



Technical manual

Configure LoopBooking MS365 room synchronization

Please note, this guide is for Administrators.

1. Introduction

LoopBooking Synchronization module enables synchronization between LoopBooking and Office365, Google Suite and Exchange room resources.

For this to work with MS365 the LoopBooking Application needs to be registered in Azure AD Enterprise Application and a Service account user needs to be assigned to it.

1.1 Prerequisites

Create a “mirror” of the room resources in LoopBooking into your Office365 Environment. For Example if you have room “Oslo” and “Bergen” in LoopBooking, create for example “Oslo-ext” and “Bergen-ext” in your Office365 environment. (You can choose any name)

2. Create service account in MS365

Create a Service Account in your Office365 Admin portal that has a minimum Exchange Online license (It must have a mailbox). Make sure the Service account does **not** require two factor authentication and periodically change of password. The service account must have full rights to all the room resources that will be used for the synchronization.

To create a service account and assign a license use your O365 configuration portal:
<https://admin.microsoft.com/>

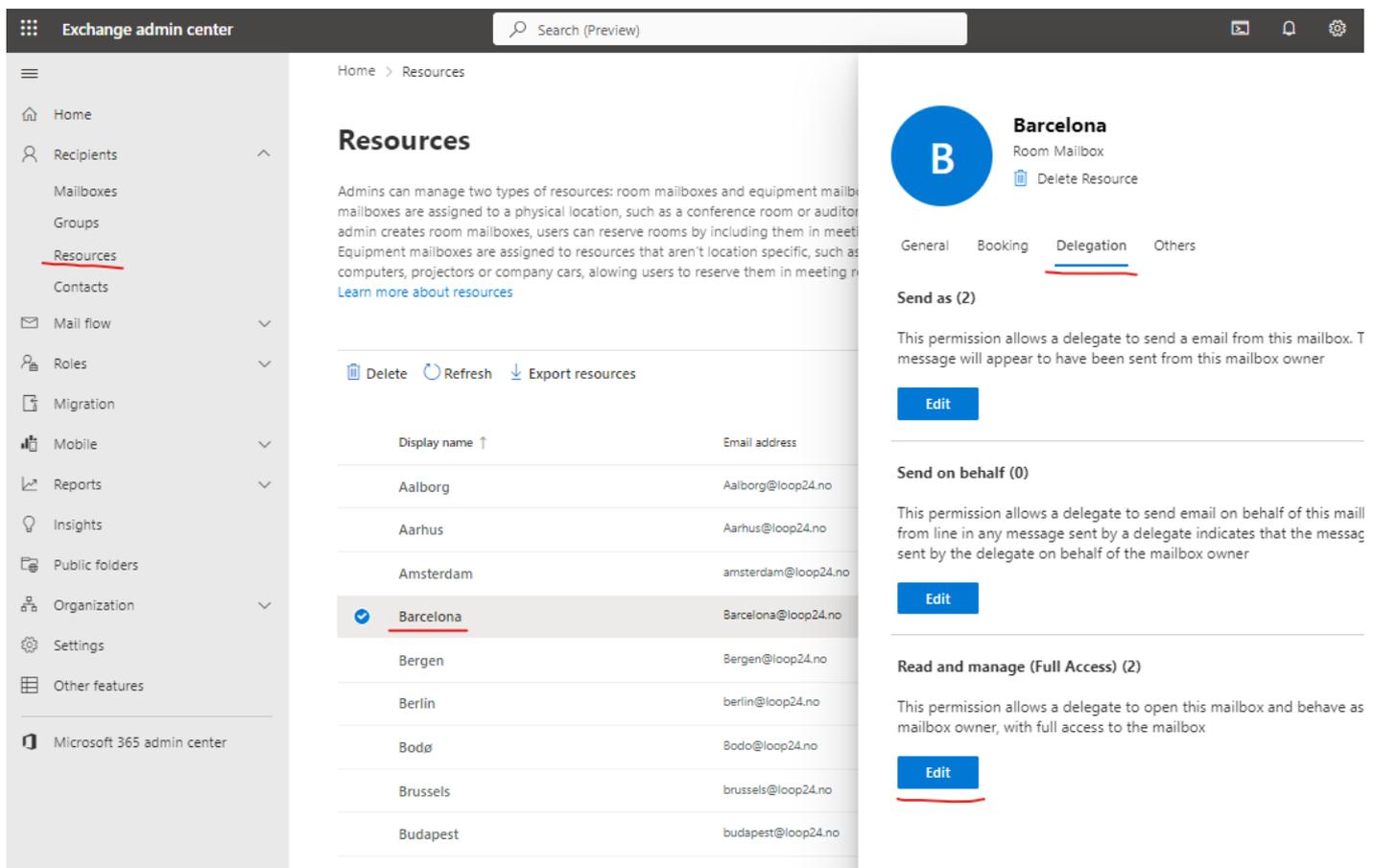
Create the account just like you would create a normal user and give it minimum an Exchange Online license. P.S choose a name for the account that makes sense, it will be visible in bookings made by sync. For example “Company_name Booking”

Since Loop24 needs to be able to log in with this account, please disable “two factor” authentication for the account or alternatively give Loop24 the option to set what phone number to be used with 2 factor authentication. Make sure the account does not require regular password change.

Give service account full rights to the room resources you will synchronize, use the Exchange administration portal:

<https://admin.exchange.microsoft.com/>

- Select resources in the menu
- Select the room resource you like to add the service account to
- Select “Delegation”
- Edit “Read and manage” (Full access)
- Add the service account.



The screenshot shows the Exchange Admin Center interface. On the left is a navigation pane with 'Resources' highlighted. The main content area shows a list of resources, with 'Barcelona' selected. On the right, the 'Delegation' tab is active, showing permissions for 'Send as (2)', 'Send on behalf (0)', and 'Read and manage (Full Access) (2)'. Each permission has an 'Edit' button.

Display name ↑	Email address
Aalborg	Aalborg@loop24.no
Aarhus	Aarhus@loop24.no
Amsterdam	amsterdam@loop24.no
Barcelona	Barcelona@loop24.no
Bergen	Bergen@loop24.no
Berlin	berlin@loop24.no
Bodø	Bodo@loop24.no
Brussels	brussels@loop24.no
Budapest	budapest@loop24.no

3. Register Azure Application

Open URL - <https://sync.loopbooking.no>

Press the “Msgraph Application Registration” button.



- Login in with a **MS365 Global Admin account**
- Consent to the rights required by the LoopBooking Sync application and press accept.

Permissions requested



This app would like to:

- Read user calendars
- Read user and shared calendars
- Have full access to user calendars
- Read and write user and shared calendars
- Deliver and manage user notifications for this app
- Maintain access to data you have given it access to
- Read user places
- Read all company places
- Read and write user places
- Sign in and read user profile
- Read all users' basic profiles
- Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

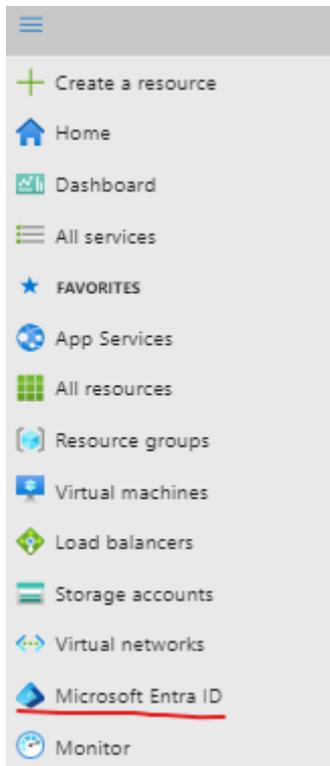
Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

3.1 Add service account user to application.

Then open the Azure Portal URL - <https://portal.azure.com/> and make sure you log in as a Global Administrator account.

- In the left menu select “Microsoft Entra ID”



- Select “Enterprise Applications” in the left menu

- Select LoopBooking

(Note that it can take some time before the Application is visible after registration, so if it’s not visible wait a few minutes and refresh the page)

Enterprise applications | All applications

Loop24 AS - Azure Active Directory

Overview

- Overview
- Diagnose and solve problems

Manage

- All applications
- Application proxy
- User settings

Security

- Conditional Access
- Consent and permissions

Activity

- Sign-ins
- Usage & insights
- Audit logs
- Provisioning logs
- Access reviews
- Admin consent requests

Troubleshooting + Support

Try out the new Enterprise Apps search preview! Click to enable the preview. →

Application type: Enterprise Applications | Applications status: Any | Application visibility: Any | Apply | Reset

First 50 shown, to search all of your applications, enter a display name or the application ID.

Name	Homepage URL	Object ID
Airtame Cloud (Production)		b559b525-b4...
Atlassian	https://start.atlassian.com	c5cde6b4-2a...
Azure DevOps	http://azure.com/devops	0dc253a8-71...
CloudynAzureCollector	https://azureaccount1cloudyn.onmicrosoft.com/cloudynazure...	024d8cc2-a2...
Common Data Service	http://www.microsoft.com/dynamics/crm	ee59057f-6d...
Graph explorer	https://developer.microsoft.com/en-us/graph/graph-explorer	af0e18d3-58...
Graph Explorer	https://localhost:44328	dc7616c9-d5...
Graph explorer staging frontdoor		098ede88-96...
iOS Accounts		ca4ac450-af2...
LoopBooking	https://loop24.no/loopbooking	5263d75a-dc...
LoopBooking Azure AD		731e2142-e1...
LoopBooking Test App		017a4a8a-13...

- In the left menu select "Users and groups"

Home > Enterprise applications >

LoopBooking | Overview

Enterprise Application

Overview

- Deployment Plan

Manage

- Properties
- Owners
- Roles and administrators (Preview)
- Users and groups
- Single sign-on
- Provisioning
- Self-service

Security

- Conditional Access
- Permissions
- Token encryption

Activity

- Sign-ins
- Usage & insights
- Audit logs
- Provisioning logs
- Access reviews

Properties

Name: LoopBooking

Application ID: 7d310f04-0c6e-4845-853...

Object ID: 5e164fa9-3a3e-4d69-8e9...

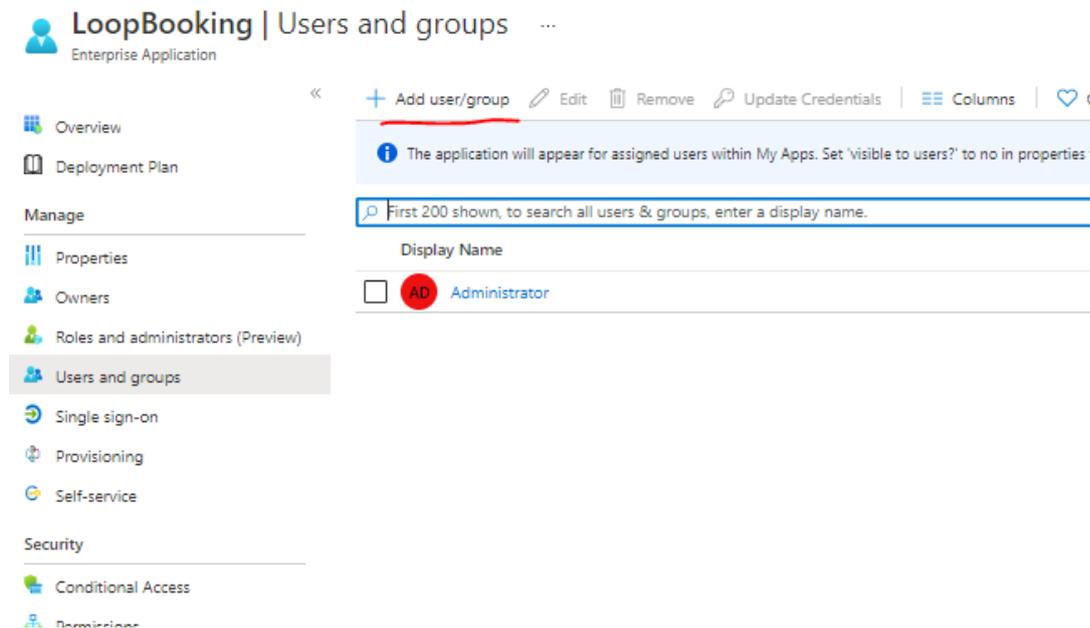
Getting Started

- 1. Assign users and groups**
Provide specific users and groups access to the applications
[Assign users and groups](#)
- 2. Provision User A**
You'll need to create i the application
[Learn more](#)

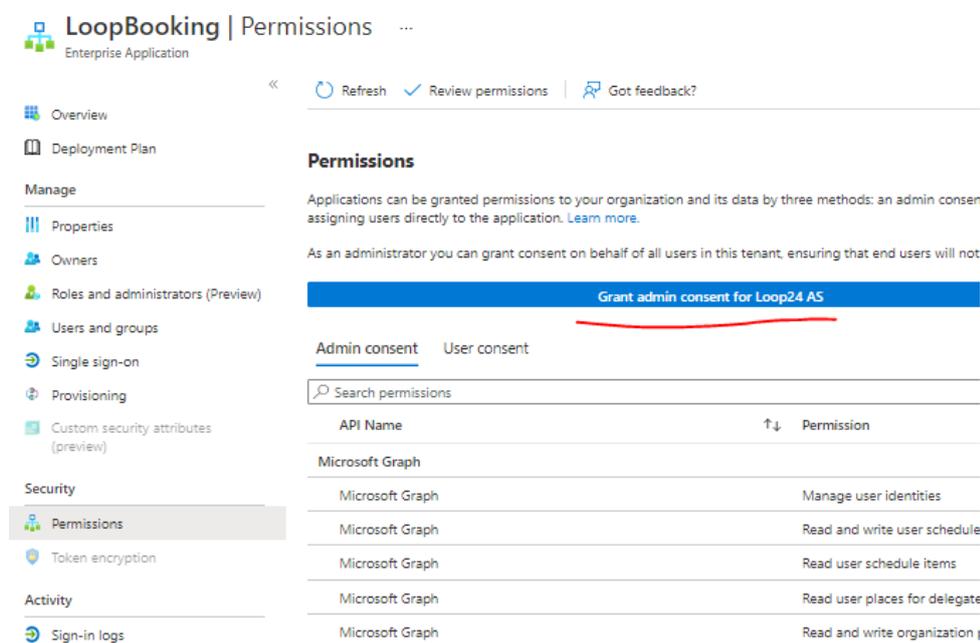
What's New

- Sign in charts have moved!**
The new Insights view shows sign in info along with other useful application data. [View insights](#)
- Delete Application has moved to Properties**
You can now delete your application from the Properties page. [View properties](#)
- Getting started has moved to Overview**
The Getting Started page has been replaced by the steps above

Select “Add user/group” and add the Service Account user you created as a part of the prerequisites.



Select permission and “Grant Admin consent” to the application.



Now your environment is ready to be set up with LoopBooking sync module.

Please share the service account credentials and the names of the rooms created in your environment to be synced with LoopBooking with your Loop24 representative. The sync and mapping of rooms will be configured by Loop24.