

Configuring your Booking pages to use Skype

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The [ScheduleOnce integration with Skype](#) completely automates the provisioning of Skype sessions. Customers receive a single ScheduleOnce 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.

Configuring your Booking pages to use Skype

[Connect ScheduleOnce to your Skype 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).

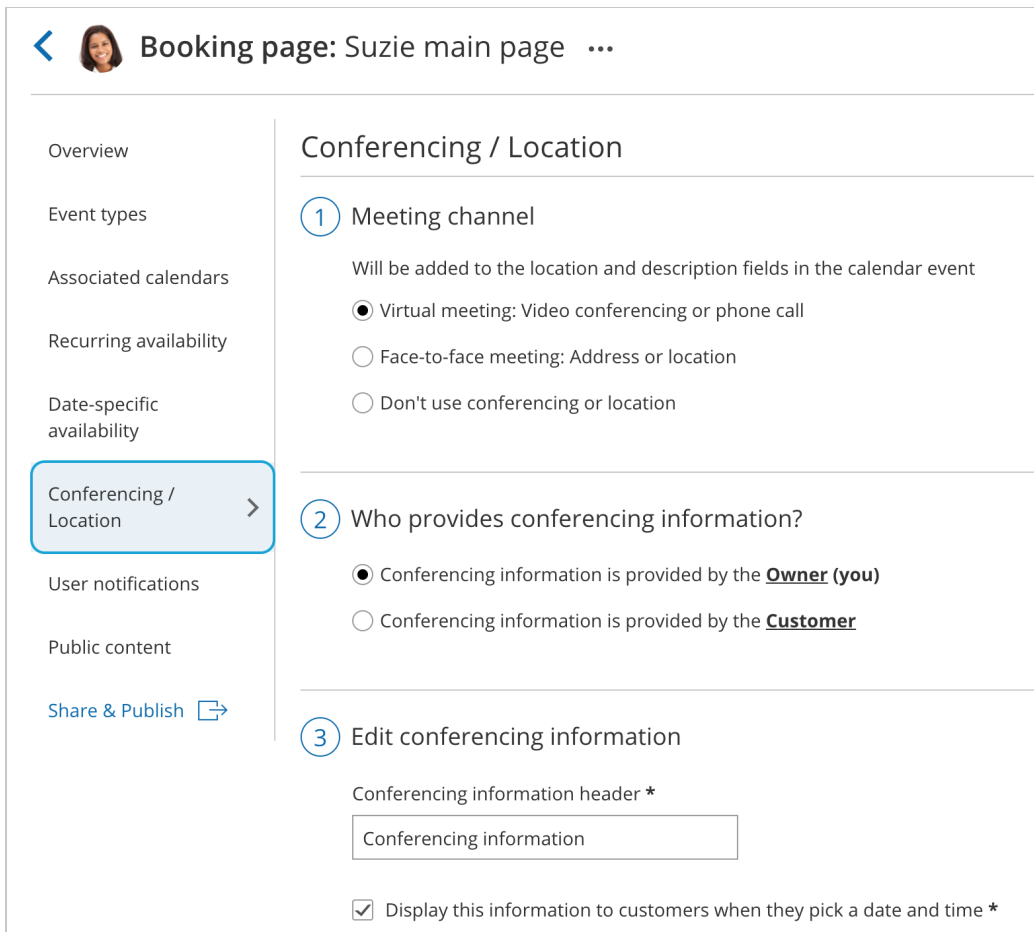


Figure 1: Location settings

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

Figure 2: Skype video conferencing

7. Click **Save**.

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