

# How Do I Create A Personal Meeting Link (URL)?



**INFO:** If you do not have the Meeting options, please contact your Service Provider to have this enabled.

With a **Personal Meeting Link** you can instantly create meetings from any web browser. Your link will look like the following:

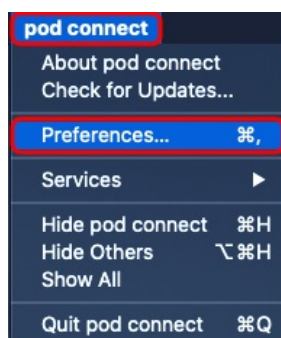
`https://pod.accessionmeeting.com/my/yourname`

**yourname** is also the meeting ID. This not only makes it easier to join meetings but also looks more professional. Users with Pod Connect already installed can just enter **yourname** in the meeting ID and click on Join Meeting.

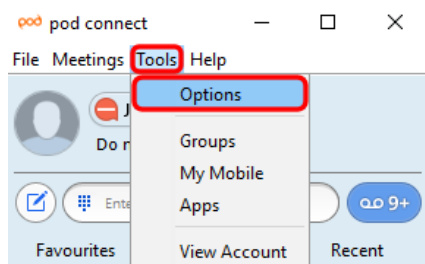
Before you can create a Personal Meeting Link you must first install the Pod Connect for Desktop application, please see this [documentation](#) on how to download the application.

Once Pod Connect for Desktop is installed and logged in

From Mac OS click on **pod connect > Preferences...**



From Windows click on **Tools > Options**



From the **Preferences/Options** window click on the **Meetings** tab at the top and then **Advanced Settings** at the bottom of the window.

Options

General Calls **Meetings** Chat Audio Video

Join

- ☒ Connect audio when starting or joining
- ☐ Enter full screen when starting or joining
- ☐ Mute my microphone when joining
- ☒ Turn off my video when joining
- ☐ Copy the meeting URL to Clipboard when starting

Scheduling & Invites

Dial-in number: 08000221663

Email invitation: [Edit](#) English (United Kingdom) [v](#)

Changing the email language will not affect custom messages.

Scheduling Assistants:  [Add Assistant](#)

A scheduling assistant can schedule meetings on your behalf.

Meeting

- ☐ Enter full screen when viewing the shared screen
- ☒ Scale the shared screen to fit window
- ☐ Hide non-video participants
- ☒ Confirm before leaving meetings
- ☐ Use dual monitors

[Advanced Settings](#)

This will open a new window in your web browser. Click on In Meeting (Advanced) then scroll down to the bottom of the page.

Meeting Room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Schedule Meeting

In Meeting (Basic)

**In Meeting (Advanced)**

Show a "join from your browser" link [Modified](#) [Reset](#)

Allow participants to bypass the Meeting application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited.

Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit: English [v](#)

Personal Meeting ID

116-3711-4818 [Edit](#)

<https://pod.accessionmeeting.com/j/11637114818>

Personal Link

<https://pod.accessionmeeting.com/my/yourname> [Customize](#)



**TIP:** While in the Advanced Settings we do recommend that you enable **Show a "join from your browser" link** as this will enable users that are using a PC/MAC without the Pod Connect for Desktop application installed to use the meeting without the need to install the application.

In the Personal Link section click on **Customize** then enter a name for your Meeting ID then click **Save Changes**

- It must be 5 to 40 characters.
- It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").

### Personal Link

https://pod.accessionmeeting.com/my/

Personal Link is an alias of your personal meeting URL https://pod.accessionmeeting.com/j/11637114818.  
It must be 5 to 40 characters.  
It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").

**Save Changes**

Cancel

If the name you are wanting to use is already taken, you will receive an error when trying to save the changes.

### Personal Link

https://pod.accessionmeeting.com/my/

**yourname is already taken by a user from your account. Choose another Personal Link Name and try again.**

Personal Link is an alias of your personal meeting URL https://pod.accessionmeeting.com/j/11637114818.  
It must be 5 to 40 characters.  
It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").

**Save Changes**

Cancel

Please try a different name and click on **Save Changes**. When your changes have been saved the Personal Meeting Link will be ready to use.

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