

BlueJeans

Relay

Calendar Setup



1

Create a new user in Office 365.

This lets Relay log in to the Exchange Online 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 + to open **Create new user account**.
- d. Fill out the form and click Create. 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 every 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 **+** and open the **new room mailbox** dialog.
- 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 PowerShell using **Run as administrator** and executing

```
Set-ExecutionPolicy RemoteSigned
```

- b. Open a normal 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
```

5 Share the calendar with Relay.

If this step is skipped, meetings won't appear correctly and one-touch joining won't work.

a. 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
```

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

c. When you're done, log out using

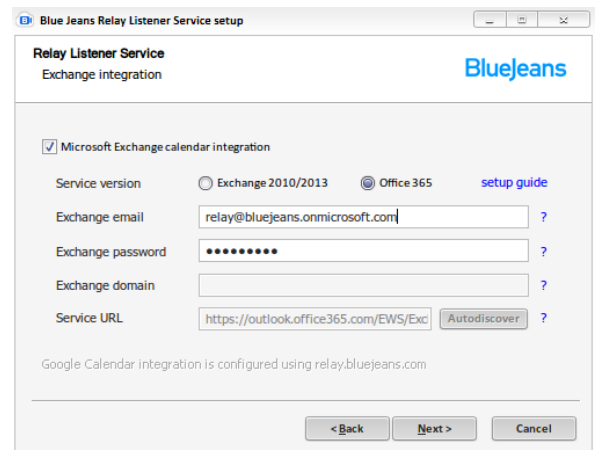
```
Remove-PSSession $Session
```

6

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.



Blue Jeans Relay Listener Service setup

Relay Listener Service
Exchange integration

☒ Microsoft Exchange calendar integration

Service version: ☐ Exchange 2010/2013 ☒ Office 365 [setup guide](#)

Exchange email: ?

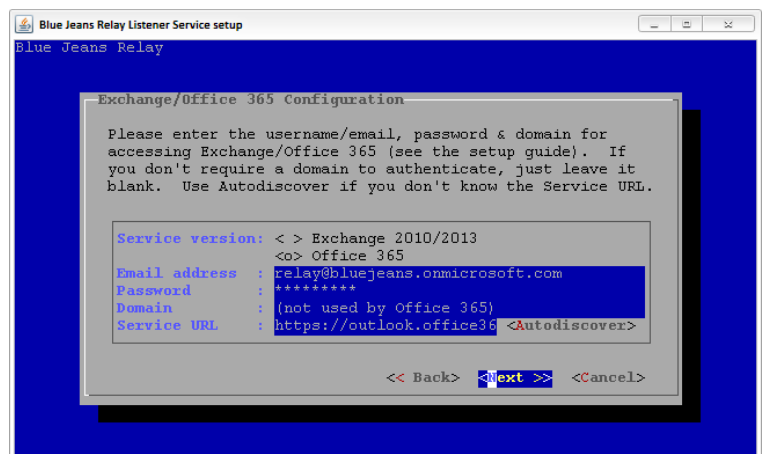
Exchange password: ?

Exchange domain: ?

Service URL: Autodiscover ?

Google Calendar integration is configured using relay.bluejeans.com

< Back Next > Cancel



Blue Jeans Relay Listener Service setup

Blue Jeans Relay

Exchange/Office 365 Configuration

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.

Service version: < > Exchange 2010/2013
< o > Office 365

Email address : relay@bluejeans.onmicrosoft.com

Password : *****

Domain : (not used by Office 365)

Service URL : https://outlook.office365.com/EWS/Exchange.asmx < Autodiscover >

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7

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, 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](#)