# Sharing your chatbot

Once you've finished creating your chatbot, you can easily share it with your customers by following the directions below. You can share your chatbot in two main ways: through a link, or by embedding it on your website.

> ⓘ **Note:**
>
> Your chatbot needs to be published before you can share it. To publish, go into the builder, and click the **Publish** toggle at the top right-hand corner.

Learn how to share your chatbot with a link, sending it directly to a customer. It will be displayed on a page which you can customize to match your branding:

## Share with a link

To design your page and generate a link, follow these steps:

1. In the chatbot builder, click the **Share a link** tab.

   - You can also share from the lobby. Click the **Share** button next to the chatbot you want to share, then follow the instructions from point 4 below. If you click **Design your page**, follow the points below from step 2.

2. A page displaying a preview of your chatbot will load, with a toolbar on the right (Figure 1) allowing you to customize the title, colors, and other features of the page. Here, you can:

   - Choose the layout you prefer
   - Choose a color gradient, or upload an image as the background
   - Choose the color of the buttons on the page
   - Add an image such as a logo or profile picture
   - Write heading and body text
   - Add text to be displayed in a footer, such as a disclaimer

3. Once you are happy with the customizations you have made, click **Save** and then **Share your page**.

4. In the pop up that opens (Figure 2) you can:

   - Add UTMs to the link
   - Download the link as a QR code as opposed to a URL

5. Once you are happy with the URL settings, click **Copy & close** to copy the link, and paste it wherever you would like the share the link.

Learn how to embed your chatbot in your own website, displaying it directly to your customers:

## Embed on your website

1. In the chatbot builder, click the **Embed on website** tab.

- You can also share from the lobby. Click the **Share** button next to the chatbot you want to share, then on **Embed on website**, and follow the instructions below.

2. From the tool bar on the right, choose between three publishing options, which are:

- **Widget on load:** The chatbot appears automatically when a page loads.
- **Widget on click:** The chatbot shows in a widget, but only when a link or button is clicked.
- **Lightbox on click:** Opens over the page when a visitor clicks on a link or a button.

**Note:** When a visitor views your chatbot on a mobile webpage, the above settings will not be applied. The chatbot will only appear as an icon with a notification badge.

1. Once you choose an option for embedding, you can configure the appearance of your chatbot in the side panel.

2. Once you're done, click **Save**.

3. Click the **Get the lightbox** or **widget code**. Add the code to your website on each individual page where you want the chatbot. This may involve creating an html widget, block, or some other custom html element, depending on how you build your website and which service hosts it. If you want your chatbot to appear on all pages of your website, post the code in your website's footer. For more detail on installing the code, read on below.

You're all set! Your chatbot will now appear on your website according to the settings you have chosen.

> (i) **Note:**
>
> On-click chatbots will only pop up after a visitor clicks a specific button or link on your website. This is useful for engaging with visitors in specific areas of your website, so you can learn more about them and qualify them further.

## Install the code

### In OnceHub

Grab the code you need for your website.

1. On the **Share** page, choose the publishing option you want (see above).
2. Copy the code.

### On your website

Add the code to your website on each individual page where you want the chatbot. This may involve creating an html widget, block, or some other custom html element, depending on how you build your website and which service hosts it.

That's it! Your website can now display your chatbot in the place you added it.

The default code you copied displays a link with the text "Start chat". You can adjust this text however you like.

## Use a button instead of a link

If you want a button for your chatbot rather than a link, you can use this code, adjusting relevant parts to identify your specific chatbot and define your preferences:

```
<!-- ChatOnce embed START -->
<script id="co-index" src=""ltr" href="https://cdn.oncehub.com/co/widget.js?website_id=WEB-#########&bot_ty
pe=2" rel="noopener nofollow noreferrer" target="_blank">https://cdn.oncehub.com/co/widget.js?website_id=WEB-#
########&bot_type=2</a>" defer></script>
<a style=" background-color: #006bb1; border-radius: 50px; padding: 10px; color: #ffffff; font-family: "Arial"; font-size
:18px; font-weight: normal; text-decoration: none;
" data-co-bot-display="pop-up" data-co-bot="BOT-#########" href="#" >Start chat</a>
<!-- ChatOnce embed END -->
```

Items for updating in the button code:

- **Website ID code (REQUIRED)** - This starts with **WEB-**, followed by an alphanumeric sequence you can grab from your chatbot's code on the Publish tab.

- **Bot ID code (REQUIRED)** - This starts with **BOT-**, followed by an alphanumeric sequence you can grab from your chatbot's code on the Publish tab.

- Optional styling:

  - background-color - Match your website's branding color

  - border-radius - The roundness of the button corner

  - padding - Size of the button around the text

  - color - Text color

  - font-family - The font you want the text to use

  - font-size - Size of font

  - font-weight - Normal, bold, etc.

  - text-decoration - Add an underline or other styling to the text

    - Keep in mind this will show at all times, whether hovering over the button or not

Learn how to enable automatic reach out on your chatbot, enabling your embedded chatbot to greet your customers within parameters that you can define:

## Enabling a widget on load with automatic reach out

To configure your reach out settings, go to the chatbot lobby, then click the automatic reach out button.

Learn more about using targeted chatbots and automatic reach out here.

To enable automatic reach out, you first have to define an audience. Learn how to do this here.

1. Once you have defined an audience, click on **Targeting** on the toolbar on the left.

2. In the Targeting lobby, select the audience that you want to target.

3.  Here, you can add rules for how this audience is targeted, and which chatbot will be displayed to them.

4.  Once you have set the rules for targeting, click **Save**

Once you have set the **Assignment** and **Design** options to your liking, click on **Installation**. Follow the instructions on the page in order to embed the chatbot with automatic reach out into your website.