

BlueJeans

Relay

Calendar Setup



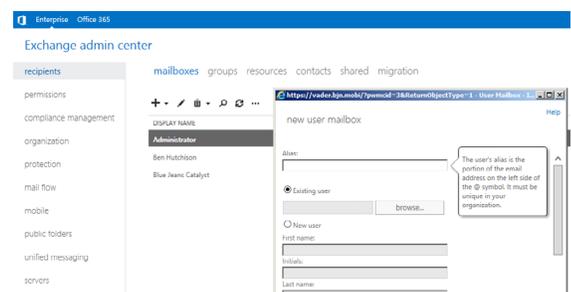
2010, 2013, 2016

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.

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

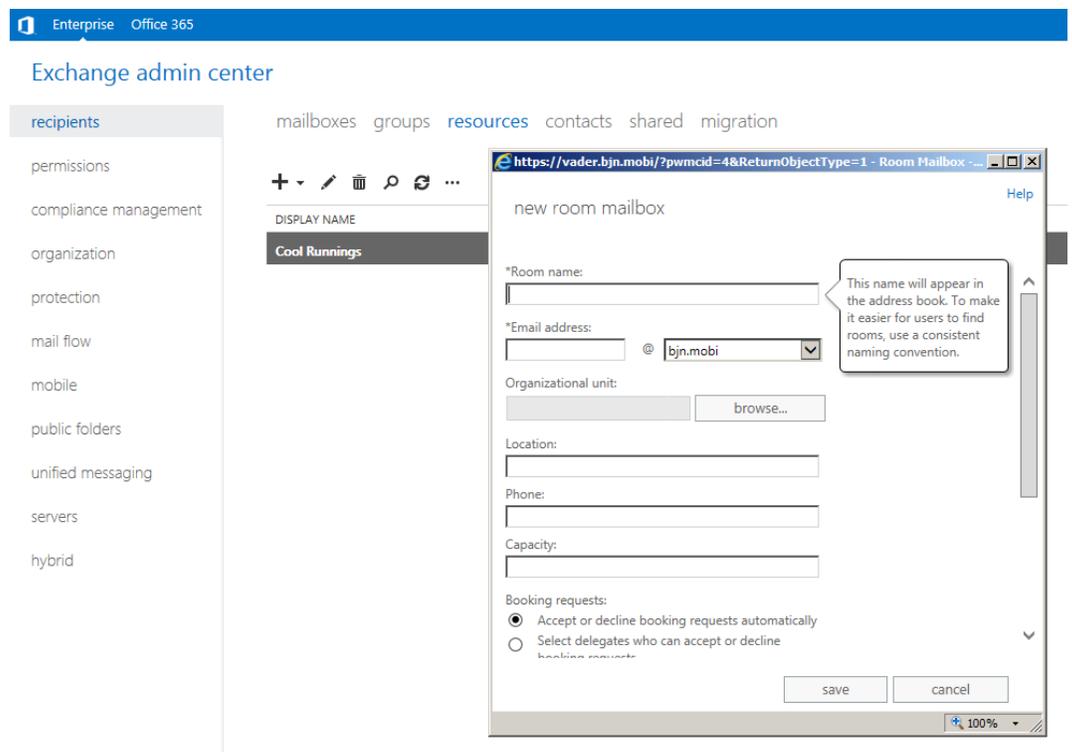


Caution: creating an AD user with no mailbox will cause a “not valid SMTP address” error in Step 3.

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 assumes an alias/email address local part of coolrunnings.
- Click **save**.



The screenshot shows the Exchange Admin Center interface. The left sidebar is expanded to 'recipients', and the 'resources' tab 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 and options:

- *Room name:** [Empty text box]
- *Email address:** [Empty text box] @ bjn.mobi [Dropdown menu]
- Organizational unit:** [Empty text box] [browse... button]
- Location:** [Empty text box]
- Phone:** [Empty text box]
- Capacity:** [Empty 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.

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

- 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:

REQUIRED

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

- › Enable meeting titles and one-touch joining:

REQUIRED

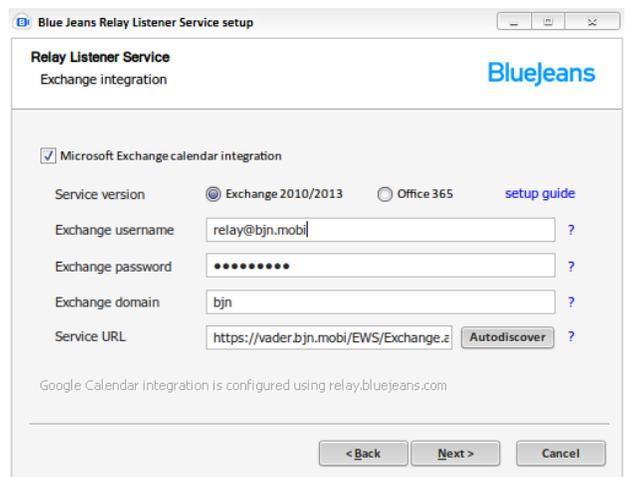
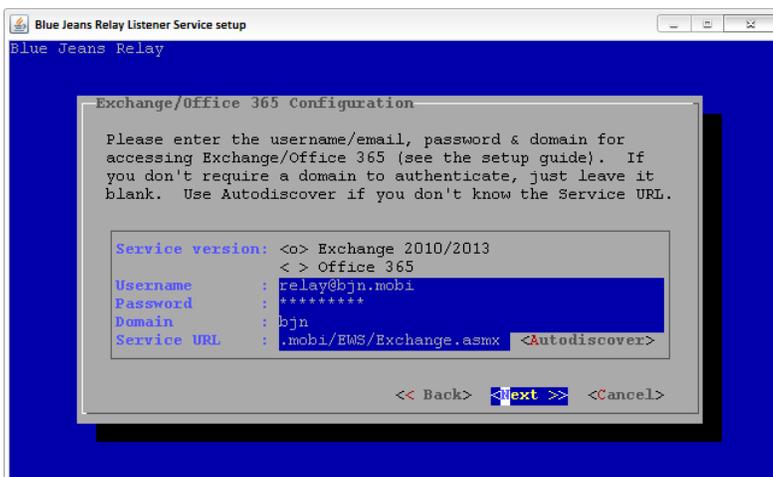
```
Set-CalendarProcessing -Identity coolrunnings  
-DeleteComments $false -DeleteSubject  
$false -AddOrganizerToSubject $false  
-RemovePrivateProperty $false
```

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

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

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

- 4 Configure Exchange integration during installation of the Listener Service.
 - a. In the Listener Service setup wizard, proceed to the Exchange step.
 - b. Fill in the Exchange user's email address, password, and domain from [Step 1](#).
 - c. Use the **Autodiscover** button to fill in the Service URL automatically.



If you have multiple Listener Services connected to multiple Exchange servers, make sure every Exchange server returns the same calendar data. Otherwise, you must disable Exchange integration for your other Listener Services.

- 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	<input type="text" value="coolrunnings@corp.com"/>	
Calendar Type	<input type="text" value="Microsoft Exchange/Office 365"/>	 

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