Technical installation manual
Configure Exchange 2013/16/19

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 with the EWS (Exchange Web Services) API. By using the HTTPS protocol as a communication channel and the open EWS API makes the loopMeeting 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 should only manage up to 9 rooms. (in many cases it is no problem to handle more 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

Note: The rooms need 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.

Note: All of this can be done with PowerShell commands as well.

2.1. Communication Protocols

For the loopMeeting APP to work it needs HTTPS (port 443) communication to the Exchange environment – and EWS needs to be enabled. (By default it is enabled in Exchange)
Default address to the EWS is https://"mailserver"/ews/exchange.asmx

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

Start the Exchange Control Panel (ECP).
(HTTPS://"mailserveradress"/ecp)

Create a new mailbox for the Room Admin user in ECP:

new user mailbox

Alias:

RoomAdmin1

○ Existing user

Browse...

● New user
First name:

RoomAdmin1
Initials:

Last name:

*Display name:

RoomAdmin1
*Name:

RoomAdmin1
Organizational unit:

goffen.no/Users ✕ Browse...

*User logon name:

RoomAdmin1 @ goffen.no ▼
*New password:

••••••••••
*Confirm password:

••••••••••

Save   Cancel
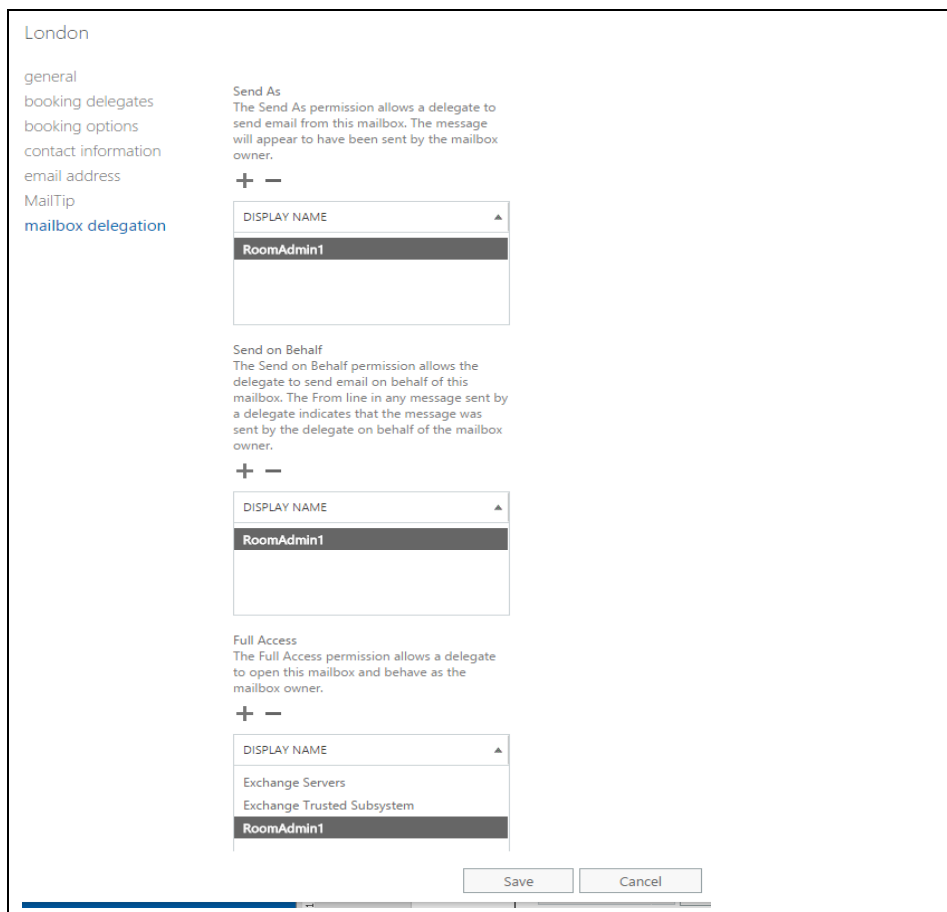
Make a note of username and password, this will be needed in the LoopMeeting configuration.

2.2 Assign Room Admin account to meetingroom (s)

This section assumes that you already have Meeting Room resources configured in your exchange environment. If not – please create the rooms needed.

Select "Resources" in the "Recipients" section in ECP. Edit the properties on the room you like to assign the Room Admin account created in section 2.1.

Select Mailbox delegation and add the RoomAdmin account as "Send As", "Send on Behalf" and "Full Access"

3. Create room lists
Create Room List in Exchange 2013/16/19

For LoopMeeting to actually beeing able to extract your rooms from your Exchange environment they need to be present in a RoomList. If not – no rooms will appear on the LoopMeeting device.

Select "Groups" in the "Recipients" menu selection in ECP
Press the + sign and create a new "Distribution Group"

- Fill in the information of the roomlist.
- Remove the selection on option "Add group owners as members"
- Add rooms to the member list

Step3

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

Run command to convert the Distribution list to a Meeting Room list
Run the following command in the Exchange Management Shell:

```
Set-DistributionGroup -Identity "Your Conference Room List" -RoomList
```

Now all is done and you can set up your Loop Meeting panels.