

# BlueJeans

## Relay

Calendar Setup



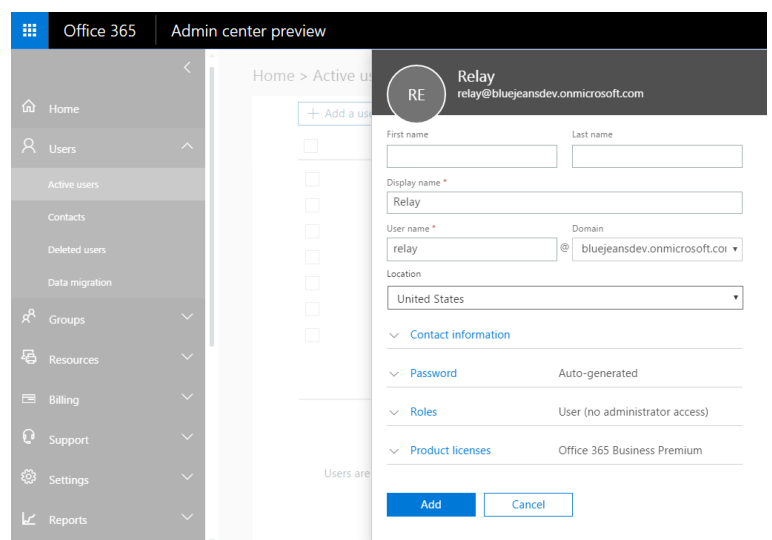
Office 365

# 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.



The screenshot shows the Office 365 Admin Center interface. On the left is a navigation pane with links to Home, Users, Active users, Contacts, Deleted users, Data migration, Groups, Resources, Billing, Support, Settings, and Reports. The main area displays the 'Add a user' form. At the top of the form is a header for the user 'Relay' with email 'relay@bluejeansdev.onmicrosoft.com'. Below this are input fields for First name, Last name, Display name (pre-filled with 'Relay'), User name (pre-filled with 'relay'), and Domain (pre-filled with 'bluejeansdev.onmicrosoft.com'). There is also a Location dropdown set to 'United States'. The form is divided into sections: 'Contact information', 'Password' (set to 'Auto-generated'), 'Roles' (set to 'User (no administrator access)'), and 'Product licenses' (set to 'Office 365 Business Premium'). At the bottom are 'Add' and 'Cancel' buttons.

## 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.

- Log in to the [Office 365 Exchange admin center](#).
- Go to **recipients** > **resources**.
- Click **+**, then click **Room mailbox**.
- Fill out the form. This guide will assume an email address of `coolrunnings@mycorp.onmicrosoft.com`.
- Click **Save**.

The screenshot displays the Office 365 Exchange Admin Center interface. The top navigation bar includes 'Office 365' and 'Admin'. The left sidebar lists various management areas, with 'recipients' selected. The main content area shows the 'resources' tab, where a table lists existing room mailboxes. A modal window titled 'New Room Mailbox' is open, displaying a form to create a new room mailbox. The form includes fields for 'Room name', 'Email address' (with a dropdown for the domain), 'Location', 'Phone', and 'Capacity'. A 'Save' button is at the bottom right of the form.

	OX TYPE	EMAIL ADDRESS
Room mailbox		
Equipment mailbox		interoditor@bjn
SituationRoom	Room	Situation@blue

1 selected of 2 total

**new room mailbox**

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

\*Room name:

\*Email address:  @ bluejeansdev.onmici

Location:

Phone:

Capacity:

## 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:

### REQUIRED

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

› Enable meeting titles and one-touch joining:

### REQUIRED

```
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.

- In the Listener Service setup wizard, proceed to the Exchange step.
- Set the Service Version to **Office 365**.
- 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.*

The screenshot shows the 'Blue Jeans Relay Listener Service setup' window, specifically the 'Exchange integration' step. The 'Microsoft Exchange calendar integration' checkbox is checked. Under 'Service version', 'Office 365' is selected with a radio button, and a 'setup guide' link is visible. The 'Exchange email' field contains 'relay@bluejeans.onmicrosoft.com'. The 'Exchange password' field is masked with dots. The 'Exchange domain' field is empty. The 'Service URL' field contains 'https://outlook.office365.com/EWS/Exc', and an 'Autodiscover' button is next to it. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons. A note at the bottom states: 'Google Calendar integration is configured using relay.bluejeans.com'.

The screenshot shows the 'Blue Jeans Relay Listener Service setup' window, specifically the 'Exchange/Office 365 Configuration' step. The window has a blue background. The text reads: 'Please enter the username/email, password & domain for accessing Exchange/Office 365 (see the setup guide). If you don't require a domain to authenticate, just leave it blank. Use Autodiscover if you don't know the Service URL.' Below this, there are fields for 'Service version', 'Email address', 'Password', 'Domain', and 'Service URL'. The 'Service version' field has two options: '< > Exchange 2010/2013' and '<o> Office 365'. The 'Email address' field contains 'relay@bluejeans.onmicrosoft.com'. The 'Password' field is masked with dots. The 'Domain' field contains '(not used by Office 365)'. The 'Service URL' field contains 'https://outlook.office365.com' and an 'Autodiscover' button. At the bottom, there are '<< Back', 'Next >>', and '<Cancel>' buttons.



## 8

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/Office 365.
- 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](#)