

BlueJeans

Relay

Calendar Setup



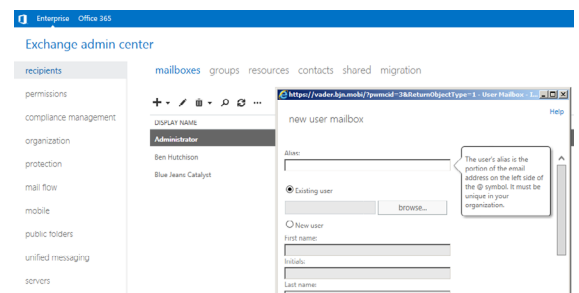
2010 & 2013

1 Create a new user mailbox in Exchange.

This lets Relay log in to the Exchange SOAP server. You only need one user mailbox, even if you have multiple room resources.

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

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



Caution: creating an AD user with no mailbox will cause a “not valid SMTP address” error in Step 3.

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**.

The screenshot shows the Exchange admin center interface. On the left, the 'recipients' menu is expanded, showing options like permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area displays the 'resources' tab with a list of room mailboxes, including 'Cool Runnings'. A 'new room mailbox' dialog box is open, showing fields for Room name, Email address, Organizational unit, Location, Phone, Capacity, and Booking requests. A tooltip explains that the room name will appear in the address book. The dialog box has 'save' and 'cancel' buttons at the bottom.

Enterprise Office 365

Exchange admin center

recipients permissions compliance management organization protection mail flow mobile public folders unified messaging servers hybrid

mailboxes groups **resources** contacts shared migration

+ - ✎ 🗑️ 🔍 ↺ ...

DISPLAY NAME

Cool Runnings

new room mailbox

*Room name:

*Email address:

Organizational unit:

Location:

Phone:

Capacity:

Booking requests:

☒ Accept or decline booking requests automatically

☐ Select delegates who can accept or decline booking requests

save cancel

100%

3 Share the calendar with Relay.

If this step is skipped, meetings won't appear correctly and one-touch joining won't work.

- a. Open the **Exchange Management Shell**.
- b. Type in these one-line commands, replacing blue placeholders with your values.
 - › Grant Relay read-only access to the resource calendar:

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

- › Enable meeting titles and one-touch joining:

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

- c. Repeat **b** for each room resource.

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 mailbox user from [Step 1](#).
- › 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		