


# How to set the number of participants for a Webex Meetings session

Last Modified on Oct 18, 2022


In this article, you will learn how to set the number of participants for a Webex Meetings session created via OnceHub.

1. Set up the [Webex Meetings integration](#) for your OnceHub account. This will connect to your Webex Meetings account.
2. Hover over the lefthand menu and go to the Booking pages icon → Booking pages → your Booking page → **Conferencing / Location** section.
  - Select that you want the meeting location to be virtual.
  - Select that the conferencing information is to be provided by the Owner.
  - Select Webex Meetings as your video conferencing option.
3. Hover over the lefthand menu and go to the Booking pages icon → Booking pages → your Booking page → **Scheduling options**.

 **Note:**

If you have linked your Booking page to at least one Event type, the Scheduling options will be on the Event type and not on the Booking page. Read the [Event sections article](#) to learn why this is happening.

4. Edit the **One-on-one or Group session?** field. If you want your meeting to be a [Group session](#), select the number of attendees you want to attend in the dropdown menu. Unlimited is an option.
5. Click Save

 **Important:**

The number of bookings per time slot set in OnceHub should not exceed your Webex Meetings plan's meeting capacity.

When a booking is made, Webex Meetings session details are integrated with all OnceHub notifications and a Webex Meetings session will be automatically created based on the settings you created above. When multiple Customers sign up for the same session, such as a webinar, each booking receives the same Webex Meetings details. [Learn more about setting up Webinars](#)