How to Assign a Phone Number to Your Booking Calendar or Booking Hub [New]

This article will guide you through the process of assigning a phone number to your **Booking Calendars** or **Booking Hubs**. By following these steps, you will be able to offer a new way for guests to schedule meetings with you.

In order to ensure that your settings are optimized for conversational scheduling, make sure that you have fully **configured your Booking Calendar to handle scheduling via phone call**.

How to Assign a Phone Number to Your Booking Calendar or Booking Hub

Follow these steps to assign a phone number to your Booking Calendar or Booking Hub:

Navigating to the AI Voice Tab

1. Click **Booking Calendars** (**or Booking Hubs**) in the left-hand side menu.
2. Select the **Booking Calendar** (**or Booking Hub**) you want to generate a phone number for.
3. Go to the **AI Voice** tab.

Setting a Welcome Message

1. Provide a **Welcome Message** that **Phone Booking** will use to greet callers.
2. Click **Save**.

Assigning the Phone Number

1. Click **Assign phone number**.
2. Select the phone number from the dropdown.

For information on how to generate phone numbers, please see our **Managing Phone Numbers** article.

Frequently Asked Questions

Can I use one dedicated phone number for two different booking calendars?

Yes, you can route a single dedicated phone number to multiple Booking Calendars by using a **Booking Hub**.