

BlueJeans

Relay

Calendar Setup



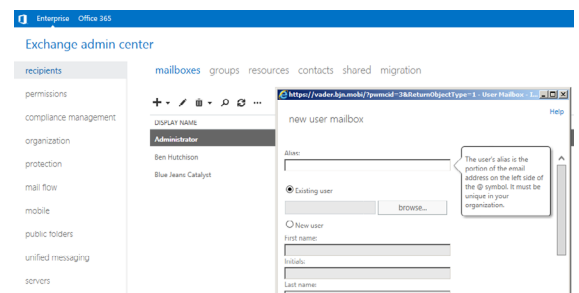
2010 & 2013

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, and the 'resources' sub-menu is selected. The main area displays a list of resources, with 'Cool Runnings' highlighted. A 'new room mailbox' dialog box is open, showing the following fields:

- *Room name: (empty text box)
- *Email address: (text box) @ bjn.mobi (dropdown menu)
- Organizational unit: (text box) browse...
- Location: (text box)
- Phone: (text box)
- Capacity: (text box)
- Booking requests:
 - ☒ Accept or decline booking requests automatically
 - ☐ Select delegates who can accept or decline booking requests

A tooltip points to the 'Room name' field, stating: 'This name will appear in the address book. To make it easier for users to find rooms, use a consistent naming convention.' The dialog box has 'save' and 'cancel' buttons at the bottom right.

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  
-RemovePrivateProperty $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 your AD domain (optional).
- 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 **Primary SMTP Address** of the room mailbox.
- 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

coolrunnings@corp.com



Calendar Type

Microsoft Exchange/Office 365



guides: [Google Calendar](#) · [Exchange](#) · [Office 365](#)