

Configuring your Booking pages to use Microsoft Teams

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The [ScheduleOnce connector for Microsoft Teams](#) completely automates the provisioning of Microsoft Teams sessions. Customers receive a single ScheduleOnce confirmation, including all meeting details in their local time zone. You can configure your [Booking pages](#) to use Microsoft Teams by editing the **Conferencing / Location** section of the Booking page.

In this article, you'll learn how to configure your Booking pages to use Microsoft Teams and how to set up automatic recording.

Configuring your Booking pages to use Microsoft Teams

[Connect ScheduleOnce to your Microsoft Teams account](#) first, and then follow these steps:

1. Click **Setup** -> **ScheduleOnce setup** in the top navigation bar.
2. Select the Booking page that you want to configure.
3. Select **Conferencing / Location** (Figure 1).

The screenshot shows the configuration page for a booking page named 'Suzie main page'. The left sidebar contains a 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 steps:

- 1 Meeting channel**
Will be added to the location and description fields in the calendar event
 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

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

Figure 2: Microsoft Teams video conferencing

7. Click **Save**.

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

Note:

If you are connected to [Office 365 Calendar via OAuth 2.0](#) and the option to select **Microsoft Teams video conferencing** is greyed out, this could be because your Office 365 admin has not signed up for Microsoft Teams or has deactivated Microsoft Teams for your specific Office 365 license. [Learn more](#)

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.