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

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

Prerequisites for Generating a Phone Number

In order to use Phone Booking, the Account Owner must enable this feature by following these steps:

Enabling Phone Booking on Your Account

1. Click the **gear icon** in the top-right corner.
2. Select **Account Permissions** from the menu.
3. Toggle on **Phone Booking**.

How to Configure Phone Booking for Your Booking Calendar or Booking Hub

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**.

Follow these steps to configure Phone Booking for your Booking Calendar or Booking Hub:

Navigating to the Phone Settings Tab

1. Click on **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 **Phone Settings** tab.

Setting a Welcome Message

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

Generating the Phone Number

1. Click on **Generate phone number**.