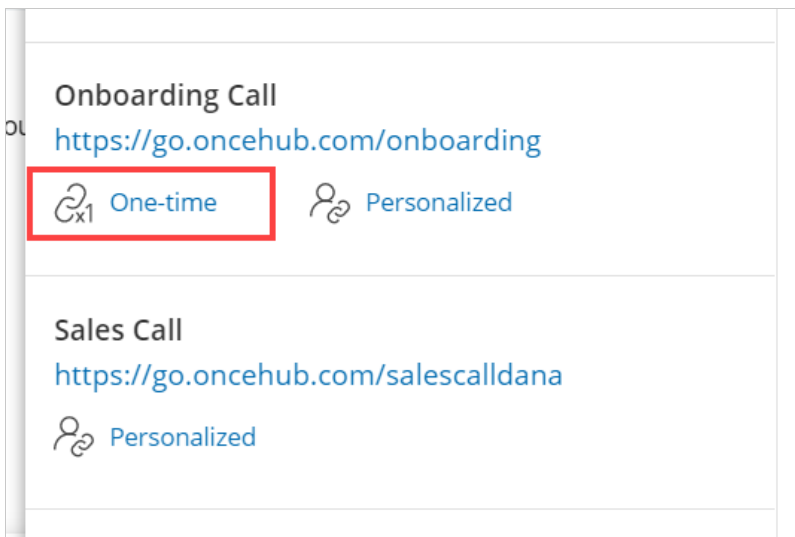
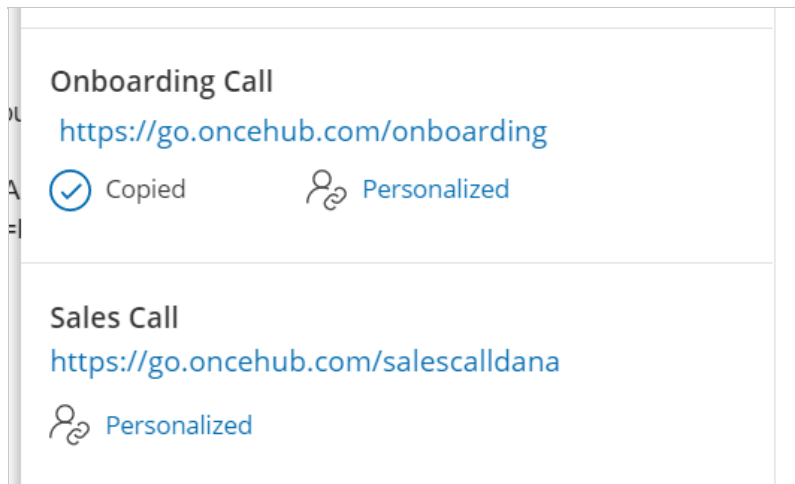


Figure 11: Generating a one-time link

- You will see the **Copied** confirmation when the link has been generated and copied to your clipboard (Figure 12).



8. Paste the one-time link into your email (Figure 13).

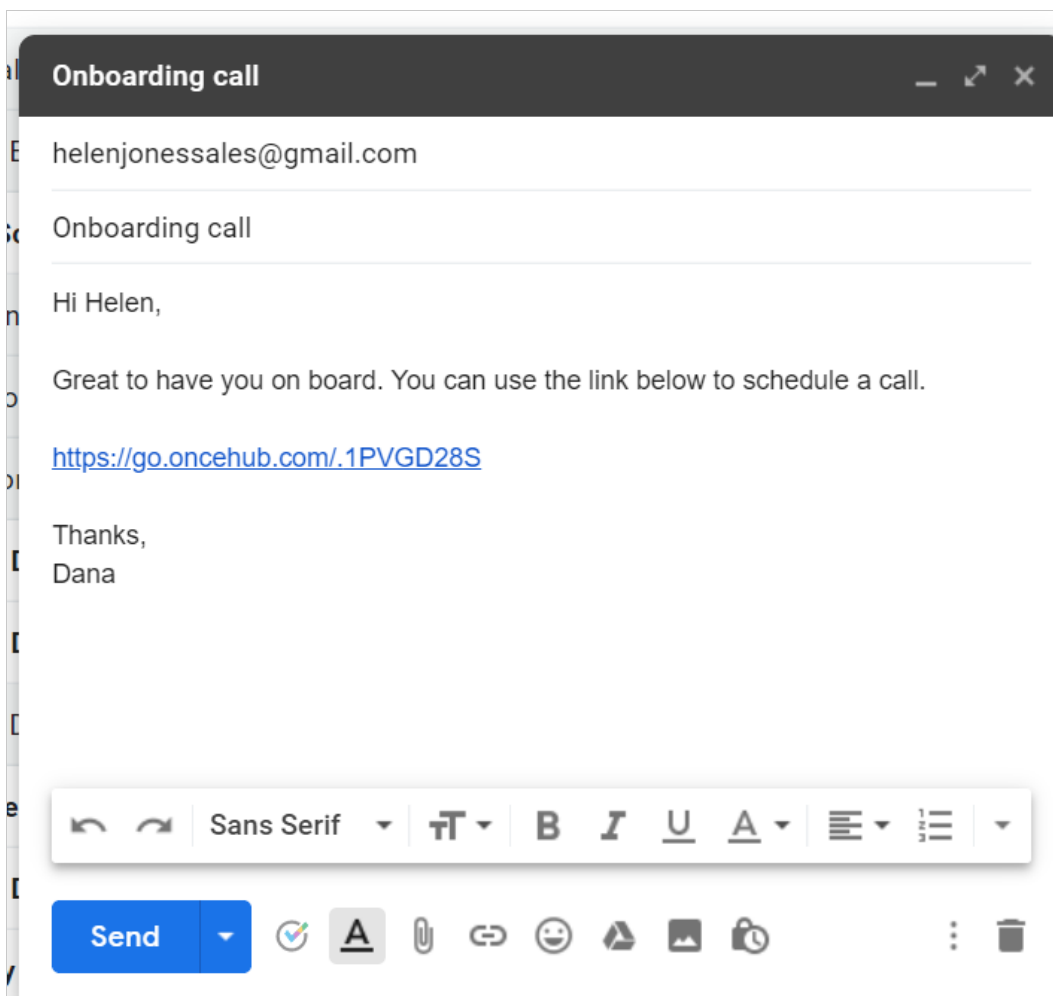


Figure 13: Pasting the one-time link into your email

9. To turn your booking link into a customized html link, click the Insert Link button on the bottom email menu. (Figure 14.)



Figure 14: Insert Link button in Gmail.

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

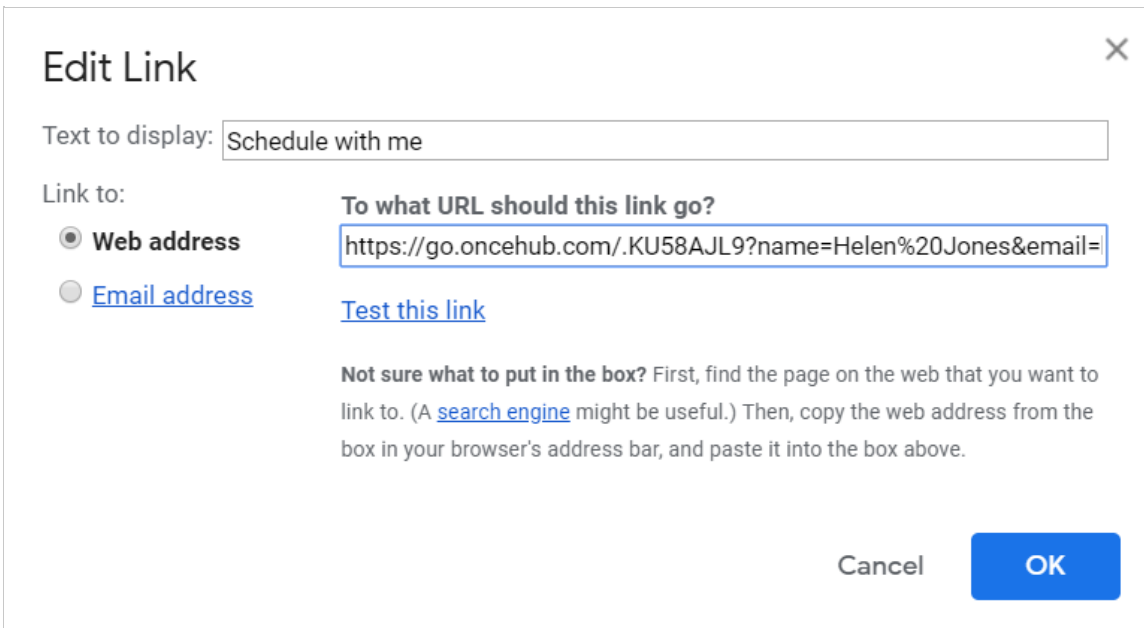


Figure 15: Insert Link window

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

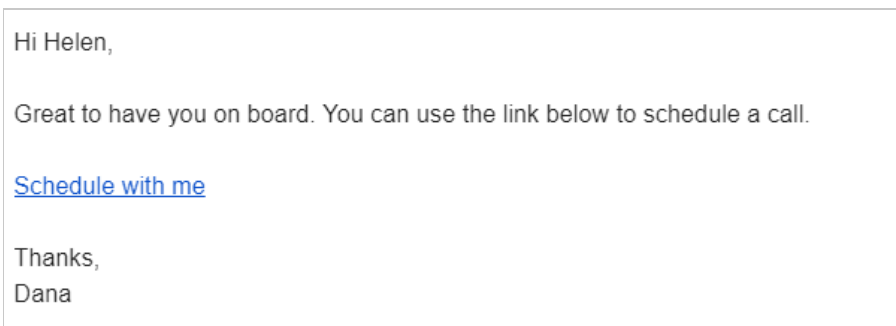


Figure 16: Html link in your email.