

# 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:

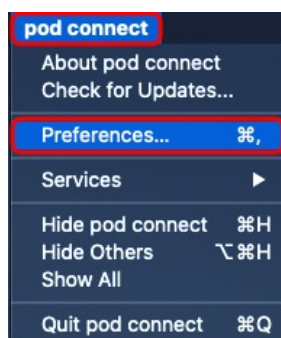
`https://pod.accessionmeeting.com/my/yourname`

**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.

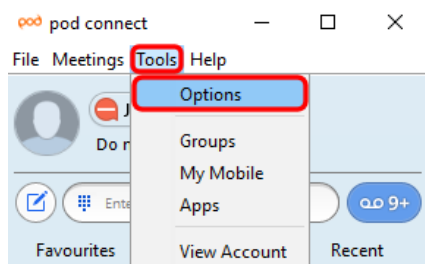
Before you can create a Personal Meeting Link you must first install the Pod Connect for Desktop application, please see this [documentation](#) on how to download the application.

Once Pod Connect for Desktop is installed and logged in

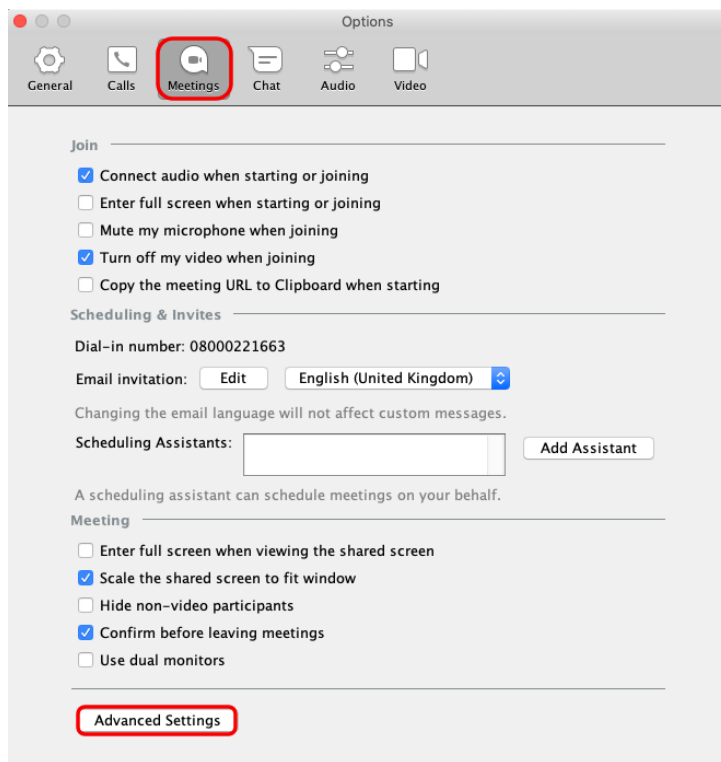
From Mac OS click on **pod connect > Preferences...**



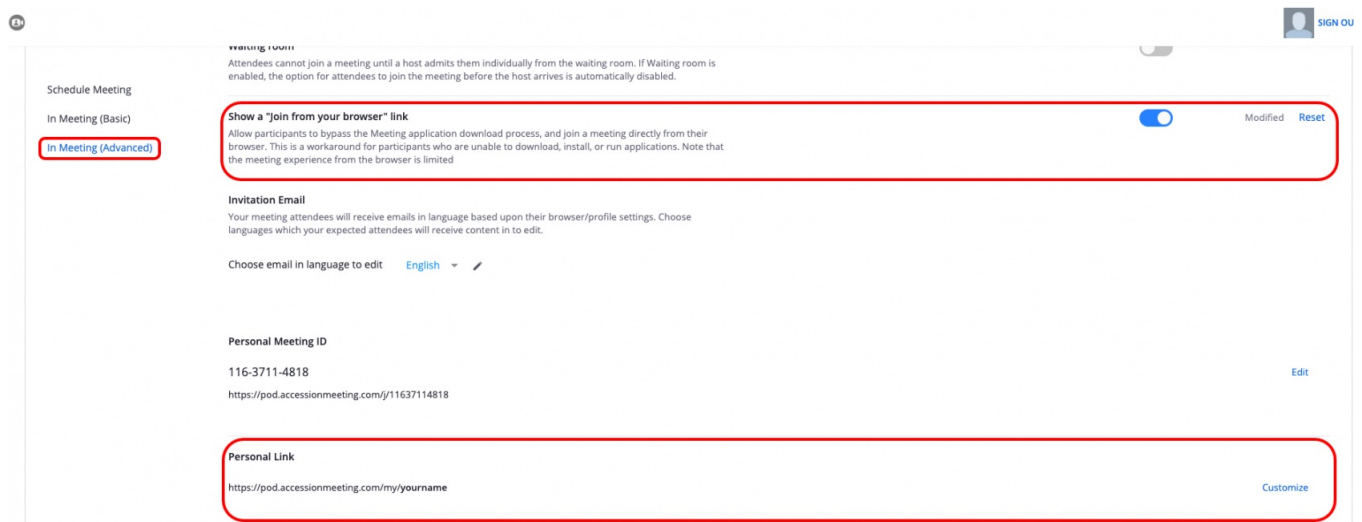
From Windows click on **Tools > Options**



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



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



**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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🕒 Revision #7

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