

# Configuring your Booking pages to use Google Meet

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Our [Google Meet](#) integration completely automates the provisioning of Google Meet sessions. Customers receive a single OnceHub confirmation, including all meeting details in their local time zone. You can configure your [Booking pages](#) to use Google Meet by editing the **Conferencing / Location** section of the Booking page.

In this article, you'll learn how to configure your Booking pages to use Google Meet.

In this article:

- [Configuring your Booking pages to use Google Meet](#)

## Configuring your Booking pages to use Google Meet

[Connect OnceHub to your Google Meet account](#) first, and then follow these steps:

1. Hover over the lefthand menu and go to the Booking pages icon → Booking pages → your Booking page → **Conferencing / Location** (Figure 1).

The screenshot shows the 'Booking page: Suzie main page' configuration interface. On the left is a sidebar menu with options: Overview, Event types, Associated calendars, Recurring availability, Date-specific availability, Conferencing / Location (highlighted with a blue box and a right-pointing arrow), User notifications, Public content, and Share & Publish. The main content area is titled 'Conferencing / Location' and contains three numbered sections:

- 1 Meeting channel**: Will be added to the location and description fields in the calendar event. Options include:
  - Virtual meeting: Video conferencing or phone call
  - Face-to-face meeting: Address or location
  - Don't use conferencing or location
- 2 Who provides conferencing information?**:
  - Conferencing information is provided by the **Owner (you)**
  - Conferencing information is provided by the **Customer**
- 3 Edit conferencing information**:
  - Conferencing information header \*
  - 
  - Display this information to customers when they pick a date and time \*

Figure 1: Conferencing / Location section

2. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
3. In the **Who provides conferencing information?** step, select **Conferencing information is provided by the Owner (you)**.
4. In the **Edit conferencing information** step, select the **Google Meet video conferencing** option (Figure 2).

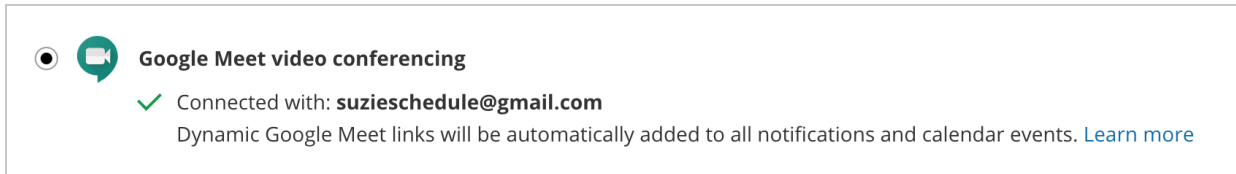


Figure 2: Google Meet video conferencing

5. Click **Save**.

You're all set! When a booking is made, Google Meet session details are integrated with all OnceHub notifications and a Google Meet session will be automatically created.

 **Note:**

When you use [Session packages](#), each session includes its unique video conferencing details.

- Schedule and reschedule notification emails that are sent to a Customer include a Conferencing info link next to each selected time.
- When the Customer clicks on the link, the scheduling confirmation page opens as if a single booking was made, displaying the full booking details including the video conferencing information for the session.
- Every reminder that the Customer receives includes the full booking details including the video conferencing information, as if a single booking was made.
- All calendar events for the Owner and Customer include the complete video conferencing information for each session.