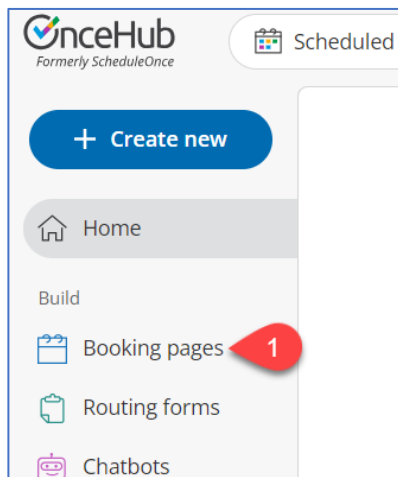


OnceHub:

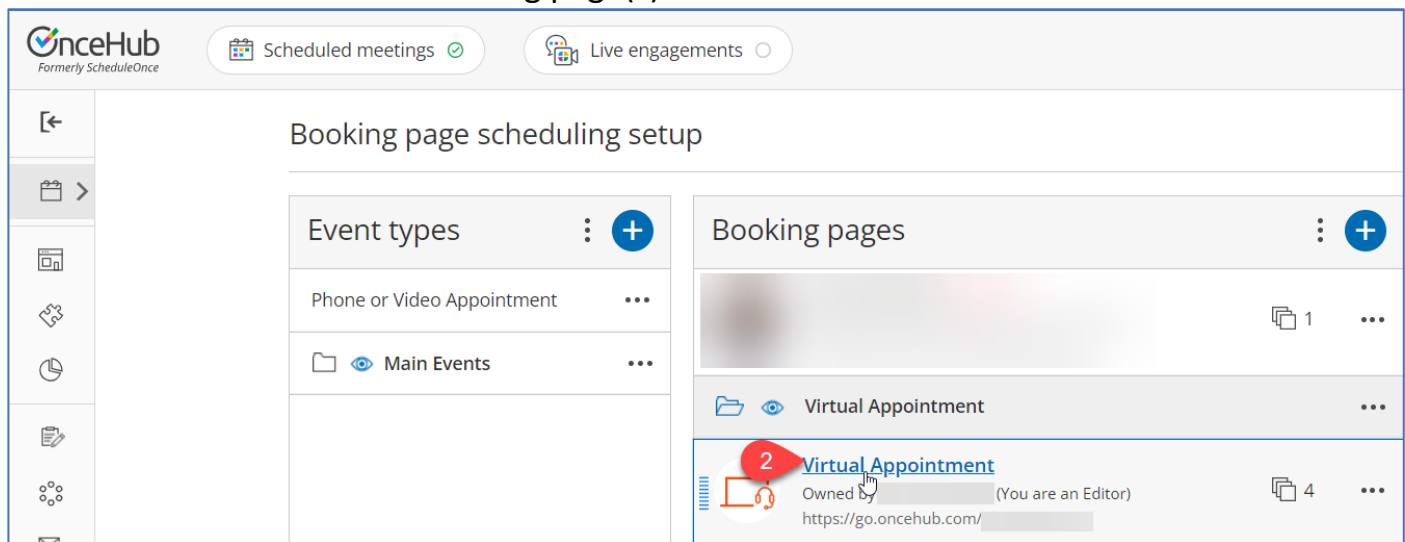
How to Enable Email Notifications for Other Users

Learn how to enable email notifications on your booking page(s) for other users (*delegate*) on your OnceHub account.



1. Sign into your OnceHub account, and click on the 'Booking pages' on the left side bar.

2. Click on the name of the booking page(s) to edit the User Notifications.



3. On the left side menu of the booking page, click on "User notifications".

4. Under the name of the 'other user', check the box for "Email".

5. **Suggested:** If you would like to enable email notifications for reminders, cancellations or reschedules, click on the applicable scenario then check the box for 'email' under the name of the other user.

Screenshot for steps 3 to 5 included below.

Overview

Event types

Associated calendars

Recurring availability

Date-specific availability

Conferencing / Location



User notifications

Public content

Share & Publish 

User notifications

The account has 25 SMS credits. [Buy more credits](#)

Notification scenario	Booking owner		Name of Other User	
	Email	SMS	Email	SMS
Automatic booking				
Booking made by Customer  Booking Confirmation with calendar invi 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>
Booking with approval				
Calendar event				
Reminders and follow-ups 5				



REMINDERS:

- DO NOT enable SMS notifications. SMS (Text) notifications are not permitted as they are not currently being captured for compliance supervision.
- Click on the **'Save'** button at the bottom of the User notifications settings to update your changes.
- Repeat steps 2 through 5 for your other booking page(s).