


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

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

1. Set up the [Webex Meetings connector](#) for your ScheduleOnce account. This will connect to your Webex Meetings account.
2. Configure your meeting channel settings. From the **Setup -> ScheduleOnce setup** page, select the Booking page and edit the **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. Go to the **Scheduling options settings** of the Booking page you are in. The Scheduling options are found by going to **Setup -> ScheduleOnce setup -> 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 ScheduleOnce should not exceed your Webex Meetings plan's meeting capacity.

When a booking is made, Webex Meetings session details are integrated with all ScheduleOnce 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](#)