

## Integrating OnceHub with Microsoft Copilot Studio [New]

Connecting OnceHub with the Copilot Studio allows you to create **AI Agents** that automate your entire meeting lifecycle. This integration enables you to retrieve real-time availability and book meetings directly within the Microsoft ecosystem.

You can also use the integration along with Microsoft's other services (Logic Apps, Power Apps, Power Automate) to build custom scheduling applications that use OnceHub's **Booking Calendar** scheduling logic.



**NOTE:** For more information on the integration, visit the [OnceHub integration page on Learn Microsoft](#)

### Integration Use Cases

Integrating OnceHub with Microsoft Copilot Studio allows you to automate your scheduling workflows and create personalized booking experiences through the following use cases:

- **Copilot Studio AI Agents:** You can build agents that use natural language to find availability or book meetings, allowing users to schedule during the chat with the agent without the need to switch applications.
- **Custom Scheduling Apps:** You can use Microsoft's Logic Apps, Power Apps, or Power Automate, to build bespoke applications tailored to your business needs while still making use of OnceHub's robust scheduling engine.

### Connecting OnceHub with Microsoft Copilot Studio

To set up the integration, you will need to authorize the connection using your OnceHub API Key:

1. Click the gear icon located in the top-right corner of the page.
2. Select **Account Integrations** from the dropdown menu.
3. Filter for **Automation**.
4. Click the **Microsoft Copilot Studio** tile.
5. Click **Set up on Copilot Studio**.
6. Follow the on-screen setup instructions to authorize the connection using your **OnceHub API Key**.

### Available Actions in Microsoft Copilot Studio

Once connected, you can utilize the following actions within your AI Agents:

- **Get available time slots for scheduling:** Fetch real-time availability based on booking rules and

participant calendars. Use this operation to display open time slots to users before confirming a meeting.

- **Schedule a meeting in a specified time slot:** Schedule a meeting using a previously selected time slot. This action confirms the booking with participant details and creates the meeting in OnceHub.
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