Changing a Meeting from Private to Public

After you have begun a private meeting in a channel, you can make it public by generating a meeting link and sending it to users outside the channel.

To change a meeting from private to public:

1. In the private meeting, click the Settings button.



The **Meeting Settings** dialog box opens. 2. Click **Create Link**.

Me	Meeting Settings			
Gene	Audio and Video			
	Allow users to join the meeting with a link Anyone with the link can join your meeting. An AirSend account is not required.	& Create Link		
	Download chat history Generates a .txt file containing all the meeting chat conversation	윤 Download chat		
	End meeting Removes everyone from the meeting.	X End		

Once you click Create Link, the meeting becomes public for everyone in the meeting.

3. Click Copy Link.

eeting Settings	:
eral Audio and Video	
Allow users to join the meeting with a link	(¹) Comulial
https://live.airsend.io/meeting/e2e78ce4792e7316ac183da	🖞 Copy Link
Anyone with the link can join your meeting. An AirSend account is not required.	
Download chat history	
Generates a $.txt$ file containing all the meeting chat conversation	🖧 Download chat
End meeting	

4. Send the link to anyone you want to invite to join the meeting.

(i)	Attendees who were in the meeting when it was private no longer have a connection between the channel and the meeting when it is made public. When they click the Message icon, instead of returning to the channel, they open a message panel on the left.				
	The content in the right panel is not automatically save of the chat:	red, but you can save it as a text file by clicking the download button at the bottom			
	l← Sara Davis	You - 02:55 PM HI Sara, thanks for joining.			
		Sara Davis - 02:55 PM Hi David. I have a few questions.			
	SD				
	You Sc	Sara Davis Download the chat.			
	= 🔹 🖄 🖵 🔧	Open the chat panel Say something			