

BlueJeans

Relay

Calendar Setup



1

Create a new room mailbox resource.

If your room already has a calendar, you can skip this step.

- a. Log in to the [Microsoft 365 admin center](#).
- b. Go to **Resources** > **Rooms & equipment**.
- c. Select **+ Add a resource mailbox**.
- d. Fill out the New Resource form. This guide will assume an email address of coolrunnings@corp.onmicrosoft.com. No license is needed for the resource.
- e. Click **Save**.

The screenshot displays the Microsoft 365 admin center interface. On the left is a navigation pane with categories like Home, Users, Groups, Roles, Resources, Billing, Support, Settings, Setup, Reports, and Health. The 'Resources' section is expanded, showing 'Rooms & equipment' as the active sub-section. The main area shows a 'New resource' modal window. The 'Add' section is active, with 'Room' selected in the 'Type' dropdown. Below this are input fields for 'Name', 'Email' (with a dropdown showing 'BlueJeansNetwork.onmicrosoft.'), 'Capacity', 'Location', and 'Phone number'. At the bottom, there are three license selection options: 'Intune' (off), 'Office 365 Business Essentials' (off), and 'Skype for Business Online (Plan 2)' (on, with 'Licenses are available' text). 'Add' and 'Cancel' buttons are at the bottom right.

2 Connect to Office 365 Exchange Online using PowerShell.

This will let you configure 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 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](#).

3 Create a distribution group for your rooms.

This restricts Relay to only read specific calendars in your organization.

a. Create the group.

```
New-DistributionGroup -Name bluejeans-relay  
-Type Security -Notes "Rooms from which  
Relay can read calendars."
```

b. Grant the Relay app access to the group.

```
New-ApplicationAccessPolicy -AppId  
5a75b6b1-f653-40b1-ab48-6ec9cea91b36  
-PolicyScopeGroupId bluejeans-relay  
-AccessRight RestrictAccess -Description  
"Relay can only read calendars from mailboxes  
in this group."
```

If you get a `CommandNotFoundException`, or if only your user appears in `Get-Mailbox`, then log in to Exchange Online Powershell as an admin.

4 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
```

- 5** Set the Endpoint to use the room's calendar.
- [Go to the Relay admin interface.](#)
 - Under **Endpoints**, select the Endpoint that uses this calendar.
 - Set **Calendar ID** to the email address of the room resource.
 - Set **Calendar Type** to Microsoft Office 365.
 - The first time you choose Office 365, you will be prompted to authorize Relay to read your calendars. Click the authorize button.

Scheduling

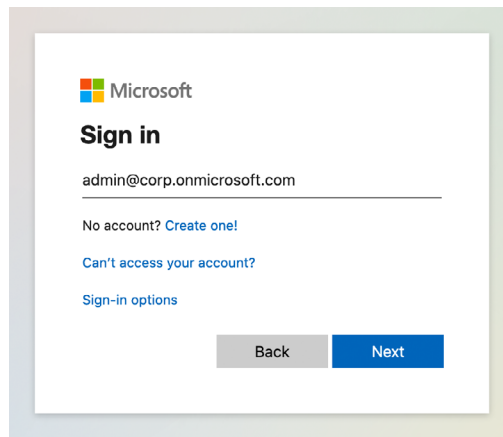
Calendar ID	<input type="text" value="coolrunnings@corp.onmicrosoft.com"/>	
Calendar Type	<input type="text" value="Microsoft Office 365"/>	 

Click here to authorize your Microsoft Office 365 account.
Note: this must be authorized by a Microsoft account with the global admin role.

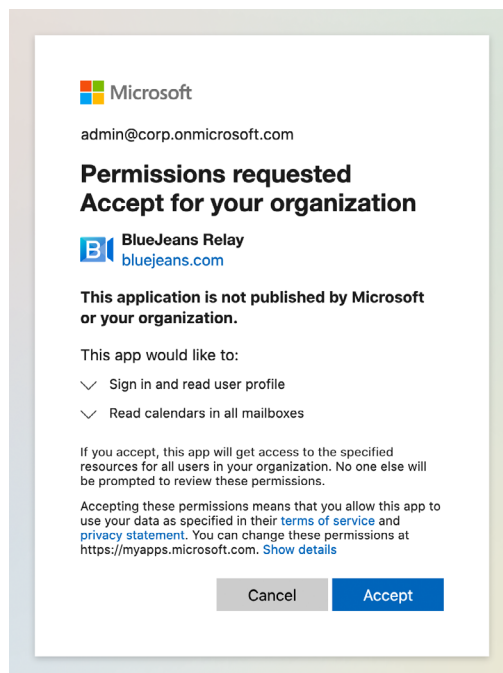
[Authorize Microsoft Office 365](#)

6 Allow Relay to read from room calendars in Office 365.

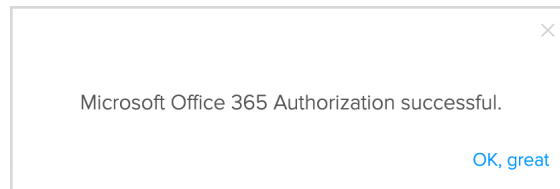
- In the popup window that opens, sign in to Microsoft as a global administrator.



- Click **Accept** in the Permissions Requested prompt.



- 6 c. The popup window will close, and your Relay enterprise will be allowed to read the calendars of rooms in the distribution group.



- d. In the Relay admin site, click the **Save** button to save your Endpoint changes.
- e. Try scheduling a meeting using Outlook and it should appear in Relay.
- f. If you install a Relay Listener Service, leave Exchange Integration disabled during setup.

If you later want to change or remove the allowed Office 365 organization, go to the [Status](#) page in Relay, where you can Revoke and Authorize Office 365 under the Integration Status section.