

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 the Google Admin console](#).
- b. Click **Apps** > **Google Apps** > **Calendar** > **Resources**.
- c. Click **Create a new resource**.
- d. Enter the resource name, type, and description.
- e. Click **Save Changes**.

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.

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.

This setting is required if your organization restricts externally sharing calendars.

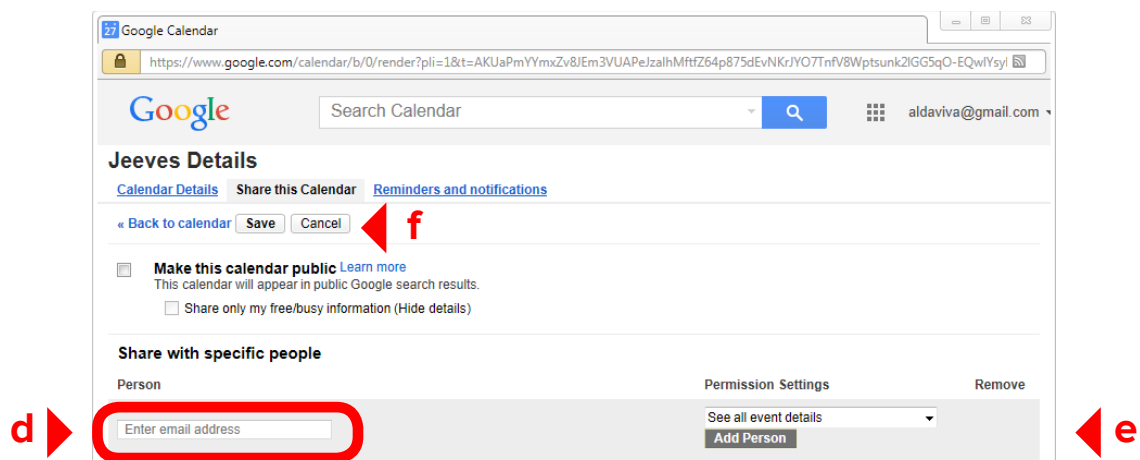
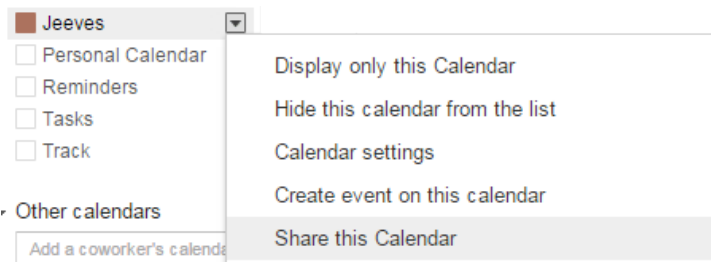
- a. [Sign in to the Google Admin console.](#)
- b. Click **Google Apps** › **Calendar** › **Sharing Settings**.
- c. Go to the **External Sharing options** section.
- d. Choose a sharing level that is at least as permissive as **Share all information, but outsiders cannot change calendars**.

If you are unable to change this setting, you may want to use [Step 2b](#) instead.

2a

Share calendars with an external Relay user.

- e. Go to [Google Calendar](#).
- f. [Add the resource to your calendar list.](#)
- g. Use the calendar list item menu to open **Share this Calendar**.
- h. Under Share with specific people, add **438706786825@developer.gserviceaccount.com**
- i. Set permissions to **See all event details**.
- j. Click Save.
- k. Proceed to [Step 3](#). Don't use Step 2b.

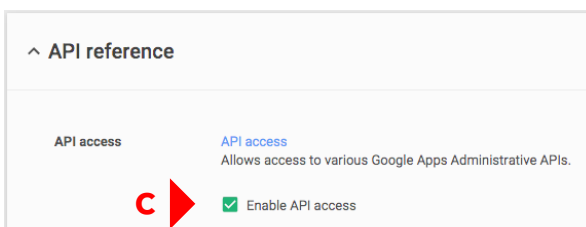


2b

Share calendars with a service account.

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

- a. [Sign in to the Google Admin console](#).
- 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**.



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 [X]

Relay Serviceuser

bluejeansrelay @spatula.net

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

ADDITIONAL INFO CANCEL CREATE

Google service account user [bluejeansrelay@example.com](#)

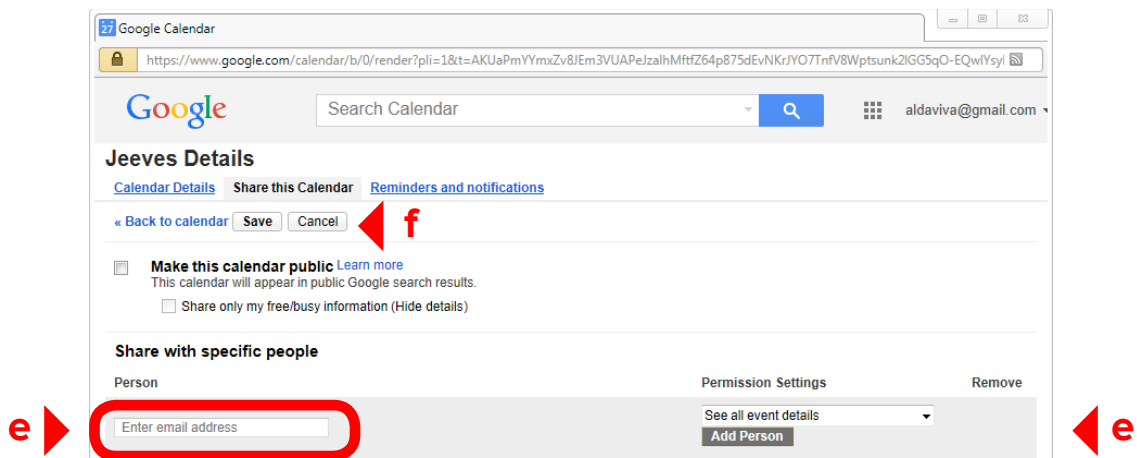
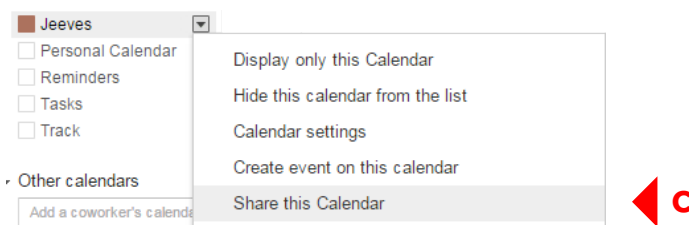
[hide advanced properties...](#)



2b

Share calendars with a service account.

- p. Go to [Google Calendar](#).
- q. [Add the resource to your calendar list](#).
- r. Use the calendar list item menu to open **Share this Calendar**.
- s. If everyone in the organization can **See All Event Details**, then skip straight to [Step 3](#).
- t. Otherwise, share the calendar with the service account's email address, with permissions to **See all event details**.
- u. Click **Save**.



3 Get the Calendar ID.

- In the calendar's settings, go to the **Calendar Details** tab.
- Find the **Calendar ID** next to the **ICAL** **HTML** icons. It looks like an email address.

a ▶

Google Calendar

https://www.google.com/calendar/b/0/render?pli=1&t=AKUaPmYYmxZv8JEm3VUApeJzalhMftfZ64p875dEvNkrJYO7TnFv8Wptsunk2IGG5qO-EQwIYsYl

Google Search Calendar aldaviva@gmail.com

Jeeves Details

[Calendar Details](#) [Share this Calendar](#) [Reminders and notifications](#)

« Back to calendar Save Cancel

Calendar Name: Jeeves

Description:

Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: United States (choose a different country to see other time zones)
Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Now select a time zone: (GMT-08:00) Pacific Time ☐ Display all time zones

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

☐ Auto-accept invitations that do not conflict.
☒ Automatically add all invitations to this calendar.
☐ Do not show invitations.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

Paste this code into your website. [Customize the color, size, and other options](#)

```
<iframe src="https://www.google.com/calendar/embed?src=t5q5rp7irqhceg4u507nv3h8bg%40group.calendar.google.com&ctz=America/Los_Angeles"
```

Calendar Address: [Learn more](#) [Change sharing settings](#)




XML ICAL HTML (Calendar ID: t5q5rp7irqhceg4u507nv3h8bg@group.calendar.google.com)

This is the address for

b ◀

- 4** Set the Relay Endpoint to use the Calendar ID.
- [Sign in to the Relay administrative site.](#)
 - Under **Endpoints**, click the Endpoint that uses this calendar.
 - In the Scheduling section, paste the **Calendar ID** from the previous step.
 - Set the **Calendar Type** to Google Calendar.
 - Click the Save button.
 - 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](#)