

Connecting Your Productivity Suite and Standalone Integrations [New]

Connecting your **Booking Calendars** to your productivity suites and standalone integrations is key to creating an efficient and streamlined scheduling experience. OnceHub integrates with Google Workspace, Office 365, and various standalone tools, ensuring all your systems work together smoothly.

Productivity Suites: Google Workspace and Office 365

Integrating with Google Workspace and Office 365 connects your scheduling tools to two of the most popular productivity platforms. These integrations allow you to:

- **Synchronize Calendars:** Automatically sync your availability and prevent double-booking across your calendars.
- **Send Booking Emails:** Use your personal email address to send booking notifications directly from your mailbox.
- **Generate Meeting Links:** Create and share virtual meeting links automatically for scheduled appointments.

How to Connect Your Suite:

- During the onboarding process, connect Google Workspace or Office 365 as prompted.
- If you skipped this step, navigate to your **Profile menu** in the top-right corner and select **User Integrations** to set it up.

By connecting your productivity suite, you ensure smooth communication and calendar management for every meeting.

Standalone Integrations

In addition to productivity suites, OnceHub offers integrations for calendars and video conferencing tools, helping you manage bookings across various platforms.

Calendar Integrations

Syncing your personal calendar with OnceHub ensures organized scheduling and avoids conflicts.

Benefits of Calendar Integration:

- **Real-Time Sync:** Bookings are automatically added to your connected calendar.
- **Conflict-Free Scheduling:** Retrieves busy times from your calendar to prevent overlapping bookings.

Supported Calendar Platforms:

- Exchange

- iCloud

Video Conferencing Integrations

Integrating third-party video conferencing tools simplifies the setup of virtual meetings.

These integrations save time by automatically generating and sharing meeting links for every appointment, while also improving communication by delivering meeting details directly to guests.

Supported Video Platforms:

- Zoom
- GoTo Meeting (GTM)
- Webex

How to Connect Standalone Integrations

1. Click on your profile picture in the top-right corner.
 2. Click on **User Integrations**.
 3. Select the desired integration and follow the provided step-by-step instructions.
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