

# BlueJeans Rooms

## Calendar Integration Guide



## Google Calendar

### Introduction

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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 Google Calendar 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 Calendar Resource for your Room

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

- If your conference room already has a dedicated calendar, then you can skip to [Step 2](#).
- If you do not have access to the Google Admin console, then you can create a new Personal Calendar and skip to [Step 2a](#).

#### Creating a new Calendar as a Google Admin:

1. Sign in to the [Google Admin console](#)
2. Navigate to [Apps](#) > [Google Apps](#) > [Calendar](#) > [Resources](#)
3. Click [Create a new resource](#)
4. Enter in a name, type, and description for the new calendar
5. Click [Save Changes](#)

For more information on creating calendar resources, see the Google Apps article on [Creating Resources](#).

## 2 – Sharing the Calendar with Relay

There are two ways to share your Room’s Calendar Resource with Relay using Google Calendar. Choose the option that works best with your organization’s calendar sharing policy - **do not implement both options**.

### [Option 2a](#) - Share calendars with an external Relay user

This option requires that your Google domain allows calendars to be shared with people outside your organization.

### [Option 2b](#) - Share calendars with an internal Service Account for Relay

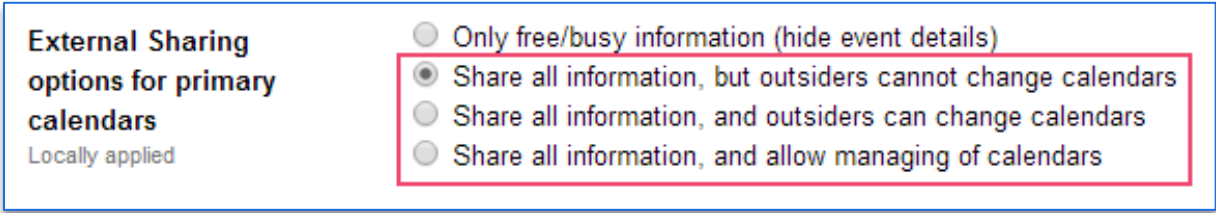
This option requires the creation of an internal service account to access all Room Calendars.

## 2a – Share the Calendar with an external Relay user

Option 2a shares each Room Calendar with an external Relay user. This method requires that your Google domain allows calendars to be shared with people outside your organization.

### Allowing External Sharing:

1. Sign in to the [Google Admin console](#)
2. Navigate to [Google Apps](#) › [Calendar](#) › [Sharing Settings](#)
3. Go to the [External Sharing](#) section
4. Choose a sharing level that is [at least](#) as permissive as [Share all information, but outsiders cannot change calendars](#).



If you are unable to change this setting, then you may need to use [Option 2b](#) instead.

### Sharing a Calendar with the external Relay user:

1. Open [Google Calendar](#)
2. [Add the new Calendar Resource](#) to your list of calendars
3. To the right of the calendar, click the [Down arrow](#) ▼
4. Select [Share this Calendar](#) from the list of options
5. Under the [Share with specific people](#) section, add the following email address:  
[438706786825@developer.gserviceaccount.com](mailto:438706786825@developer.gserviceaccount.com)
6. Set the permissions to [See all event details](#)
7. Save and proceed to [Step 3](#).

## 2b – Share the Calendar with an internal Service account

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Option 2b shares each Room Calendar with an external Relay User. This method requires that your Google domain allows calendars to be shared with people outside your organization.

If you've already completed the [Step 2a](#), please skip to [Step 3](#).

### Authorize Relay API Client:

1. Sign in to the [Google Admin console](#)
2. Navigate to [Security](#) › [API reference](#)
3. Check the [Enable API access](#) checkbox
4. Scroll down the page and click [Show more](#) › [Advanced Settings](#) › [Manage API client access](#)
5. Set the [Client Name](#) to [438706786825.apps.googleusercontent.com](#)
6. Set the [One or More API Scopes](#) to <https://www.googleapis.com/auth/calendar.readonly>
7. Click [Authorize](#) to save

### Create a Service account user for Relay:

1. Go to [Users](#)
2. Click the [+](#) button in the bottom-right corner
3. Provide a [First Name](#), [Last Name](#), and [Email Address](#) for the Relay user
4. Click [Create](#)
5. Sign into the [Relay administrative site](#)
6. Click your [Enterprise name](#) in the top-right
7. Click [show advanced properties](#)
8. In the [Google service account user](#) field, fill in the [service account's email address](#)
9. Click [Save](#)

### Share Calendar with the Service Account:

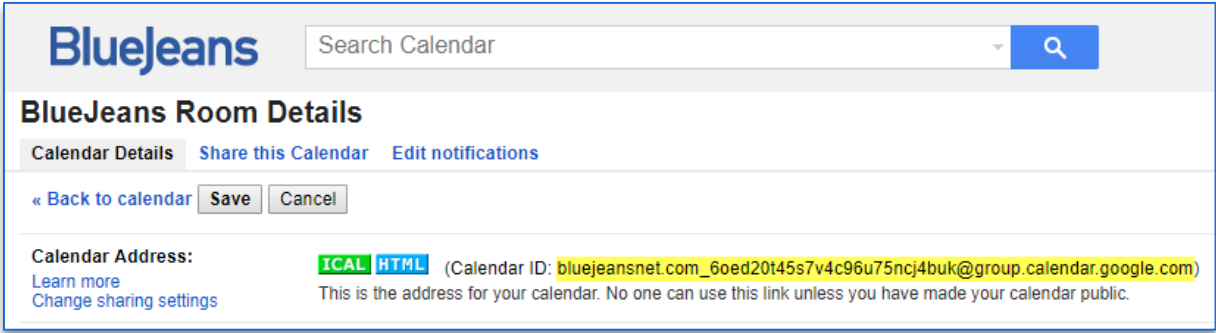
1. Open [Google Calendar](#)
2. [Add the new Calendar Resource](#) to your list of calendars
3. To the right of the calendar, click the [Down arrow](#) ▼
4. Select [Share this Calendar](#) from the list of options
  - If everyone in your organization can See All Event Details, then skip to [Step 3](#).
5. Under the [Share with specific people](#) section, add the service account's email address.
6. Set the permissions to [See all event details](#)
7. [Save](#) and proceed to [Step 3](#).

### 3 – Command Center Integration with Calendar ID

Once the calendar has been shared with Relay, you'll need to locate the Calendar ID to integrate with BlueJeans Rooms through Command Center.

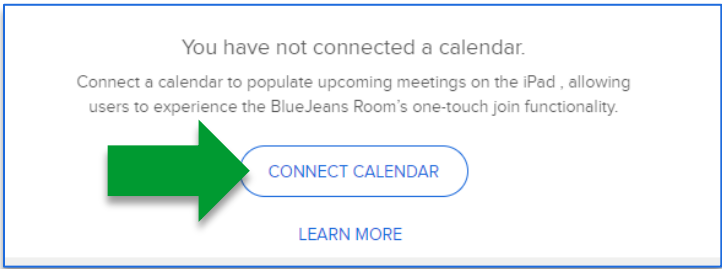
Confirm the Calendar ID:

- 1. Go to Google Calendar
- 2. To the right of the calendar, click the [Down arrow](#) ▼
- 3. Select [Calendar Settings](#) from the list of options
- 4. Scroll down to the [Calendar Address](#) section and copy down the [Calendar ID](#)



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 [Google Calendar](#) as your calendar service
- 6. Fill in the [Calendar ID](#) from the previous section
- 7. Click [Save](#) and you're done!

It is recommended to schedule a test meeting to confirm that Relay can pass the meeting from Google Calendar 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.