BlueJeans

Relay

Calendar Setup
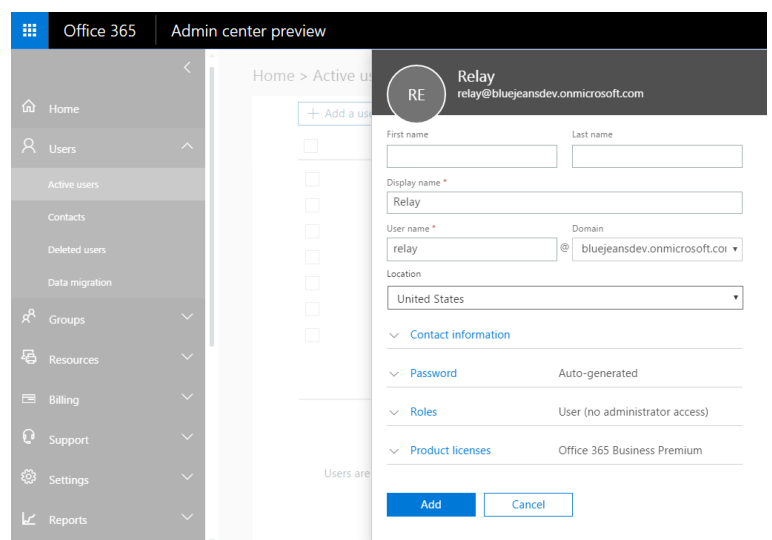
Office 365

1 Create a new user in Office 365.

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

If you already have a Relay user in Office 365, you can skip this step.

a. Log in to the Office 365 Admin Center.

b. Go to **Users** › **Active users**.

c. Click **+ Add a user**.

d. Fill out the form and click Add. This guide will assume a user name of relay@mycorp.onmicrosoft.com.

2 Disable password expiration.

The Relay user's password should be set to never expire, otherwise calendar synchronization will fail after one month.

a. Install the Azure AD Module and prereqs.

b. Open **Windows Azure Active Directory Module for Windows PowerShell**.

c. Run **Connect-MsolService** to log in.

d. Disable password expiration by running

```
Set-MsolUser -UserPrincipalName
   relay@mycorp.onmicrosoft.com
   -PasswordNeverExpires $true
```

e. Close the PowerShell window.

3 Create a new room mailbox resource.

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

a. Log in to the Office 365 Exchange admin center.

b. Go to **recipients** › **resources**.

c. Click **+**, then click **Room mailbox**.

d. Fill out the form. This guide will assume an email address of coolrunnings@mycorp.onmicrosoft.com.

e. Click **Save**.

4 Connect to Exchange Online using PowerShell.

This will let you configure Exchange room resource calendars in the next step.

a. Allow signed scripts by opening Windows PowerShell as an administrator and running

```
Set-ExecutionPolicy RemoteSigned
```

b. Open a non-admin Windows PowerShell and log in to Exchange Online by running

```
$UserCredential = Get-Credential

$Session = New-PSSession -ConfigurationName
  Microsoft.Exchange -ConnectionUri https://
  outlook.office365.com/powershell-liveid/
  -Credential $UserCredential -Authentication
  Basic -AllowRedirection

Import-PSSession $Session
```

For more information, refer to the *Exchange Online PowerShell* *documentation.*

5 Create a distribution group with impersonation.

This prevents Office 365 from throttling Relay.

a. Type this command to create the group.

```
$DG=New-DistributionGroup -Name bluejeans-relay
   -Type Security -Notes "Used to manage access
   by the Relay service account"
```

› If a Relay group already exists, instead run

```
$DG=Get-DistributionGroup -Identity bluejeans-
   relay
```

b. Grant the Relay user access to the group.

```
$CMD="New-ManagementScope -Name bluejeans-
   relay-scope -RecipientRestrictionFilter
   {MemberOfGroup -eq '$($DG.
   DistinguishedName)'}"

invoke-expression $CMD

New-ManagementRoleAssignment -Name
   bluejeans-relay-impersonation -Role
   ApplicationImpersonation -User relay
   -CustomRecipientWriteScope bluejeans-relay-
   scope
```

If you get a CommandNotFoundException, verify that your AD user is a member of the Domain Admins and Organization Management groups.

6 Share the calendar with Relay. **Do not skip this.**

a. Type in these one-line commands, replacing blue placeholders with your values.

› Grant Relay access to the room calendar:

```
Add-DistributionGroupMember -Identity
   bluejeans-relay -Member coolrunnings
```

› Enable meeting titles and one-touch joining:

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

This allows Relay to read the subject, body, and private flag of meetings.

b. Repeat **a** for each room resource.

c. When you're done, log out using

```
Remove-PSSession $Session
```

7 Configure Office 365 integration during installation of the Listener Service.

a. In the Listener Service setup wizard, proceed to the Exchange step.

b. Set the Service Version to **Office 365**.

c. Fill in the Office 365 user's email address and password from Step 1.

Domain, Service URL, and Autodiscover will be disabled because Office 365 uses fixed values for these fields.

8 Set the Endpoint to use the Calendar ID.

a. Sign in to the Relay administrative site at https://relay.bluejeans.com.

b. Under **Endpoints**, click the Endpoint that uses this calendar.

c. In the Scheduling section, set the **Calendar ID** to the email address of the room resource.

d. Set the **Calendar Type** to Microsoft Exchange/Office 365.

e. Try scheduling a meeting using Outlook or OWA, and it should appear in the Status section on the right.

Scheduling

Calendar ID	coolrunnings@corp.onmicrosoft.com	
Calendar Type	Microsoft Exchange/Office 365	

guides: Google Calendar · Exchange · Office 365