

Connecting ScheduleOnce to GoToMeeting

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The [ScheduleOnce connector for GoToMeeting](#) completely automates the provisioning of GoToMeeting sessions. Customers receive a single ScheduleOnce confirmation, including all meeting details in their local time zone.

In this article, you'll learn how to connect to your GoToMeeting account.

Connecting to GoToMeeting

1. In the top right corner, click your **profile picture/initials** -> select **Video conferencing**.
2. In the **GoToMeeting** box, click **Connect** (Figure 1).

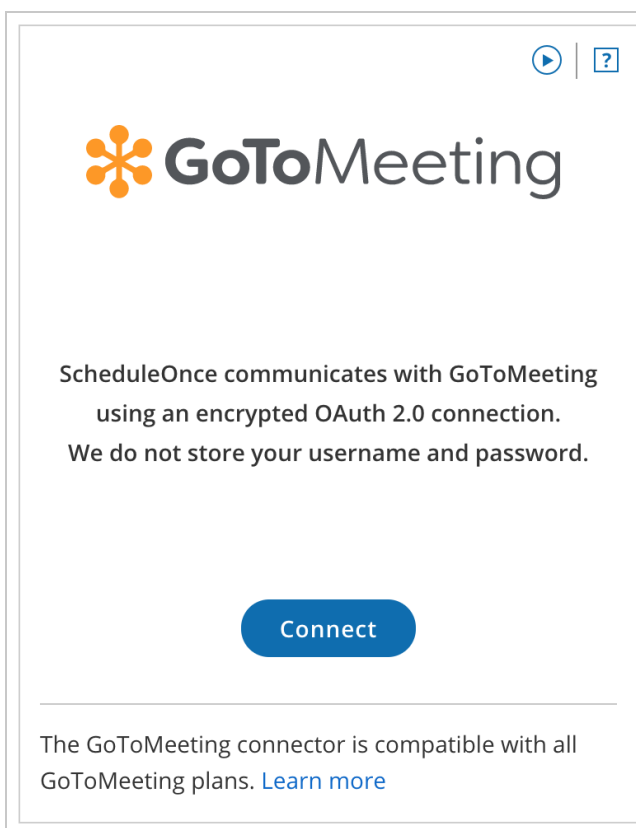


Figure 1: Connect to GoToMeeting

3. The GoTo Meeting sign-in page will open in a new tab.
4. Enter your **Email address** and **Password** and click **Sign In** (Figure 2).

Note:

Your credentials are known to GoToMeeting only, and are never stored in ScheduleOnce. ScheduleOnce communicates with GoToMeeting using an encrypted OAuth 2.0 connection.

5. On the GoToMeeting authorization page, click **Allow** (Figure 3).

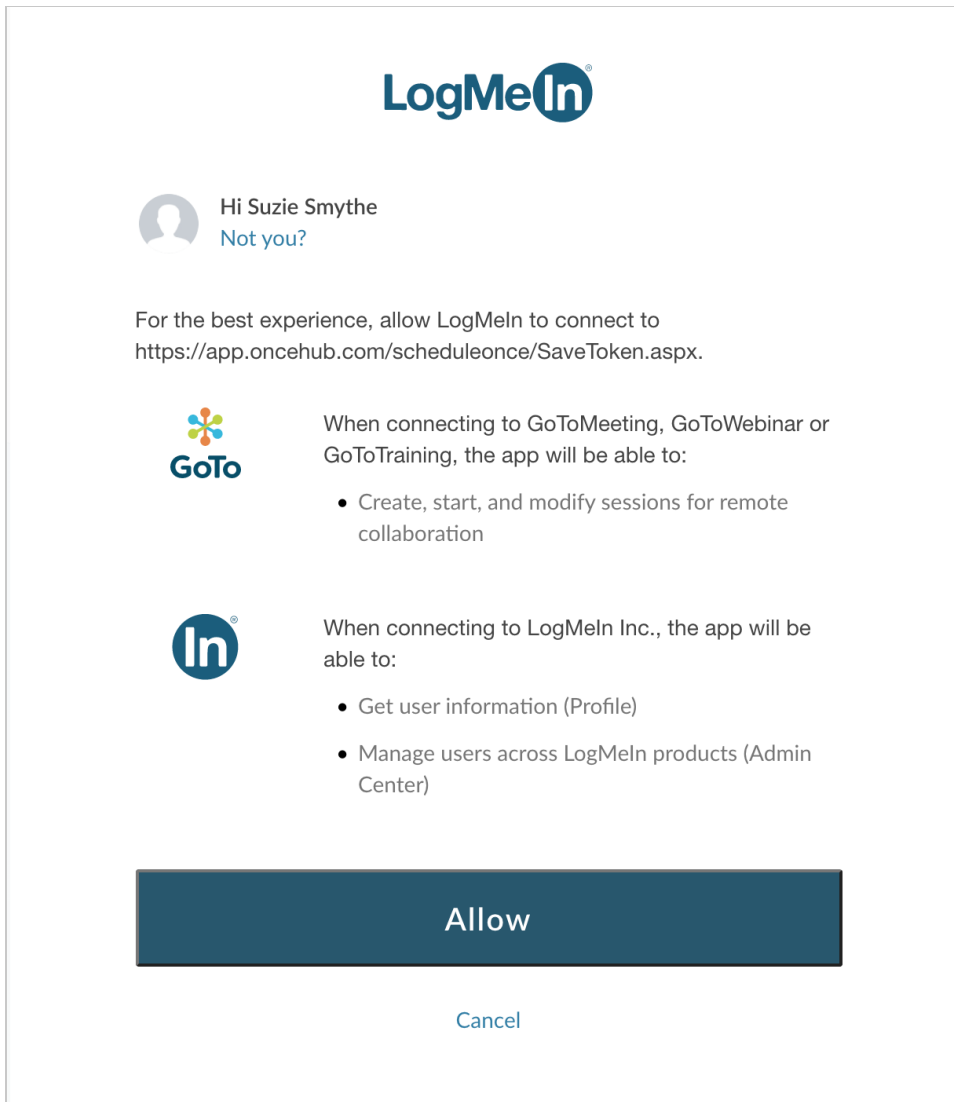


Figure 3: GoToMeeting authorization page

6. You'll be redirected back to the ScheduleOnce **Video conferencing integration** page where you'll see the **Connected to Zoom** pop-up.

Congratulations! ScheduleOnce is now connected to your GoToMeeting account. Next, you can [configure your Booking pages to use GoToMeeting](#).

Refreshing your GoToMeeting connection

Your GoToMeeting connection is valid for approximately one year. In order to continue accepting bookings, you must refresh your connection before it expires. To refresh your connection, follow these steps:

1. Go to **Setup -> ScheduleOnce setup** in the top navigation bar.
2. Open the lefthand sidebar and select **Integrations -> Video conferencing**.
3. Click **Refresh your connection** and enter your GoToMeeting email and password.
4. When your credentials are approved, you will be redirected to the ScheduleOnce **Video conferencing integration** page and the expiration date will be updated.