

Transitioning from face-to-face to virtual meetings

Last Modified on Jan 14, 2021

In this article, you'll learn how to transition from offering face-to-face meetings to offering virtual meetings.

Use our native video conferencing integration

ScheduleOnce seamlessly integrates your booking activities with Zoom, Google Meet, Microsoft Teams, GoToMeeting, or Webex Meetings through all phases of the booking lifecycle. Video conferencing details are included in all ScheduleOnce notifications, with built-in support for cancellations and rescheduling.

Each booking includes a unique link for joining the video meeting and, if configured, its own meeting password (always recommended, to secure your meeting from unexpected visitors).

If you've been using ScheduleOnce to book face-to-face meetings and would like to switch to video meetings instead, the steps are simple:

Step one: Connect to video conferencing

1. Sign into your OnceHub account.
2. Click **Setup -> ScheduleOnce setup** in the top navigation bar.
3. In the left sidebar, go to **Integrations -> Conferencing integration**.
4. You'll see options for connecting with Zoom, Google Meet, GoToMeeting, or Webex Meetings. Connect your account.

Learn more about connecting to:

- [Zoom](#)
- [Google Meet](#)
- [Microsoft Teams](#)
- [GoToMeeting](#)
- [Webex Meetings](#)

Step two: Configure your Booking page(s) to use video conferencing

Every Booking page can offer a different location, whether virtual or physical.

1. Go to **Setup -> ScheduleOnce setup** in the top navigation bar.
2. Select the relevant **Booking page -> Conferencing / Location**.
3. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
4. In the **Who provides conferencing information?** step, select **Conferencing information is provided by the Owner (you)**.
5. In the **Edit conferencing information** step, select the relevant video call option (Zoom, GoToMeeting, or Webex Meetings).
6. The ScheduleOnce connector provides direct access to your meeting settings, allowing you to set audio,

password, and other options.

7. Click **Save**.

You're all set!

When a booking is made, video conferencing session details are integrated with all ScheduleOnce notifications and a video conferencing session for Zoom, GoToMeeting, or Webex Meetings will be created automatically.

Your customer will receive all connection details in the scheduling confirmation email and calendar invite.

Using a different video conferencing app

If you don't use one of the video conferencing options we support natively, you have a couple options:

Connect to Zapier

You may be able to automate a Zap through our native [Zapier](#) integration with the following apps:

- ClickMeeting
- Intermedia AnyMeeting
- 24Sessions
- Flow App
- Intellinote
- join.me
- SproutVideo
- Daily.co

See [Zapier's video call category](#) for the latest updates on which apps they support.

[Learn more about the OnceHub connector for Zapier](#)

For assistance on connecting to Zapier and configuring your Zap(s), we offer a Zapier onboarding webinar that takes you through each step. [See all onboarding webinars](#)

Use your own video conferencing information

Our Location section allows you to configure your Booking page with your own video conferencing information. This is relevant if you use a static link; for instance, www.myvideoapp.com/mylink.

However, please keep in mind that **using your own static link is less secure than our native integrations**, as it won't create a unique link for each individual meeting or set a meeting password, two settings highly recommended to secure your meetings from unexpected visitors.

To configure your own video conferencing information:

1. Go to **Setup** -> **ScheduleOnce setup** in the top navigation bar.
2. Select the relevant **Booking page** -> **Conferencing / Location**.
3. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
4. In the **Who provides conferencing information?** step, select **Conferencing information is provided by the**

Owner (you).

5. In the **Edit conferencing information** step, you should enter the details that the Customer needs in order to connect to the video meeting.
6. Click **Save**.

When someone makes a booking, they will be notified that this is a virtual meeting and they will receive all connection details in the scheduling confirmation email and calendar invite.

Offer phone meetings

Depending on your customer base, you may want to offer the most traditional virtual meeting of all: phone meetings.

If you want to switch from face-to-face meetings to phone meetings, this is easy to configure.

1. Go to **Setup** -> **ScheduleOnce setup** in the top navigation bar.
2. Select the relevant **Booking page** -> **Conferencing / Location**.
3. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
4. In the **Who provides conferencing information?** step, select **Conferencing information is provided by the Customer**.
5. In the **Edit conferencing information** step, you should adjust the default text to something like, "This is a phone meeting."
6. In the **Conferencing information label** step, switch the default text to, "Phone number."
7. Click **Save**.

You're done! They will be asked for their phone number when they provide their information while making a booking.

If you have any questions on setting up virtual meetings, please don't hesitate to [contact us](#).
