

# BlueJeans

## Relay

### Calendar Setup



Google Calendar

# 1 Create a new calendar resource for your room.

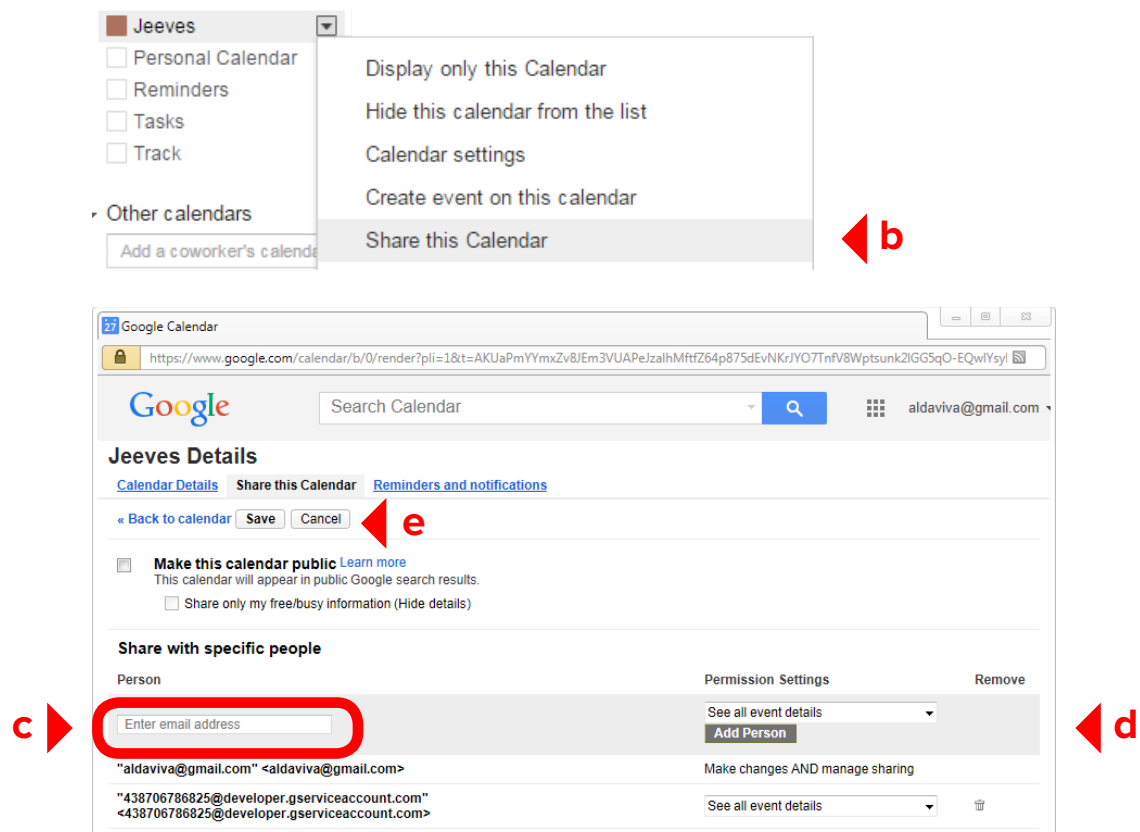
If your room already has a calendar, you can skip this step.

If you don't have access to Google Admin, you may instead create a new personal calendar and go to Step 2.

- a. [Sign in to the Google Admin console.](#)
- b. Click **Settings** and then select **Calendar** in the left column.
- c. Click **Resources**.
- d. Enter the resource name, type, and description.
- e. Click **Create resource**.

## 2 Share the calendar with Relay.

- Go to [Google Calendar](#).
- Use the calendar list item menu to open **Share this Calendar**.
- Under Share with specific people, add **438706786825@developer.gserviceaccount.com**
- Set permissions to **See all event details**.
- Click Save.



If “See all event details” is unavailable, check your Google Apps policy settings.

### 3 Get the Calendar ID.

- In the calendar's settings, go to the **Calendar Details** tab.
- Find the **Calendar ID** next to the **XML** **ICAL** **HTML** icons. It looks like an email address.

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Google Calendar

https://www.google.com/calendar/b/0/render?pli=1&t=AKUaPmYYmxZv8JEm3VUAPEJzlhMftfZ64p875dEvNkrJYO7TnF8Wptsunk2IGG5qO-EQwIYsYl

Google Search Calendar aldaviva@gmail.com

### Jeeves Details

[Calendar Details](#) [Share this Calendar](#) [Reminders and notifications](#)

« Back to calendar

Calendar Name: Jeeves

Description:


Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: United States (choose a different country to see other time zones)  
Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Now select a time zone: (GMT-08:00) Pacific Time ☐ Display all time zones

**Auto-accept invitations**  
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

☐ Auto-accept invitations that do not conflict.  
☒ Automatically add all invitations to this calendar.  
☐ Do not show invitations.

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

 Paste this code into your website. [Customize the color, size, and other options](#)

```
<iframe src="https://www.google.com/calendar/embed?src=t5q5rp7irqhceg4u507nv3h8bg%40group.calendar.google.com&ctz=America/Los_Angeles"
```

Calendar Address: [Learn more](#) [Change sharing settings](#)

**XML ICAL HTML** (Calendar ID: t5q5rp7irqhceg4u507nv3h8bg@group.calendar.google.com) ◀ b

This is the address for...

## 4 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, paste the **Calendar ID** from the previous step.
- Set the **Calendar Type** to Google Calendar.
- Try scheduling a meeting using Google Calendar, and it should appear in the Status section on the right.

### *Scheduling*

Calendar ID

bluejeansnet.com\_3634303230343636: ?

Calendar Type

Google Calendar x ▼ ?

[Google Calendar help](#) · [Exchange help](#)