Technical installation manual
Configure Office 365 / Exchange 2016 Online

Contents

1. Introduction

loopMeeting is an Android application bundled with different Android based touch screen configurations. loopMeeting communicates directly to the Exchange infrastructure via the HTTPS interface protocol. By using the HTTPS protocol as a communication channel makes the deployment easy and versatile.

2. Prerequisites

The loopMeeting application needs a Room Admin account that has rights to manage the resource (Meeting room calendar). Due to Microsoft default throttling policy one account can only manage up to 9 rooms. This default value can be changed, or simply just make several user accounts.

More information on the Client throttling policy (EWSMaxConcurrency attribute). can be found here. https://technet.microsoft.com/en-us/library/dd297964(v=exchg.141).aspx

It also needs all of the rooms to be present in one or several room lists.
By default rooms are not organized in any lists, so if your exchange is not configured with room lists, please do so. See chapter "3 – Create room lists" for more information.

Note: Make sure that your meeting rooms resource mailboxes are configured correctly.
If they work properly with booking from different users in Outlook – it will work with loopMeeting.

2.1. Communication Protocols

For the loopMeeting APP to work it needs HTTPS (port 443) communication to the Office 365 environment. Server address to for office 365 is https://outlook.office365.com

The Android panel also needs to synchronize time and date with a NTP server. The Android OS is hardcoded to synchronize towards a fixed NTP server, so NTP must also be open towards internet to make the solution work. The time/date can be set manually – but it is recommended to open NTP.

2.2. Create a room admin account

Go to https://portal.office.com and log on as your Office 365 administrator.
Create a new user that will be the Room Admin account.
Make sure to set the password manually and untick that the user must change the password at first logon. Click the Add button.
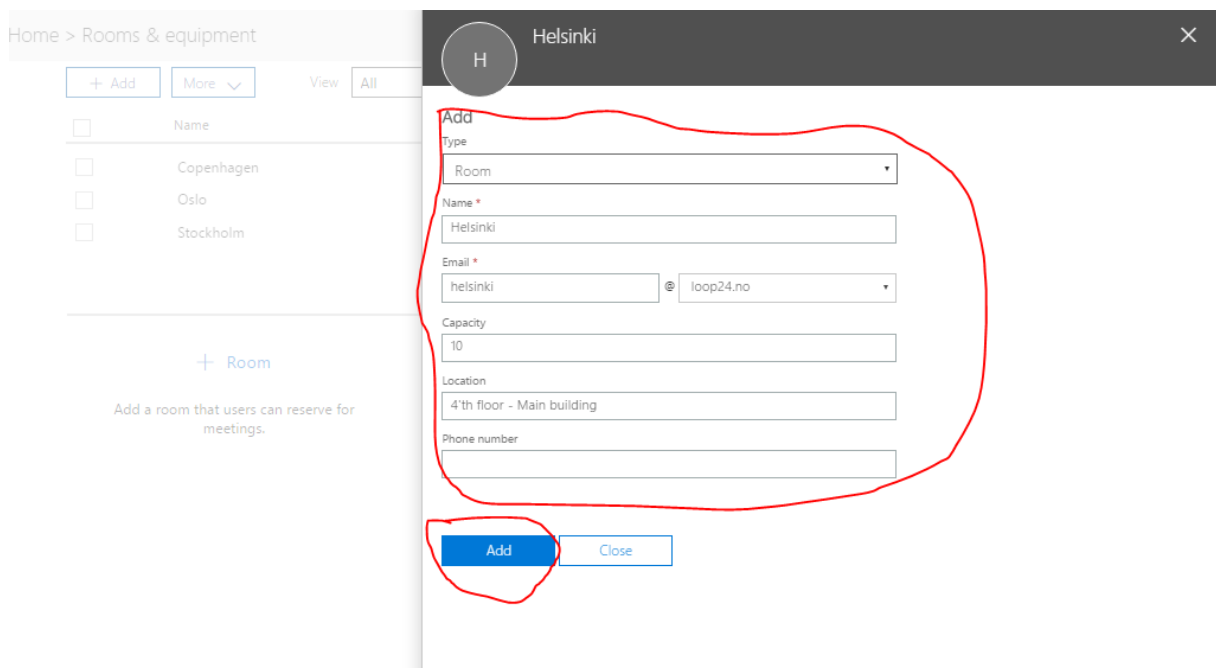
2.2 Add Meeting Rooms

Click on the "Resources" and the click the "Rooms and Equipment" menu selection in the Office 365 Admin console.
Click the "Add button on the top menu"
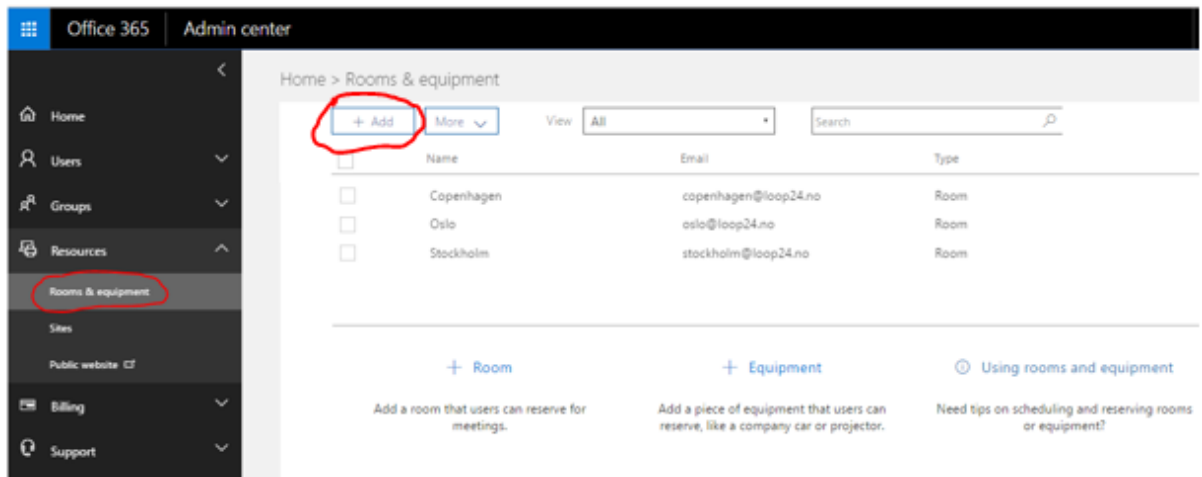
Fill in the name and information about the room, then click "Add"

Please note that it might take some minutes until the room and admin user is fully operational. So wait until you continue with the next phase.

2.3 Add rights to the room admin account

Do a refresh of the overview from the "More" menu.
(This will refresh the list and the status of the rooms)

Select the room you created and click the "Edit Exchange Settings"
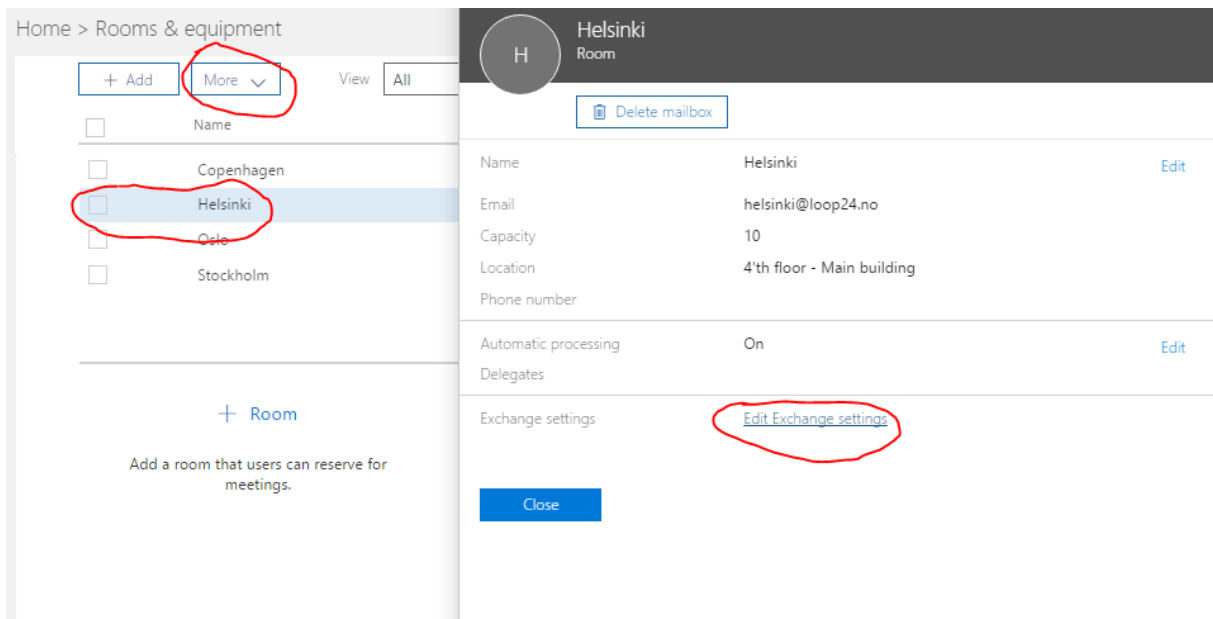
This will open a new web portal, set the properties for the meeting room as needed.
The default settings set to make it work. (Auto accept or decline meetings)
Click the "mailbox delegates" menu selection.
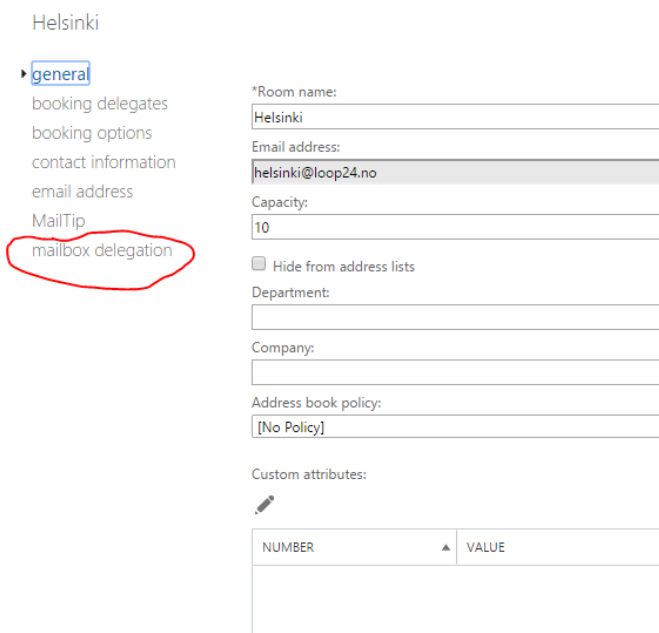
Add the Room Admin user you made in section 2.1 as a delegate to the room and press the save button. (Repeat this procedure for all your meeting rooms)

Helsinki

general
booking delegates
booking options
contact information
email address
MailTip
▸ mailbox delegation

Send As
The Send As permission allows a delegate to send email from this mailbox. The message will appear to have been sent by the mailbox owner.

+ −

DISPLAY NAME	▲
NT AUTHORITY\SELF	
roomadmin@loop24.no	

Send on Behalf
The Send on Behalf permission allows the delegate to send email on behalf of this mailbox. The From line in any message sent by a delegate indicates that the message was sent by the delegate on behalf of the mailbox owner.

+ −

DISPLAY NAME	▲
Room Admin	

Full Access
The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.

+ −

DISPLAY NAME	▲
Room Admin	

Save   Cancel

![Loop MEETING]

3 Create room lists

Create Room List in Office 365

Step1

Create a Distribution list in the Office 365 Admin.

Go to https://portal.office.com and log on as your Office 365 administrator.
Click "Groups" on the left side menu and click "Add a group" on the top menu.
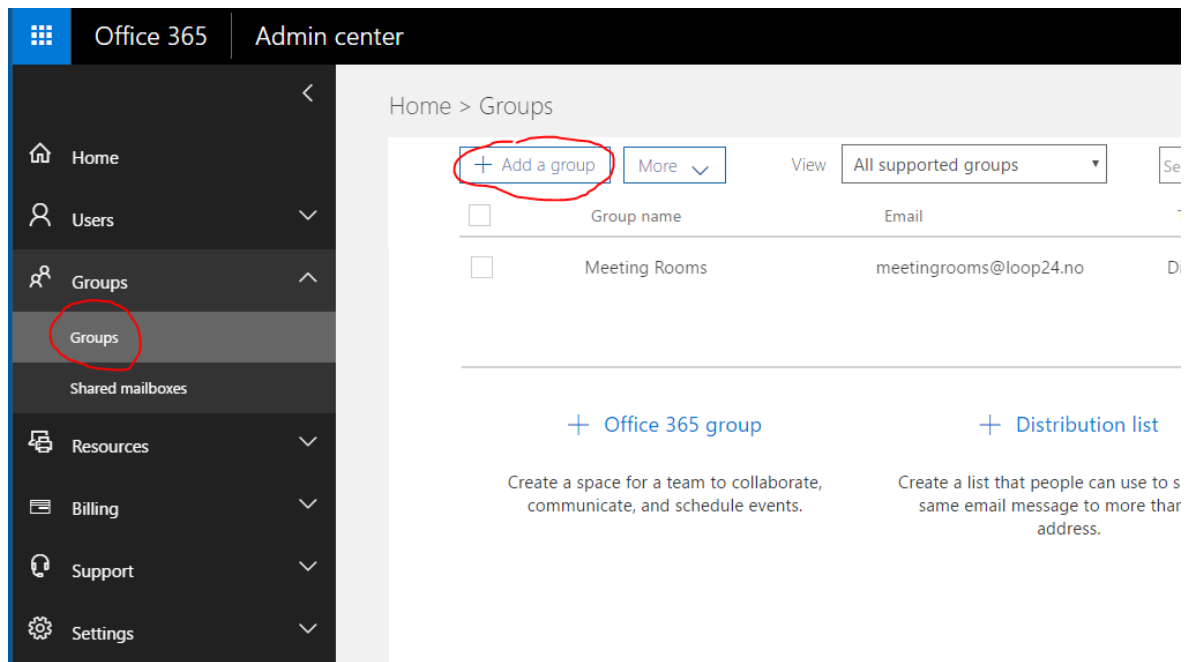
Type in the name of the group example "Meeting Rooms"
Add an email address to the group, and you probably want to turn off the possibility for external users to send email to this group. Then press "Add" button in the bottom.
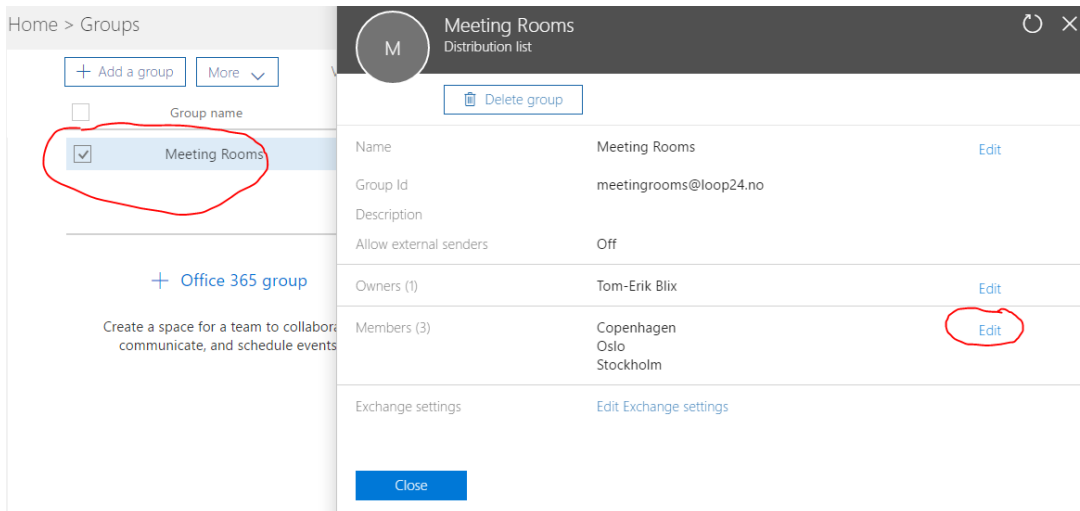
Step2

Add members to the Distribution list (That later will be converted to a Room List)

After you created the Distribution list, click on the list in the group overview and click "Edit" in the group member section.

Then click the "Add members" button on the top and select the members (Meeting Rooms) you want to have in the list. Please note that ONLY rooms should be in this list, otherwise it can't be converted to a room list. Then press close and close again.
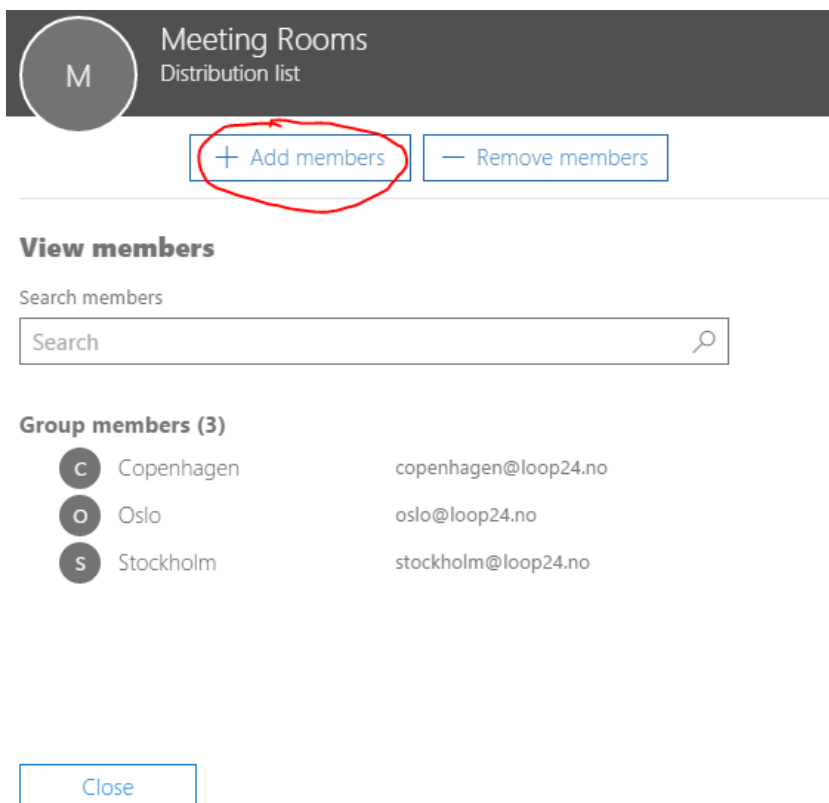
Step3

You need to convert the distribution list to a Room list. This can only be done in the Exchange Management Shell. (Cannot be done in the Exchange Management Console)

Connect to Office 365 Powershell management
To enable Windows PowerShell to run signed scripts, run the following command in an elevated Windows PowerShell window.
(a Windows PowerShell window you open by selecting **Run as administrator**):

Run the powershell command:

```
Set-ExecutionPolicy RemoteSigned
```

This command you only need to run once on your computer

Connect to Exchange Online
On your local computer, open Windows PowerShell and run the following command.

```
$UserCredential = Get-Credential
```

In the **Windows PowerShell Credential Request** dialog box, type your Office 365 user name and password, and then click **OK**.

Run the following command powershell command:

```
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri
https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential -Authentication
Basic -AllowRedirection
```

Run the following command powershell command:

```
Import-PSSession $Session
```

Now, you can run your command to convert the Distribution list to a meeting room list
Run the following command in the Exchange Management Shell:

Set-DistributionGroup -Identity "*Your Distribution List Name*" -RoomList

Optional

By default events scheduled on the meeting room calendars in Exchange and Office 365 will show the name of the organizer instead of the actual event title. Most offices will want more descriptive titles. This is easily fixed through some administrative configuration via Powershell.

```
Get-Mailbox -RecipientTypeDetails RoomMailbox | Set-
CalendarProcessing -AddOrganizerToSubject $false -DeleteSubject
$false -DeleteComments $false -RemovePrivateProperty $false
```

To end the PowerShell session into your Office 365 Environment, run the command.

Remove-PSSession $Session