

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 3](#).

- a. [Sign in to the Google Admin console](#).
- b. Click **Apps > Google Apps > Calendar > Resources**.
- c. Click **Create a new resource**.
- d. Enter the resource name, type, and description.
- e. Click **Save Changes**.

For more information, see [Create resources](#) on Google Apps Help.

2 Allow calendars to be shared.

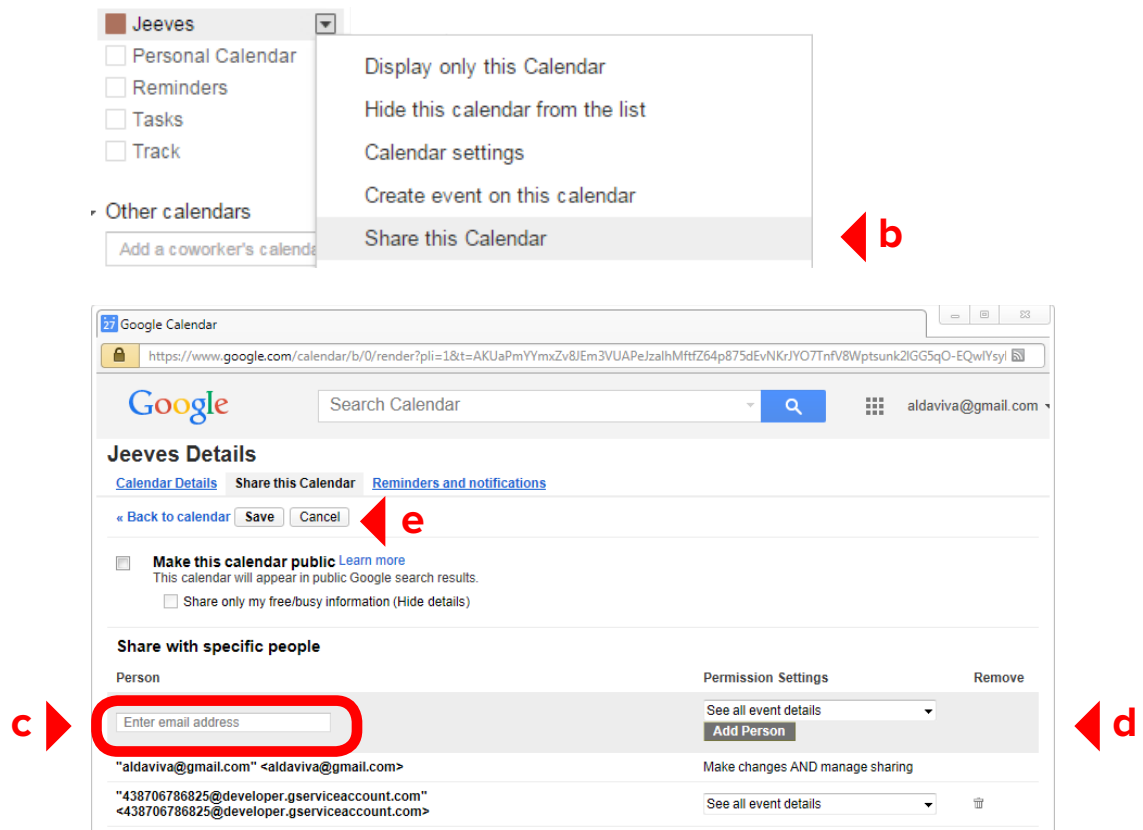
This step is required if your organization restricts externally sharing calendars.

- a. [Sign in to the Google Admin console.](#)
- b. Click **Google Apps > Calendar > Sharing Settings**.
- c. Go to the **External Sharing options** section.
- d. Choose a sharing level that is at least as permissive as **Share all information, but outsiders cannot change calendars**.

Relay connects to Google Calendar as a Service Account, which is considered an “outsider” when sharing calendars.

3 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.



4 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=AKUaPmYYmxZv8JEm3VUApeJzalhMftfZ64p875dEvNkrJYO7TnFv8Wptsunk2IGG5qO-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)

This is the address for...

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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   

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