**Introduction**

Any BlueJeans Room running in Enterprise Mode can be integrated with a calendar service. This provides the Room with a dedicated calendar resource, enabling users to add meeting and events to the Room’s schedule. This integration is accomplished by providing the BlueJeans Relay service with read-only access to the Room’s calendar. Relay then facilitates communication between the calendar resource and the BlueJeans Room.

**Please Note:**
This guide will walkthrough how to setup Office 365 with Relay for BlueJeans Rooms ONLY. If you plan on also using Relay with traditional conference rooms (Cisco, Lifesize, Polycom, etc.), then please refer to our standard Relay Guides for those setups.

**1 – Creating a new user in Office 365**

For Relay to read meeting and event details, a new user must be created for Relay within your Office 365 environment. This allows Relay to log into the Exchange Online SOAP server and view the calendars it has permissions to see. You only need to create one user for Relay, even if you have multiple room resources.

- If you’ve already created a user in Office 365 for Relay, then you can skip to Step 2.

Creating a new user:

1. Log into the Office 365 Admin Center
2. Go to Users › Active users
3. Click the + button, then select Add a user to open a new user form
4. Fill out the form and Save
   - The user name chosen will be used during Step 4. It is recommended to use “relay” as the username.
2 – Disable password expiration

The password for the newly created User account should be set to never expire, otherwise calendar synchronization will fail every month.

Disabling password expiration:

1. Install the Azure AD Module and perquisite software
2. Open the Windows Azure Active Directory Module for Windows PowerShell
3. Run Connect-MsolService to login
4. Disable password expiration with the following command:
   - Replace the placeholder text with the values used during Step 1.

   ```
   Set-MsolUser -UserPrincipalName relay@mycorp.onmicrosoft.com -PasswordNeverExpires $true
   ```
5. Close the PowerShell window

3 – Creating a new room mailbox resource

The BlueJeans Room requires a dedicated calendar resource to populate meetings on its schedule for one-touch joining.

- If your room already has a calendar, then you can skip to Step 4.

Creating a new room mailbox resource:

1. Log in to the Office 365 Exchange Admin Center
2. Go to recipients › resources
3. Click the + button and select Room mailbox to open the new room mailbox form
4. Fill out the form and Save.
   - The room name will be used during Step 4.
4 – Sharing the calendar with Relay

The Relay alias, created in Step 1, must be given sufficient access to the new room resource calendar. This allows Relay to pass meetings details from calendar to the BlueJeans Room.

Connecting to Exchange Online with PowerShell:

1. Open Windows PowerShell as an admin and run the following command:
   ```powershell
   Set-ExecutionPolicy RemoteSigned
   ```
2. Open Windows PowerShell as a non-admin and log into Exchange Online by running the following three commands:
   ```powershell
   $UserCredential = Get-Credential
   Import-PSSession $Session
   ```

Sharing the calendar with the Relay:

1. From your logged-in session of PowerShell, type in the following commands and replace the **placeholder values** with the values used during Step 1 (user name) and Step 3 (room name).
2. Grant Relay read-only access to the resource calendar
   ```powershell
   Add-MailboxFolderPermission -Identity room_name:\Calendar -User user_name -AccessRights Reviewer
   ```
3. Grant Relay access to read the subject, body, and private flag of meetings
   ```powershell
   Set-CalendarProcessing -Identity room_name -DeleteComments $false -DeleteSubject $false -AddOrganizerToSubject $false -RemovePrivateProperty $false
   ```
4. Repeat the above command lines for each room resource.
5. When you’re done, run the following command to log out:
   ```powershell
   Remove-PSSession $Session
   ```
6. Proceed to Step 5 when finished.
5 – Configuring the Listener Service for Exchange integration

Now that the Relay user has sufficient access to the room calendar, the next step will be to configure the Relay Listener Service with Exchange integration. If you have not yet deployed the Relay Listener Service on your network, then please Click Here to review our installation guide for BlueJeans Room deployments.

Setting up Exchange integration with the Listener Service:

1. Launch the Listener Service installer to start the setup wizard
2. Uncheck the Keep Existing Configuration checkbox
3. Select the Listener Service that has already been installed or create a new one
4. Check the Microsoft Exchange calendar integration checkbox
5. Select Office 365 as the Exchange version
6. Fill in the information using the Relay user’s credentials created in Step 1.
   - The Domain, EWS URL, and Autodiscover fields are disabled for Office 365 as they are set values.
7. Click Next and follow the setup wizard to complete the integration

6 – Command Center Integration with Calendar ID

Once the calendar has been shared with Relay and the Listener Service has access to Exchange, then you’ll need to integrate with BlueJeans Rooms through Command Center.

Connect with Command Center:

1. Log into your BlueJeans Admin account
2. Open the Command Center and select the Rooms tab
3. Pick the BlueJeans Room that you want to integrate the new calendar resource with
4. Click the CONNECT CALENDAR button
5. Select Exchange as your calendar service
6. Fill in the Calendar ID with the Email Address of the room mailbox created in Step 3.
7. Click Save and you’re done!

It is recommended to schedule a test meeting to confirm Relay can pass the meeting from Office 365 to the BlueJeans Room & Command Center. The full walkthrough on integrating a Calendar with your BlueJeans Room, please Click Here for our Knowledge Base article.