

BlueJeans

Relay

Calendar Setup

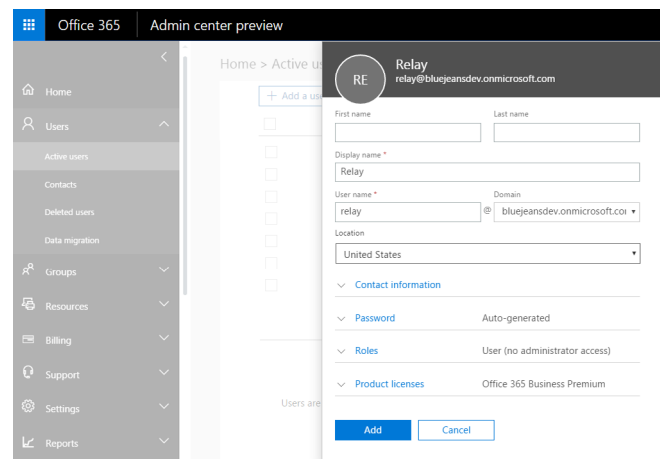


1 Create a new user in Office 365.

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.

- Log in to the [Office 365 Admin Center](#).
- Go to **Users > Active users**.
- Click **+ Add a user**.
- Fill out the form and click Add. This guide will assume a user name of relay@mycorp.onmicrosoft.com.

The screenshot shows the 'Add a user' form in the Office 365 Admin Center. The left sidebar contains navigation links: Home, Users, Active users, Contacts, Deleted users, Data migration, Groups, Resources, Billing, Support, Settings, and Reports. The main content area is titled 'Home > Active users' and features a '+ Add a user' button. Below this is a list of existing users, with one user 'Relay' (relay@bluejeansdev.onmicrosoft.com) highlighted. The 'Add a user' form is open, showing fields for First name, Last name, Display name (set to 'Relay'), User name (set to 'relay'), Domain (set to 'bluejeansdev.onmicrosoft.com'), and Location (set to 'United States'). Below these fields are sections for '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 of the form are 'Add' and 'Cancel' buttons.

Caution: the user must have a valid license assigned, otherwise it won't be authorized to use EWS.

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 shows the 'recipients' menu. The main content area is titled 'Exchange admin center' and shows the 'resources' tab. A table lists existing room mailboxes: 'SituationRoom' (Room, Situation@bluejeansdev.onmicrosoft.com) and 'interocitor@bluejeansdev.onmicrosoft.com' (Room mailbox, interocitor@bluejeansdev.onmicrosoft.com). A 'New Room Mailbox' form is open, showing fields for 'Room name', 'Email address' (with a dropdown for domain), 'Location', 'Phone', and 'Capacity'. The form includes a 'Save' button and a 'Cancel' button.

Room mailbox	OX TYPE	EMAIL ADDRESS
SituationRoom	Room	Situation@bluejeansdev.onmicrosoft.com
interocitor@bluejeansdev.onmicrosoft.com	Room mailbox	interocitor@bluejeansdev.onmicrosoft.com

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: @

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, or if only your user appears in Get-Mailbox, then log in to Exchange Online Powershell as an admin.

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

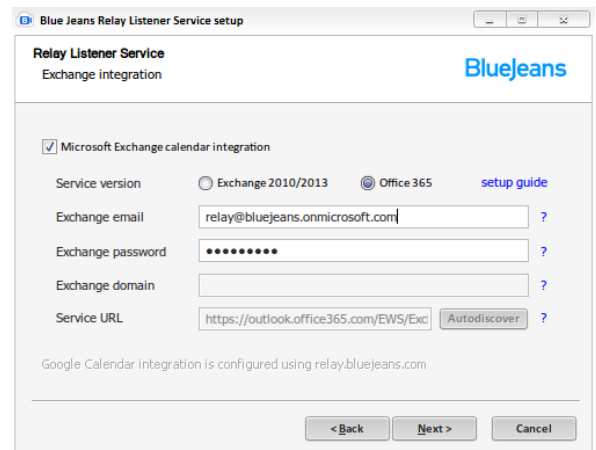
```
Remove-PSSession $Session
```

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.



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: ?

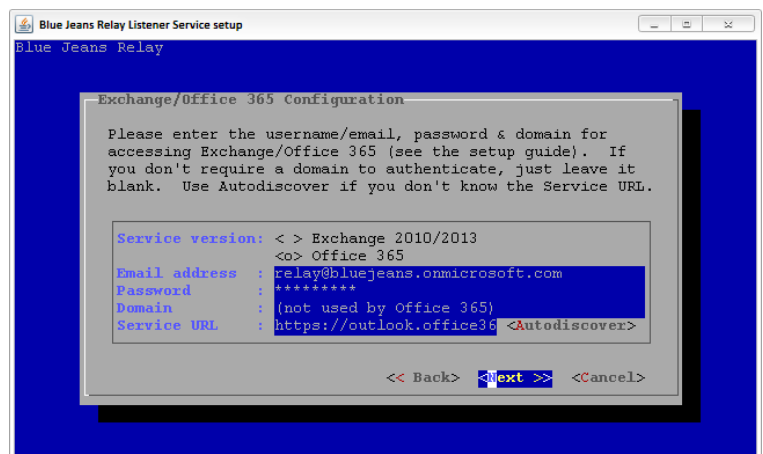
Exchange password: ?

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 >

<< Back > Next >> < Cancel >

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Set the Endpoint to use the Calendar ID.

- [Go to the Relay admin interface.](#)
- 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](#)