

# BlueJeans

## Relay

### Calendar Setup



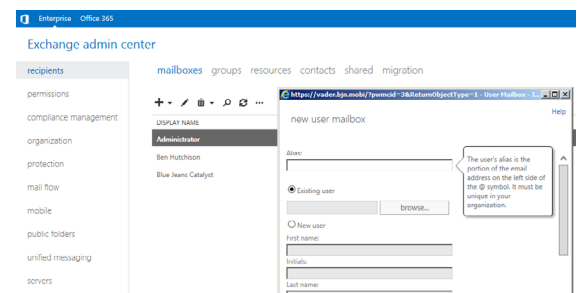
2010, 2013, 2016

# 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. On the left, the 'recipients' menu is expanded, showing options like permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area displays the 'resources' tab with a list of resources, including 'Cool Runnings'. A 'new room mailbox' dialog box is open, showing fields for Room name, Email address, Organizational unit, Location, Phone, Capacity, and Booking requests. A tooltip explains that the room name will appear in the address book. The dialog box has 'save' and 'cancel' buttons at the bottom.

Enterprise Office 365

Exchange admin center

recipients

permissions

compliance management

organization

protection

mail flow

mobile

public folders

unified messaging

servers

hybrid

mailboxes groups resources contacts shared migration

+ -

DISPLAY NAME

Cool Runnings

new room mailbox

\*Room name:

\*Email address:

Organizational unit:

Location:

Phone:

Capacity:

Booking requests:

☒ Accept or decline booking requests automatically

☐ Select delegates who can accept or decline booking requests

save cancel

This name will appear in the address book. To make it easier for users to find rooms, use a consistent naming convention.

**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
```

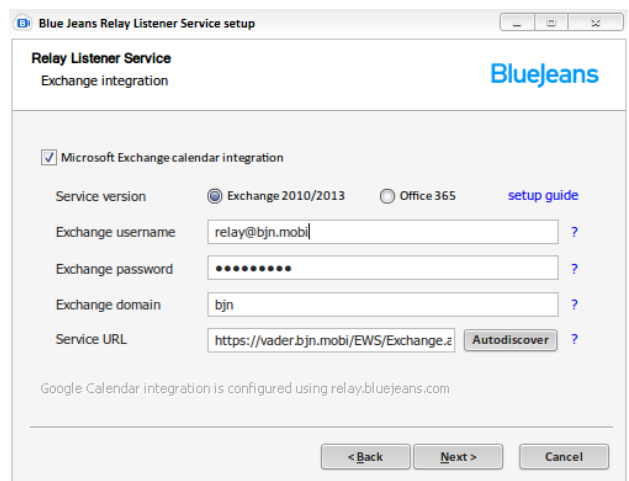
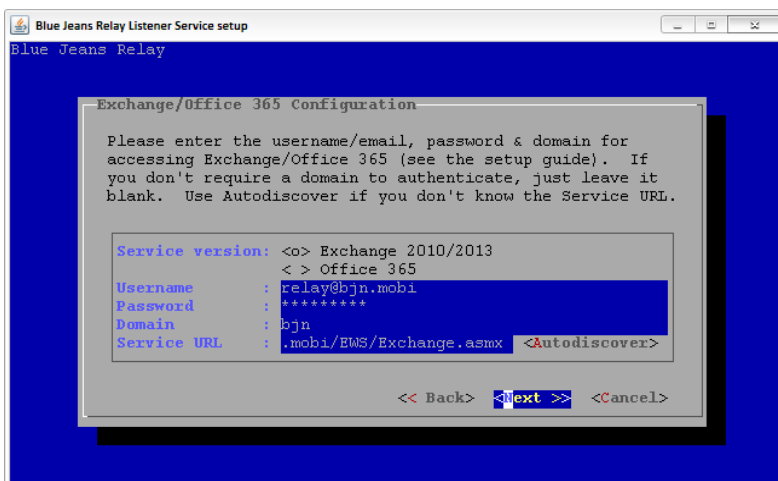
- › Enable meeting titles and one-touch joining:

```
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 **(REQUIRED)**.

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

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

- a. [Sign in to the Relay administrative site at https://relay.bluejeans.com](https://relay.bluejeans.com).
- b. Under **Endpoints**, click the Endpoint that uses this calendar.
- c. In the Scheduling section, set the **Calendar ID** to the **Primary SMTP Address** of the room mailbox.
- d. Set the **Calendar Type** to Microsoft Exchange.
- e. Try scheduling a meeting using Outlook, and it should appear in the Status section on the right.

## Scheduling

Calendar ID

coolrunnings@corp.com



Calendar Type

Microsoft Exchange/Office 365



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