

BlueJeans Rooms

Calendar Integration Guide



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 Exchange (2010, 2013, 2016) 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 mailbox in Exchange

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

- If you've already created a user in Exchange for Relay, then you can skip to [Step 2](#).

Creating a new user mailbox:

1. Log into the Exchange Admin Center
2. Go to [recipients](#) > [mailboxes](#)
3. Click the **+** button to open a [new user mailbox](#) form
4. Fill out the form and [Save](#)
 - The alias chosen will be used during [Step 3](#). It is recommended to use "relay" as the alias.
5. In your [Activity Directory Users and Computers](#), set the new account's password to **never expire**
 - This is an important step to prevent Relay from losing access to your Exchange environment.

Warning: Creating an AD user with no mailbox will cause a "not valid SMTP address" error in [Step 4](#).

2 – 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 3](#).

Creating a new room mailbox resource:

1. Log into the Exchange Admin Center
2. Go to [recipients](#) › [resources](#)
3. Click the [+](#) button to open the [new room mailbox](#) form
4. Fill out the form and [Save](#).
 - The room alias will be used during [Step 3](#).

3 – 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.

Sharing the calendar with the Relay using EMS:

1. Open the [Exchange Management Shell](#)
 - Enter in the provided one-line commands and replace the **placeholder values** with the values you used during [Step 1](#) ([user_alias](#)) and [Step 2](#) ([room_alias](#)).
2. Grant Relay [read-only access](#) to the resource calendar

```
Add-MailboxFolderPermission -Identity room_alias:\Calendar -User user_alias -AccessRights Reviewer
```

3. Grant Relay access to read the [subject, body, and private flag](#) of meetings

```
Set-CalendarProcessing -Identity room_alias -DeleteComments $false -DeleteSubject $false -  
AddOrganizerToSubject $false -RemovePrivateProperty $false
```

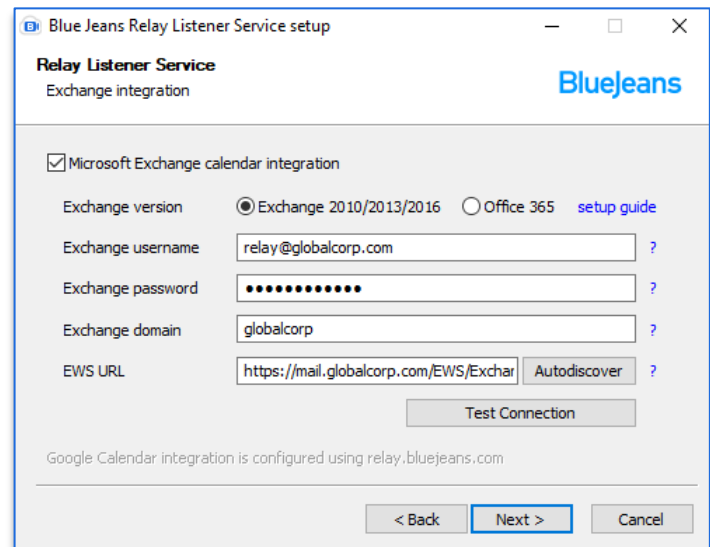
4. Repeat the above command lines for each room resource.
5. Proceed to [Step 4](#) when finished.

4 – 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 [Exchange 2010/2013/2016](#) as the Exchange version
6. Fill in the information using the [Relay user's credentials](#) created in [Step 1](#)
7. Click the [Autodiscover](#) button to automatically fetch the EWS URL
8. Click [Next](#) and follow the setup wizard to complete the integration



5 – 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 [Primary SMTP Address](#) of the room mailbox created in [Step 2](#).
7. Click [Save](#) and you're done!

It is recommended to schedule a test meeting to confirm that Relay can pass the meeting from Exchange to the BlueJeans Room & Command Center. For the full walkthrough on integrating a Calendar with your BlueJeans Room, please [Click Here](#) for our Knowledge Base article.