

BlueJeans

Relay

Calendar Setup



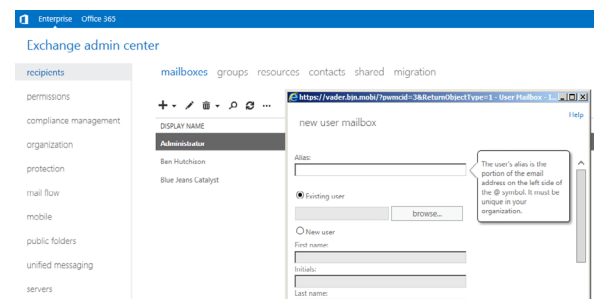
2010 & 2013

1 Create a new user in Exchange.

This lets Relay authenticate to the Exchange SOAP server.

If you already have a Relay user, you can skip this step.

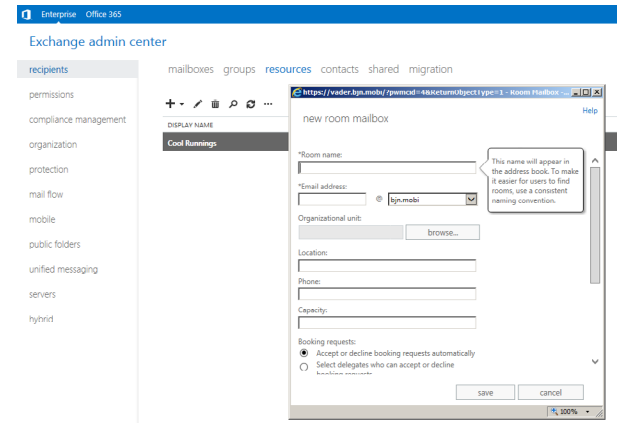
- a. Sign in to the Exchange Admin Center (/ecp).
- b. Go to **recipients** > **mailboxes**.
- c. Click **+** to open the **new user mailbox** dialog.
- d. Fill out and save the form. This guide will assume an alias of relay.
- e. In **Active Directory Users and Computers**, set the account's password to never expire.



2 Create a new room mailbox resource.

If your room already has a calendar, you can skip this step.

- Go to **recipients** > **resources**.
- Click **+** to open the **new room mailbox** dialog.
- Fill out the form. This guide will assume an email address local part of coolrunnings.
- Click **save**.



3 Share the calendar with Relay.

- a. Open the **Exchange Management Shell**.
- b. Grant Relay read-only access to the resource calendar:

```
Add-MailboxFolderPermission  
-Identity coolrunnings:\Calendar  
-User relay  
-AccessRights Reviewer
```

- c. Allow titles and descriptions of meetings to appear in resource calendars:

```
Set-CalendarProcessing  
-Identity coolrunnings  
-DeleteComments $false  
-DeleteSubject $false  
-AddOrganizerToSubject $false
```

This process can be automated for large deployments using Windows PowerShell.

4 Configure your Relay Listener Service to connect to your Exchange server.

- a. Edit **config.properties**, in the Listener Service installation directory, to include

```
calendar.exchange.soapUri=https://corp.com/  
EWS/Exchange.asmx  
calendar.exchange.username=relay  
calendar.exchange.password=$A1$gAlzz=$  
calendar.exchange.domain=corp
```

- The **soapUri** is the SOAP endpoint address of your Exchange server.
- The **username** comes from the Exchange user you created earlier.
- The **password** is the Exchange user's password, encrypted by running





```
java -jar listenerservice.jar  
--encrypt-password username password
```

- The **domain** is used to authenticate to the SOAP endpoint with NTLM.
- b. Restart the Listener Service.

5 Set the Endpoint to use the Calendar ID.

- Sign in to the Relay administrative site at <https://relay.bluejeans.com>.
- Under **Endpoints**, click the Endpoint that uses this calendar.
- In the Scheduling section, set the **Calendar ID** to the email address of the room resource.
- Set the **Calendar Type** to Microsoft Exchange.
- Try scheduling a meeting using Outlook, and it should appear in the Status section on the right.

Scheduling

Calendar ID	<input type="text" value="coolrunnings@corp.com"/>	
Calendar Type	<div>Microsoft Exchange  </div>	
Google Calendar help · Exchange help		