

Integrating Webex Meetings with OnceHub

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Booking pages seamlessly integrate your booking activities with Webex Meetings through all phases of the booking lifecycle. When a booking is made, video conferencing session details are integrated with all booking notifications and a video conferencing session will be created automatically.

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Connecting to Webex Meetings

To connect Webex Meetings with OnceHub:

1. Select your profile picture or initials in the top right-hand corner → **Profile settings** → **Video conferencing** → **Webex Meetings**.
2. Click the **Connect** button. This will open a pop-up window.
3. Follow the instructions to connect your account to OnceHub.

Congratulations! OnceHub is now connected to Webex Meetings.

You can then configure your booking pages to use Webex Meetings as your video conferencing option.

Configure booking pages to use video conferencing

Our integration automatically creates events in Webex Meetings. Customers receive a single OnceHub confirmation, including all meeting details in their local time zone. You can configure your [Booking pages](#) to use the video call app by editing the **Conferencing / Location** section of the Booking page.

1. Hover over the left hand menu and go to the Booking pages icon → Booking pages → relevant Booking page → **Conferencing / Location**.
2. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
3. For **Who provides conferencing information?** step, select **Conferencing information is provided by the Host (you)**.
4. To **Edit conferencing information** step, select **Webex Meetings video conferencing**.
5. Click **Save**.