

## Introduction to OnceHub

Welcome to **OnceHub**! Our platform simplifies scheduling, streamlines interactions, and boosts productivity by offering tools for booking meetings, engaging visitors, and routing inquiries efficiently. This guide will help you get started with the essential features.

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### Essential Setup Steps

If you haven't already done so during your onboarding, get started quickly by following these steps:

#### 1. **Connect Your Calendar and Video Conferencing Tools:**

- Click your **Profile Menu**.
- Go to **User Integrations** and connect your calendar and video conferencing tools for seamless scheduling.

#### 2. **Set Up Meeting Locations and Availability:**

- Define meeting locations and availability in the **Scheduled Meeting Availability** section under the Profile Menu.
  - Ensure your correct **Time Zone** is selected by clicking **Edit** in the top-right corner.
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### Discovering Product Features

When you log in, you'll see that a personalized **Booking Calendar**, **Chatbot**, and **Routing Form** have been auto-created to help you get started.

- **Booking Calendars:** Simplify meeting scheduling by allowing you to customize meeting details such as subject, duration, and host availability.
- **Routing Forms:** Screen and direct visitors based on their responses, improving efficiency and personalization.
- **AI-Driven Chatbots:** Engage dynamically with visitors and provide tailored assistance based on their needs.

We recommend setting up your **Booking Calendar** first, as it serves as the foundation for scheduling and simplifies the onboarding process. For detailed guidance, check out our [Getting Started with Booking Calendars](#) guide.

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### Finding Help

Need assistance? Click the **Help Menu** in the top-right corner to access:

- **Support Center:** Browse articles and guides.
- **Chat with Support:** Connect with a live support agent instantly.
- **Contact Support:** Submit a ticket for complex inquiries.

For a more hands-on experience, book a **step-by-step setup call** with our expert support agents. We'll guide you through setting up your account and answer any questions to ensure a smooth start.

[Book your session here](#)

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You're Ready to Get Started!

You're now ready to explore OnceHub's features! Start with your Booking Calendar for a smooth scheduling experience and explore our other tools for even more ways to engage clients effectively.

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