

BlueJeans

Relay

Calendar Setup

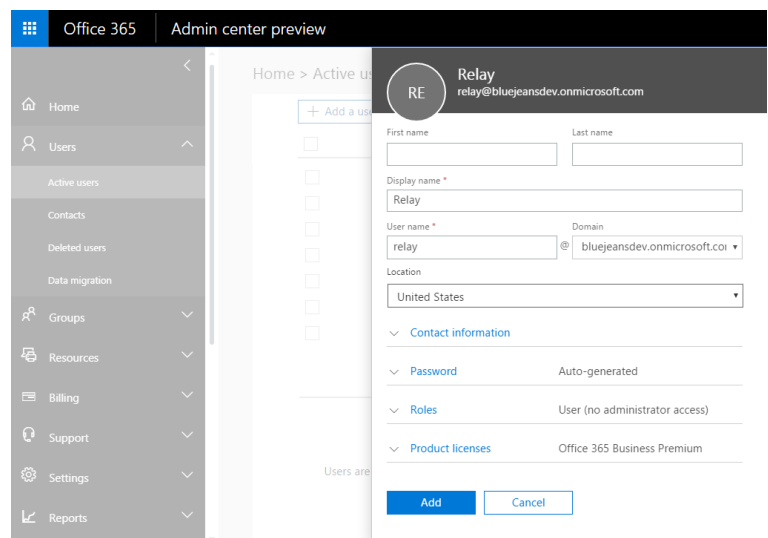


1 Create a new user in Office 365.

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 **+ Add a user**.
- d. Fill out the form and click Add. This guide will assume a user name of relay@mycorp.onmicrosoft.com.



The screenshot shows the Office 365 Admin Center interface. On the left is a navigation pane with options: Home, Users, Active users, Contacts, Deleted users, Data migration, Groups, Resources, Billing, Support, Settings, and Reports. The main area is titled 'Home > Active users' and contains a '+ Add a user' button. A modal form for adding a user is open, showing the following fields and options:

- First name**: Text input field.
- Last name**: Text input field.
- Display name ***: Text input field with the value 'Relay'.
- User name ***: Text input field with the value 'relay'.
- Domain**: Dropdown menu showing 'bluejeansdev.onmicrosoft.com'.
- Location**: Dropdown menu showing 'United States'.
- Contact information**: Expandable section.
- Password**: Expandable section with 'Auto-generated' checked.
- Roles**: Expandable section with 'User (no administrator access)' selected.
- Product licenses**: Expandable section with 'Office 365 Business Premium' selected.
- Buttons**: 'Add' and 'Cancel' buttons at the bottom.

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.

- 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 lists various management areas, with 'recipients' selected. The main content area shows the 'resources' tab, where a table lists existing room mailboxes. A modal window titled 'New Room Mailbox' is open, displaying a form to create a new room mailbox. The form includes fields for 'Room name', 'Email address' (with a dropdown for the domain), 'Location', 'Phone', and 'Capacity'. A 'Save' button is at the bottom right of the form.

	OX TYPE	EMAIL ADDRESS
Room mailbox		
Equipment mailbox		interoditor@bjn
SituationRoom	Room	Situation@blue

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: @ bluejeansdev.onmici

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 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. **Do not skip this.**

- a. 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)**.

- 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.

The screenshot shows the 'Blue Jeans Relay Listener Service setup' window, specifically the 'Exchange integration' step. The 'Microsoft Exchange calendar integration' checkbox is checked. Under 'Service version', 'Office 365' is selected with a radio button, and a 'setup guide' link is visible. The 'Exchange email' field contains 'relay@bluejeans.onmicrosoft.com'. The 'Exchange password' field is masked with dots. The 'Exchange domain' field is empty. The 'Service URL' field contains 'https://outlook.office365.com/EWS/Exc', and an 'Autodiscover' button is next to it. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons. A note at the bottom states: 'Google Calendar integration is configured using relay.bluejeans.com'.

The screenshot shows the 'Blue Jeans Relay Listener Service setup' window, specifically the 'Exchange/Office 365 Configuration' step. The window has a blue background. The text reads: '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.' Below this, there are fields for 'Service version', 'Email address', 'Password', 'Domain', and 'Service URL'. The 'Service version' field has two options: 'Exchange 2010/2013' and 'Office 365'. The 'Email address' field contains 'relay@bluejeans.onmicrosoft.com'. The 'Password' field is masked with dots. The 'Domain' field contains '(not used by Office 365)'. The 'Service URL' field contains 'https://outlook.office365.com/EWS/Exc' and an 'Autodiscover' button. At the bottom, there are '<< Back', 'Next >>', and 'Cancel' buttons.

7

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 email address of the room resource.
- d. Set the **Calendar Type** to Microsoft Exchange/Office 365.
- e. 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](#)