

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 Google Admin](#).
- b. Go to **Apps** > **G Suite** > **Calendar** > **Resources**.
- c. Click the + button to **Add new resource**.
- d. Enter the resource name and any other required fields.
- e. Click **Add Resource**.

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

2 Allow calendars to be shared.

There are two ways to share your room resources with Relay using Google Calendar. This choice offers compatibility with your organization's calendar sharing policy.

Choose **only one** of the following steps.

Step 2a shares each room calendar with an external Relay user. Your Google domain must allow calendars to be shared with people outside your organization.

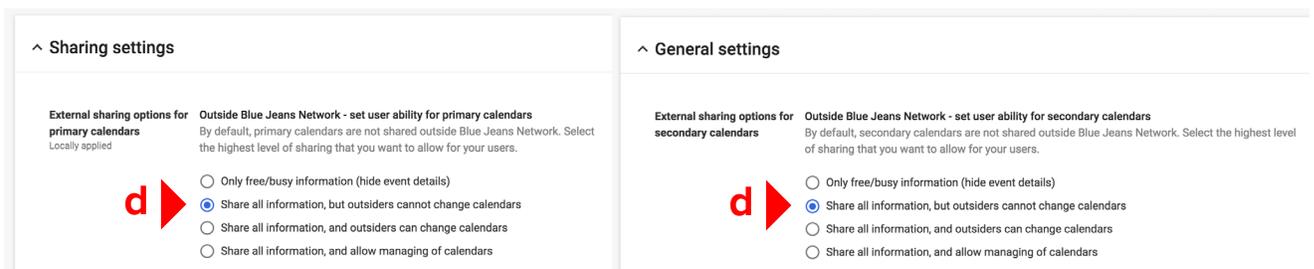
Step 2b uses a service account you create to access room calendars as an internal user in your organization.

Choose the step that works with your sharing policy. You only need to use one of these two steps – **don't use both steps.**

2a Share calendars with an external Relay user.

These settings are required if your organization restricts externally sharing calendars.

- a. [Sign in to Google Admin.](#)
- b. Click **Apps** > **G Suite** > **Calendar**.
- c. Open the **Sharing settings** section.
- d. For the **External Sharing options...** setting, choose a sharing level that is at least as permissive as **Share all information, but outsiders cannot change calendars**.
- e. Open the **General settings** section.
- f. Repeat **d** in the General settings section.

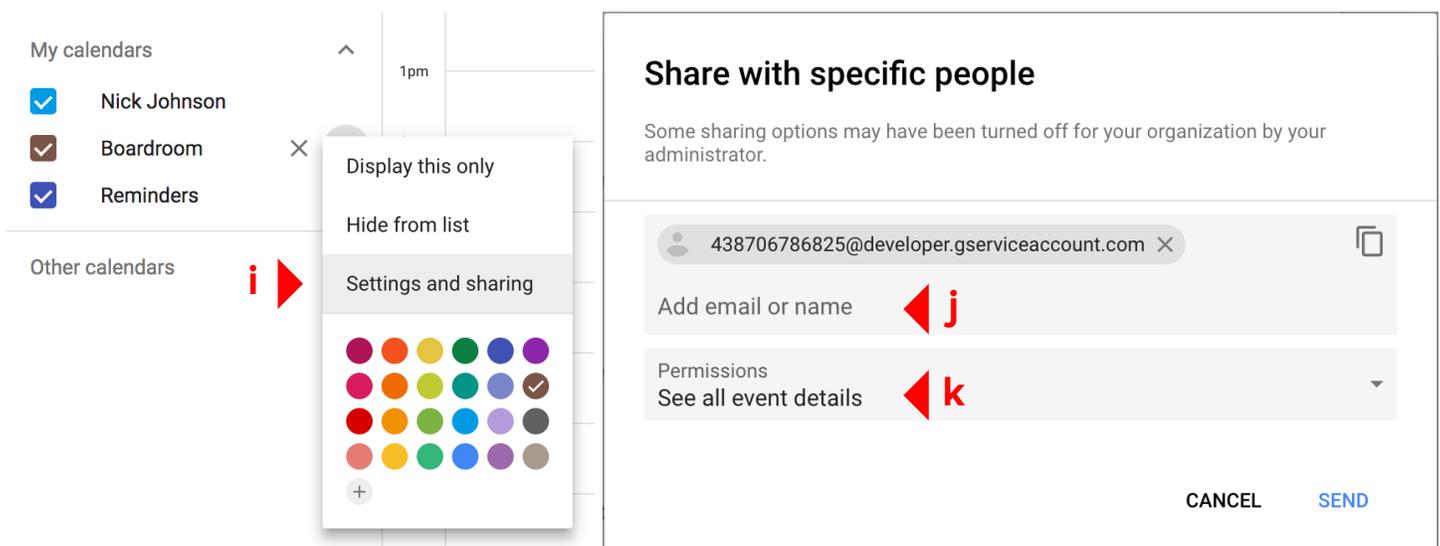


If you are unable to change these settings, you can try [Step 2b](#) instead.

It may take Google up to 24 hours before these changes take effect.

2a Share calendars with an external Relay user.

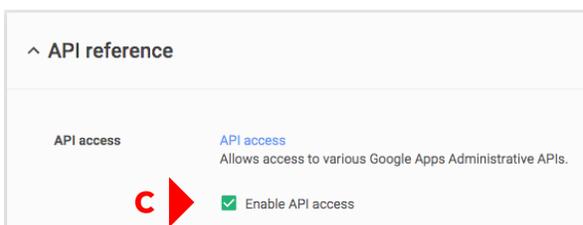
- g. [Go to Google Calendar.](#)
- h. [Add the resource to your calendar list.](#)
- i. Find the resource under My Calendars and click **:** > Settings and sharing > Share with specific people > **Add People.**
- j. Set the email address to **438706786825@developer.gserviceaccount.com**
- k. Set Permissions to **See all event details.**
- l. Click **Send.**
- m. Proceed to [Step 3](#). Don't use Step 2b.



2b Share calendars with a service account.

If you already finished Step 2a, skip to [Step 3](#).

- a. [Sign in to Google Admin](#).
- b. Go to **Security** > **API reference**.
- c. Ensure **Enable API access** is checked.
- d. At the bottom, click **Show more** > **Advanced Settings** > **Manage API client access**.
- e. Set Client Name to **438706786825.apps.googleusercontent.com** and set One or More API Scopes to **https://www.googleapis.com/auth/calendar.readonly**
- f. Click **Authorize**.



e ▶

Client Name <input type="text" value="438706786825.apps."/>	One or More API Scopes <input type="text" value="https://www.googleapis.com/auth/calendar"/>
Example: www.example.com	<input type="button" value="Authorize"/> Example: http://www.google.com/calendar/feeds/ (comma-delimited)

2b Share calendars with a service account.

Create a service account user for Relay to use. If you already created one, skip this page.

- g. Go to **Users**.
- h. Click the **+** button in the bottom-right corner.
- i. Fill in the first name, last name, and email.
- j. Click **Create**.
- k. [Sign in to the Relay administrative site](#).
- l. Click your enterprise name in the top-right.
- m. Click **show advanced properties...**
- n. Fill in the service account's email address under **Google service account user**.
- o. Click the Save button.



Create a new user ×

Relay Serviceuser

Temporary password will be assigned - [Set Password](#)

ADDITIONAL INFO

Google service account user

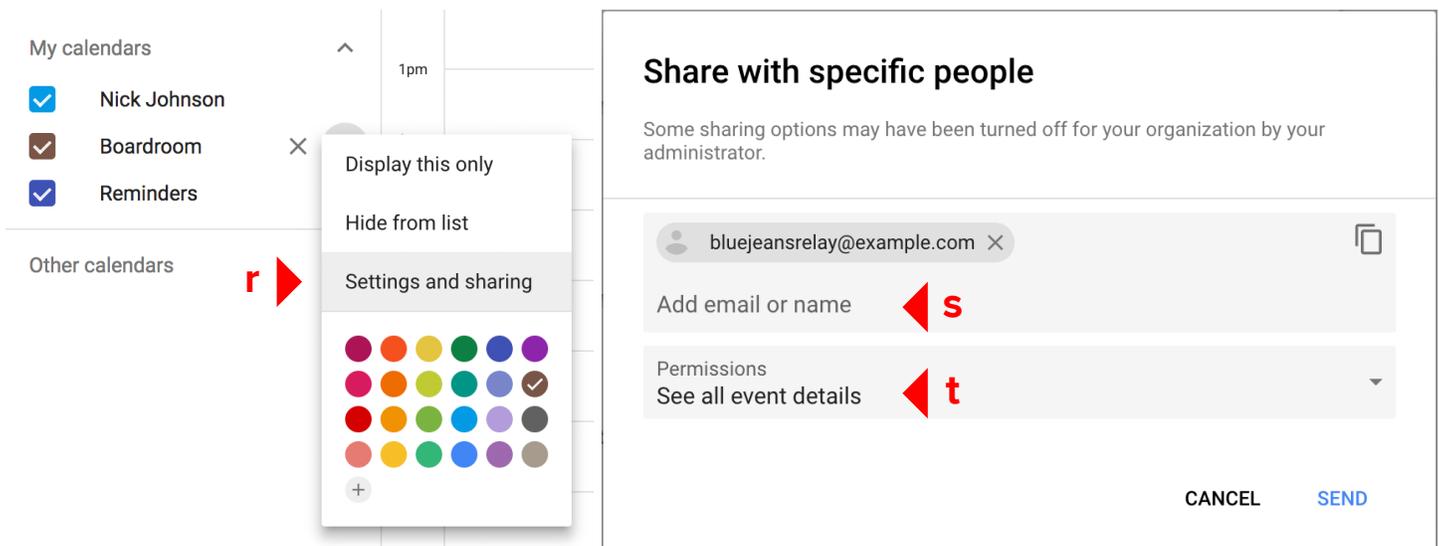
[hide advanced properties...](#)



2b Share calendars with a service account.

If everyone in the organization can See All Event Details, then skip straight to [Step 3](#).

- p. [Go to Google Calendar.](#)
- q. [Add the resource to your calendar list.](#)
- r. Find the resource under My Calendars and click \vdots > Settings and sharing > Share with specific people > **Add People**.
- s. Type in the service account's email address.
- t. Set Permissions to **See all event details**.
- u. Click **Send**.



The image shows a screenshot of the Google Calendar interface. On the left, under 'My calendars', there are three items: 'Nick Johnson' (checked), 'Boardroom' (checked), and 'Reminders' (checked). Below this is 'Other calendars'. A red arrow labeled 'r' points to the 'Settings and sharing' option in a dropdown menu. The dropdown menu also includes 'Display this only', 'Hide from list', and a color selection grid. On the right, a 'Share with specific people' dialog box is open. It contains the text 'Some sharing options may have been turned off for your organization by your administrator.' Below this, there is a search bar with 'bluejeansrelay@example.com' entered. A red arrow labeled 's' points to the 'Add email or name' field. Below the search bar, the 'Permissions' dropdown is set to 'See all event details', with a red arrow labeled 't' pointing to it. At the bottom right of the dialog are 'CANCEL' and 'SEND' buttons.

3 Get the Calendar ID.

- a. In the calendar's settings, go to the **Integrate calendar** section.
- b. Copy the **Calendar ID**. It looks like an email address.



- 4 Set the Relay Endpoint to use the Calendar ID.
 - a. [Sign in to the Relay administrative site.](#)
 - b. Under **Endpoints**, click the Endpoint that uses this calendar.
 - c. In the Scheduling section, paste the **Calendar ID** from the previous step.
 - d. Set the **Calendar Type** to Google Calendar.
 - e. Click the Save button.
 - f. Try scheduling a meeting using Google Calendar, and it should appear in the Status section on the right.

Scheduling

Calendar ID	<input type="text" value="t5q5rp7irqhceg4u507nv3h8bg@group.cal"/>
Calendar Type	<input type="text" value="Google Calendar"/>

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