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.

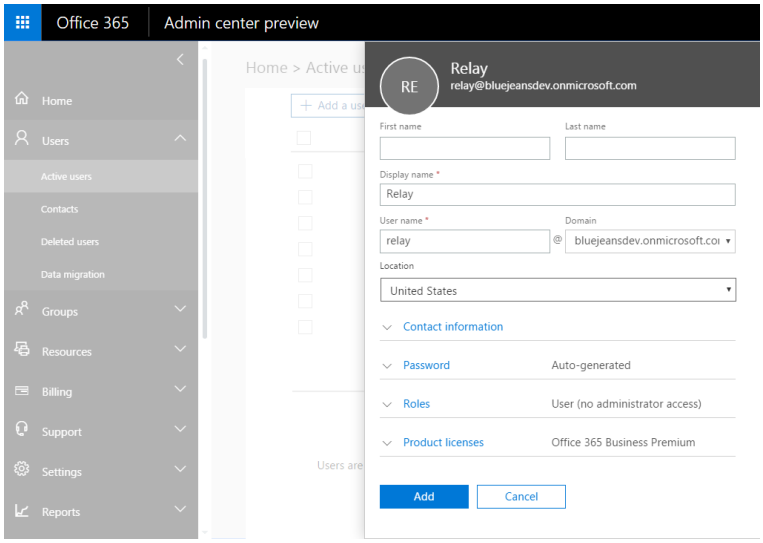
If you already have a Relay user in Office 365, you can skip this step.

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.



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.

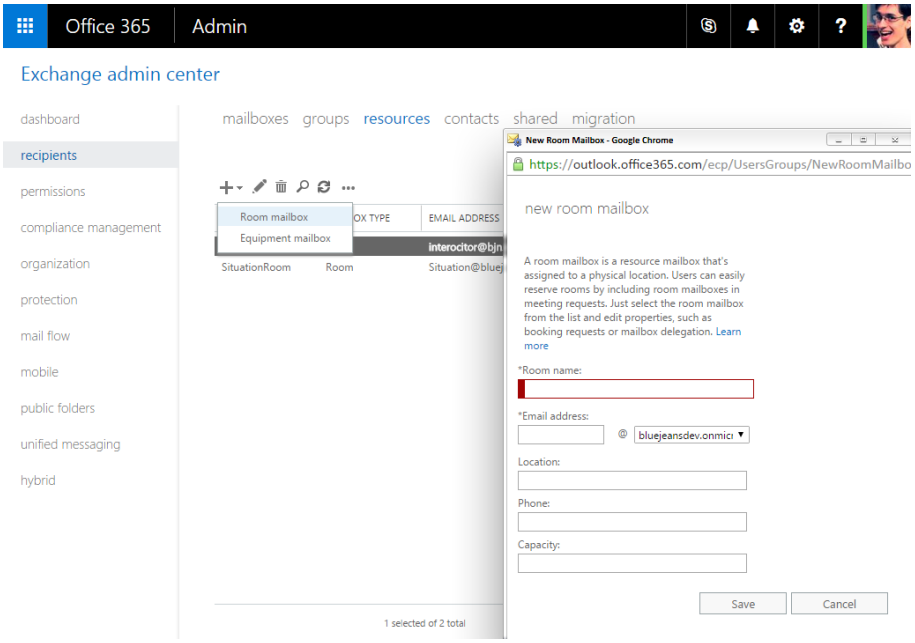
a. Log in to the Office 365 Exchange admin center.

b. Go to **recipients** › **resources**.

c. Click **+**, then click **Room mailbox**.

d. Fill out the form. This guide will assume an email address of coolrunnings@mycorp.onmicrosoft.com.

e. Click **Save**.



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
```

For more information, refer to the Exchange Online PowerShell documentation.

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
```

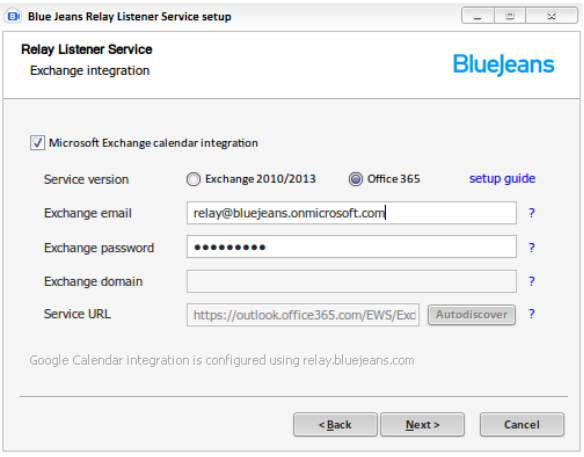
6 Configure Office 365 integration during installation of the Listener Service.

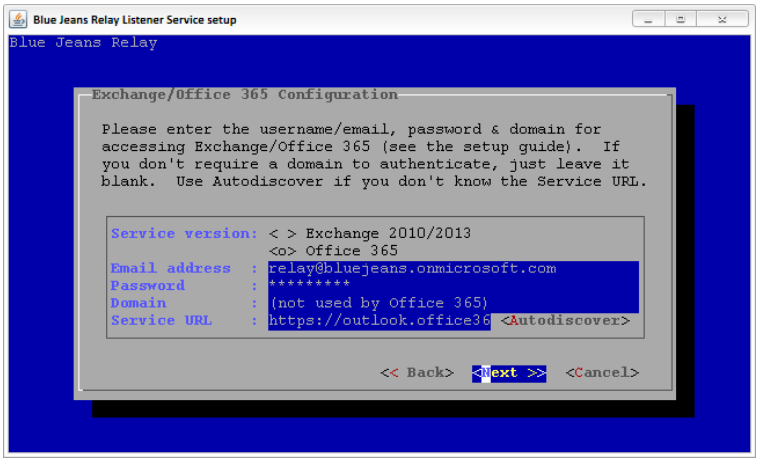
a. In the Listener Service setup wizard, proceed to the Exchange step.

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.



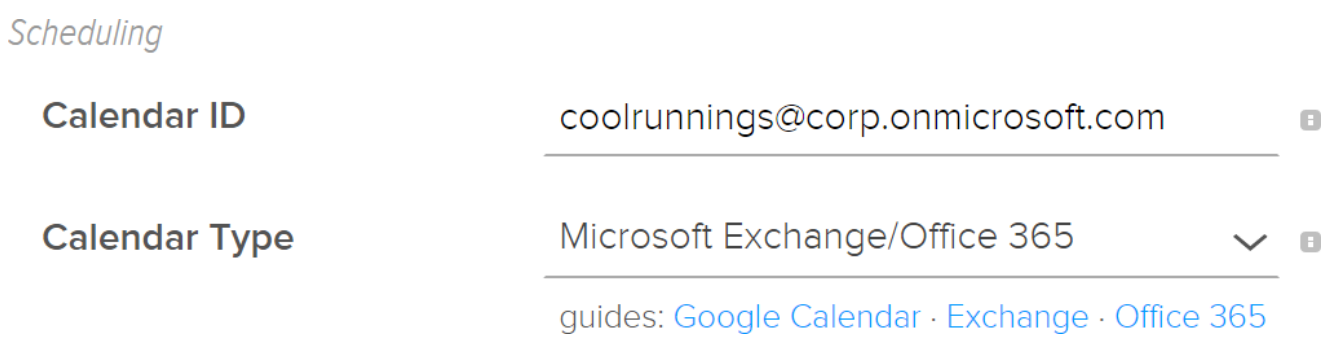


7 Set the Endpoint to use the Calendar ID.

a. Sign in to the Relay administrative site at 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.