

Location and Rooms

Locations and Rooms in OnceHub help streamline scheduling for meetings held in physical spaces, such as meeting rooms or conference rooms. By integrating your room calendars with OnceHub, you can seamlessly manage bookings and streamline in-person scheduling.

To access this feature, navigate to the Account menu (gear icon) in the top-right corner and select Locations and rooms.

Connecting your room workspace

To begin, you can link your room workspace to your OnceHub account:

- **Supported Platforms:** You can currently integrate Microsoft 365 room workspaces, with Google Workspace room workspaces support coming soon.
 - **Connect Rooms:** Click Connect rooms and select the desired account in the popup, then follow the onscreen steps to integrate your room workspaces with OnceHub.
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Creating Locations

Once your room calendars are connected, you can create a Location to pair with these resources:

1. **Add Location:** Click on Add location and then provide the Address for the physical location you will be offering scheduling for.
 2. **Assign Rooms:** For each Location you have different options available for room assignments:
 1. **Single room:** Bookings will be made with the selected workspace.
 2. **Multiple rooms:** Bookings will automatically be made with one of the assigned workspaces available at the selected time.
 3. **No rooms:** you can also choose to not use a workspace. Bookings for this Location will then default to the connected calendar of the assigned host for that meeting.
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Adding Additional Information to the Address

When creating a Location, you can include Additional Information (optional) such as parking instructions or building access details. This information will be shared with guests in their booking confirmation.

Using Locations with Booking Calendars

Once a Location is created, it will be available as an option when setting up Booking calendars, or in the Scheduled meeting availability section of each user's profile:

- Access to Locations: All Users on your account can select these Locations when assigning a physical location, but only Administrators can access the Locations and rooms lobby.
 - Effortless Scheduling: Assigning a Location ensures accurate meeting logistics and reduces scheduling conflicts.
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