

# BlueJeans

## Relay

Calendar Setup

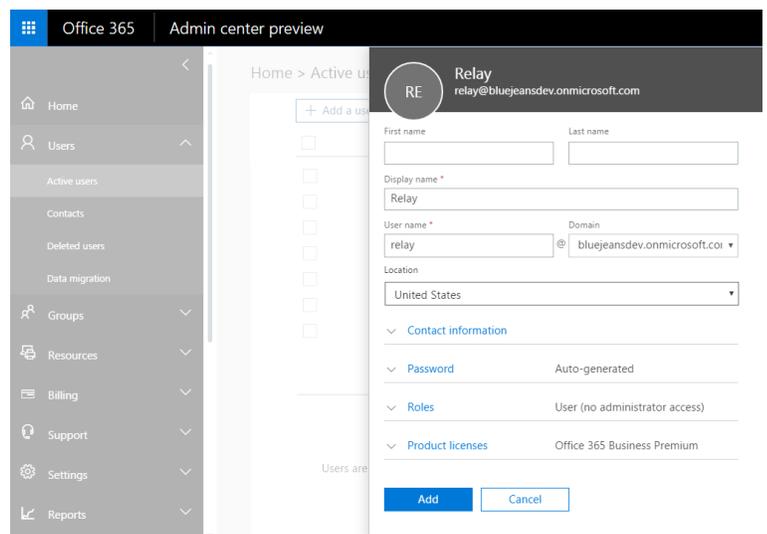


# 1 Create a new user in Office 365.

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 menu with options: 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. A modal form is open for adding a new user. The user's name is 'Relay' with the email address 'relay@bluejeansdev.onmicrosoft.com'. The form includes fields for First name, Last name, Display name (set to 'Relay'), User name (set to 'relay'), and Domain (set to 'bluejeansdev.onmicrosoft.com'). The Location is 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.

## 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

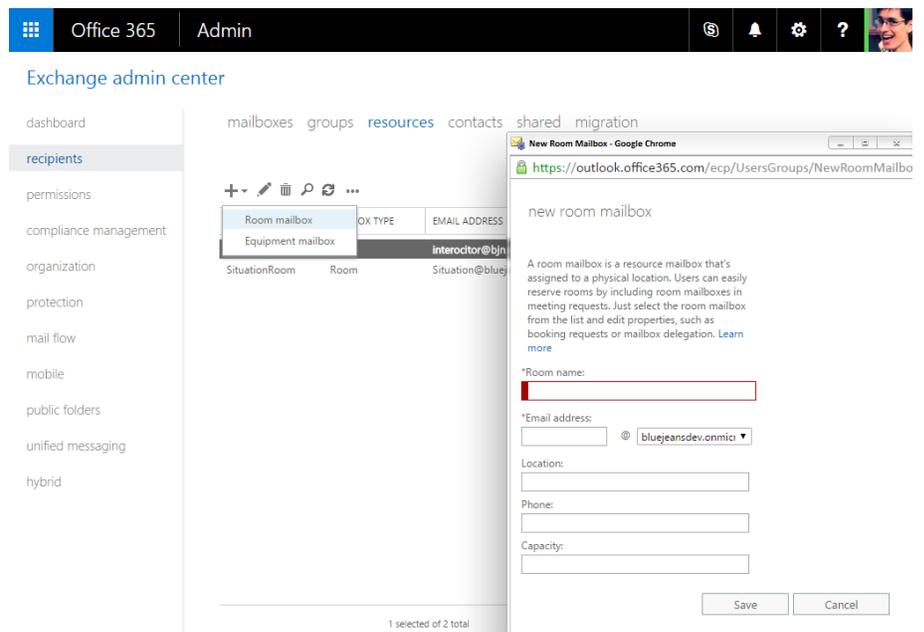
```
Set-MsolUser -UserPrincipalName  
relay@mycorp.onmicrosoft.com  
-PasswordNeverExpires $true
```

- 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 shows the 'recipients' menu. The main content area is titled 'Exchange admin center' and shows a table of mailboxes. A modal window titled 'New Room Mailbox' is open, displaying a form with the following fields:

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

The 'New Room Mailbox' form includes the following fields:

- \*Room name:
- \*Email address:  @ bluejeansdev.onmicr
- Location:
- Phone:
- Capacity:

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form. A status bar at the bottom of the table indicates '1 selected of 2 total'.

## 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
```

## 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:

### 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
```

# 6

Configure Office 365 integration during installation of the Listener Service.

- a. In the Listener Service setup wizard, proceed to the Exchange step.
- b. Set the Service Version to **Office 365**.
- c. 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. 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 the 'Autodiscover' checkbox is checked. A note at the bottom states: 'Google Calendar integration is configured using relay.bluejeans.com'. Navigation buttons for '< Back', 'Next >', and 'Cancel' are at the bottom right.

The screenshot shows a terminal window titled 'Blue Jeans Relay' with the 'Exchange/Office 365 Configuration' prompt. The text inside the terminal 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, the configuration is displayed: 'Service version: < > Exchange 2010/2013 < o > Office 365', 'Email address : relay@bluejeans.onmicrosoft.com', 'Password : \*\*\*\*\*', 'Domain : (not used by Office 365)', and 'Service URL : https://outlook.office365.com < Autodiscover >'. Navigation buttons for '<< Back >', 'Next >>', and '< Cancel >' are at the bottom right.

- 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*

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

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