

Configuring your Booking pages to use Skype

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

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

In this article:

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[Connect OnceHub to your Skype 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).

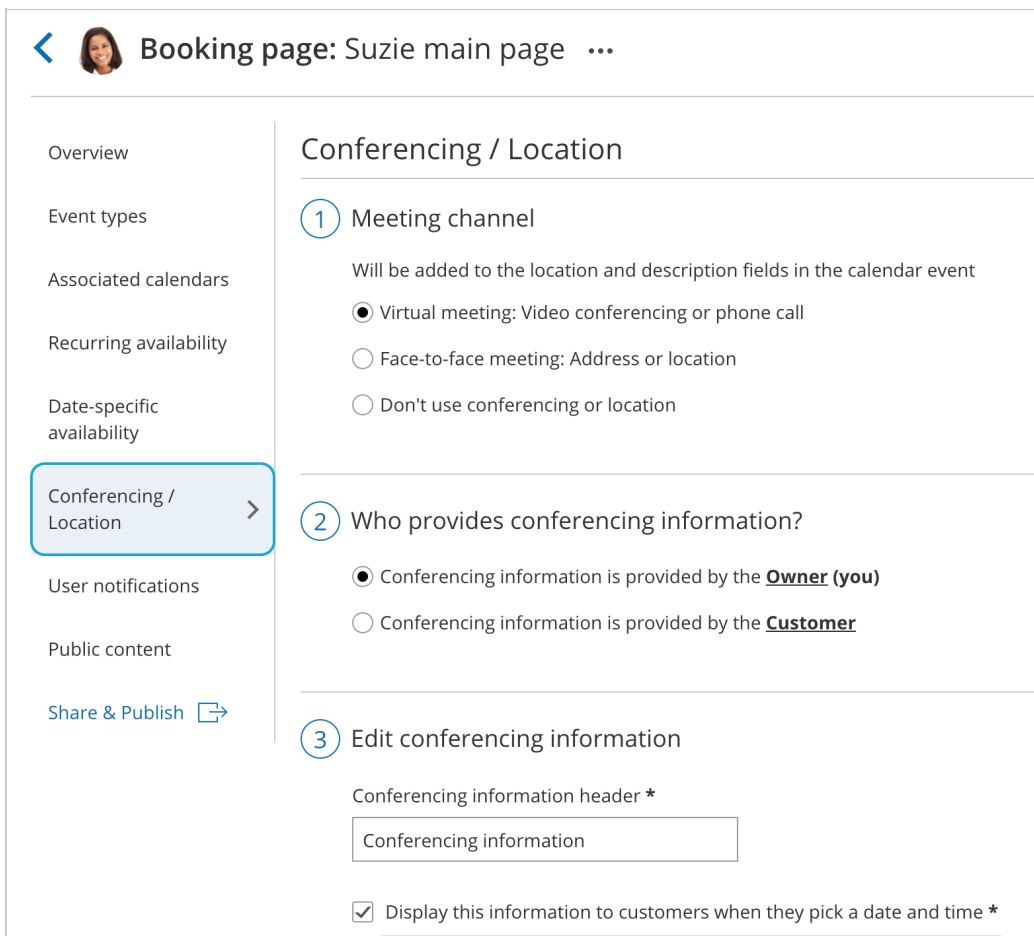


Figure 1: Location settings

2. In the **Meeting location** 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 **Skype video conferencing** option (Figure 2).

3 Edit conferencing information

Conferencing information header *

Conferencing information

Display this information to customers when they pick a date and time *

This is a virtual meeting. The details will be sent to you.

Zoom video conferencing
You are not connected with Zoom. [Connect your Zoom account](#)

Google Meet video conferencing
The Google Meet connector requires a connected Google Calendar. [Learn more](#)

Skype video conferencing
✓ Connected with: a.j09@hotmail.com
Dynamic Skype links will be added automatically to all notifications and calendar events. [Learn more](#)

GoToMeeting video conferencing
You are not connected with GoToMeeting. [Connect your GoToMeeting account](#)

Webex Meetings video conferencing
You are not connected with Webex Meetings. [Connect your Webex Meetings account](#)

Figure 2: Skype video conferencing

5. Click **Save**.

You're all set! When a booking is made, Skype session details are integrated with all OnceHub notifications and a Skype 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.