

RoomXchange with MS Office365

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Introduction

Sedao RoomXchange is a solution for managing and booking meeting rooms in conjunction with Microsoft Outlook email and calendars.

In addition to helping make your room management more efficient RoomXchange screens also acts as full SedaoLive digital signage players allowing them to act as part of your digital signage communications system and screen based important/emergency messaging system.

This guide includes how to set up Office365 (including using online MS exchange) for adding Room Resources to your Microsoft account, connecting your RoomXchange screens to your Microsoft account, how to personalise the look of your RoomXchange screens with your own company branding and finally how to schedule digital signage on your screens when the room is not in use.

Create a Room admin account

RoomXchange uses Microsoft Office and requires a user on your Microsoft account who is set up as a room administrator.

There is NOTHING special about this user. It is a standard user whose details are used within the RoomXchange system. When rooms are booked 'using the touch screens interface' they do so using this user's credentials, therefore it is not advisable to use an existing staff members account since their credentials are issued to anyone setting up a screen (and the rooms will 'appear' to outlook user to have been booked by that user).

Setting up a Microsoft business account

This document does not cover setting up a Microsoft exchange server or an administrator Office365 account. Please see Microsoft's own website and help for details

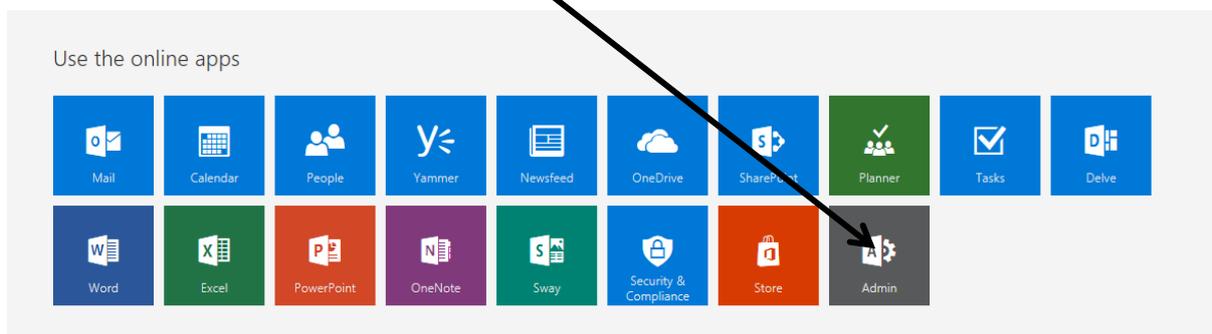
Microsoft throttling Policy

Microsoft throttling policy limits services from Microsoft Exchange Web services (which are used RoomXchange screens).

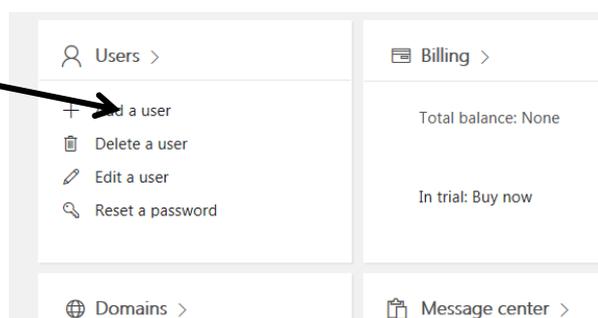
You must set up a different RoomAdmin account for every 10 RoomXchange screens on your system.

To set up a room admin account

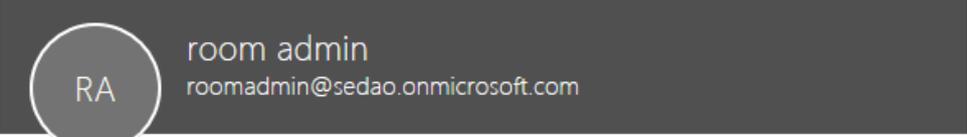
Select admin of your Office 365 interface



Select to add a new user



Set up a user and make sure to change the password to a fixed (secure) password which is not changed on login.



room admin
roomadmin@sedao.onmicrosoft.com

First name: room Last name: admin

Display name *: room admin

User name *: roomadmin Domain: @ sedao.onmicrosoft.com

Location: United Kingdom

∨ Contact information

∧ Password: Admin-created

Auto-generate password

Let me create the password

Password *: Weak

This field requires a strong password.

Retype password *:

Make this user change their password when they first sign in

∨ Roles: User (no administrator access)

∨ Product licenses: Office 365 Business Premium

You need to be long that contain uppercase letters and numbers.

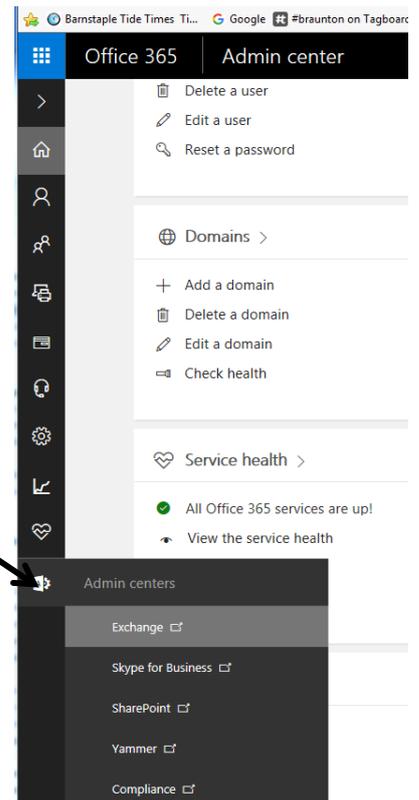
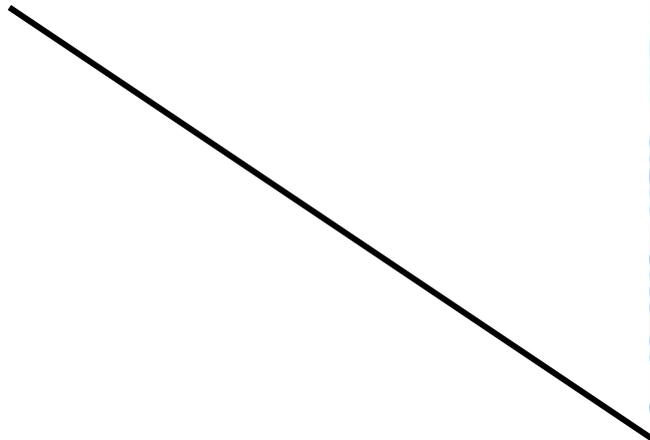
Save and you have finished.

Ensure you take note of the Room admin email address and password. You will need it to configure your RoomXchange screens

Create meeting room resources in Office 365

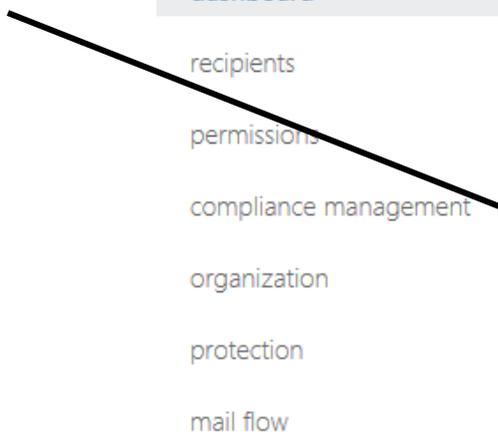
In the Office365 admin control panel select

“Exchange admin account”



Exchange admin center

Select recipients “resources”



Welcome

recipients

mailboxes

groups

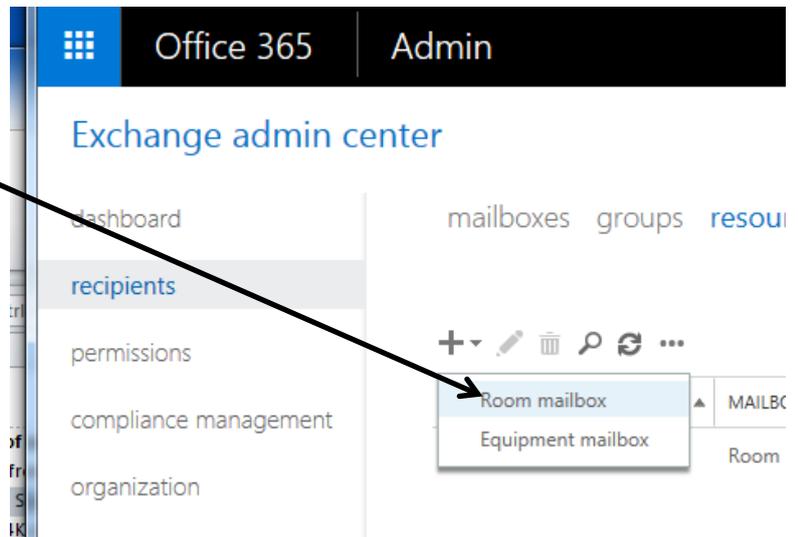
resources

contacts

shared

migration

Select the add button and pick Room mailbox



Enter the details for the meeting room you are going to locate your RoomXchange screen outside. Take note of the email address you assign as it will be created by Exchange, assigned to this meeting room and its used to book the room – both by RoomXchange and Outlook

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

*Room name:

*Email address:
 @

Location:

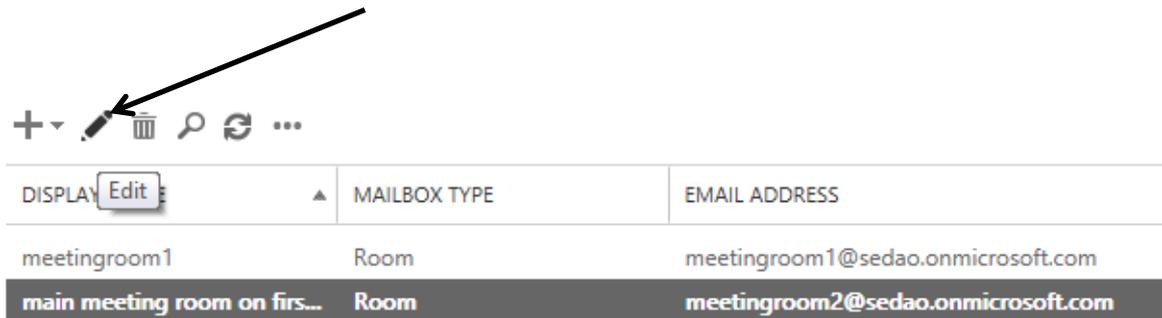
Phone:

Capacity:

This name will appear in the address book. To make it easier for users to find rooms, use a consistent naming convention.

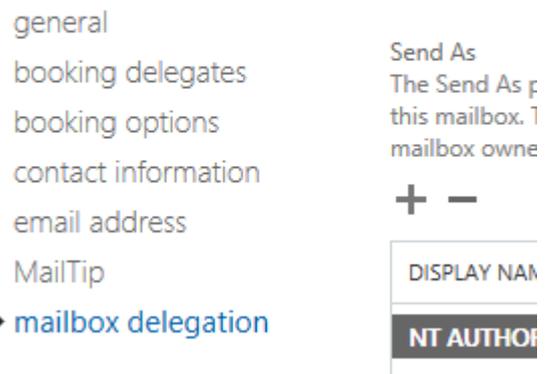
Next you need to set up which users are allowed to directly edit the room's mailbox. This is the room admin account you set up earlier and anyone you need to directly edit the calendar. Users who wish to book the room do NOT need to be given permission to edit the rooms calendar. The room will accept, automatically, their attempts to book it, if it is free and reject it if it's booked.

Select the room and click on the edit icon

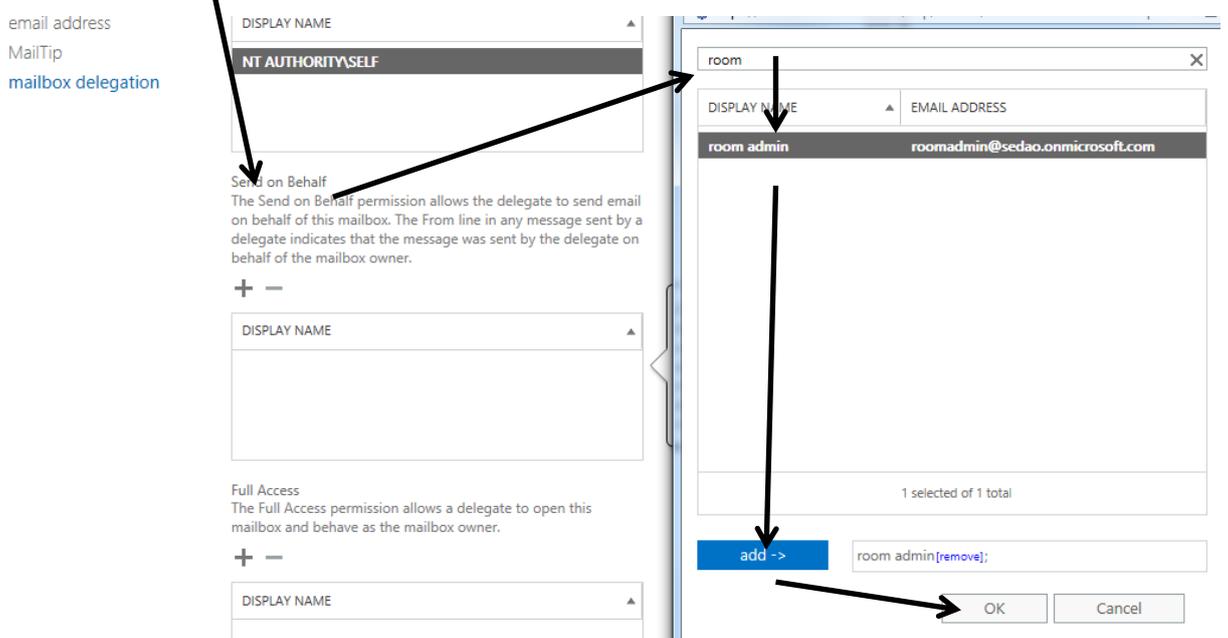


Select mailbox delegation

main meeting room on first floor



Select "Send on Behalf", then search for the room admin account and 'add' and 'ok'



Scroll down to Full Access, select the room admin user and click ok

mailbox delegation

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.

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

Use this permission to allow a delegate to open and view the contents of this mailbox. To allow the delegate to send email from this mailbox, you have to assign the Send As or the Send on Behalf Of permission.

main meeting room on first floor

Select Full Access - Internet Explorer

DISPLAY NAME	EMAIL ADDRESS
David Oades	david.oades@sedao.onmicrosoft.com
Helen Keniff	helen@sedao.onmicrosoft.com
room admin	roomadmin@sedao.onmicrosoft.com

1 selected of 3 total

room admin [remove];

Save Cancel OK Cancel

When you are finished it should look like this.

main meeting room on first floor

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.

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.

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

Use this permission to allow a delegate to open and view the contents of this mailbox. To allow the delegate to send email from this mailbox, you have to assign the Send As or the Send on Behalf Of permission.

Save Cancel

For the RoomXchange system to be able to book a room through the touch screen the room admin MUST be configured to accept or decline bookings automatically. This page should be automatically set by Office 365. Check that room admin account is able to automatically accept or decline meetings.

The image shows two overlapping screenshots. The left screenshot is the Exchange Admin Center (EAC) interface. It features a left-hand navigation pane with categories like 'recipients', 'permissions', and 'compliance management'. The main area displays a table of mailboxes. The table has columns for 'DISPLAY NAME' and 'MAILBOX TYPE'. Two rows are visible: 'meeting room1' and 'main meeting room...'. The 'main meeting room...' row is highlighted. A black arrow points from the 'main meeting room...' row to the right screenshot. The right screenshot is a browser window titled 'Edit Room Mailbox - Internet Explorer' showing the configuration page for the 'main meeting room on first floor'. The page has a left-hand menu with options like 'general', 'booking delegates', 'booking options', 'contact information', 'email address', 'MailTip', and 'mailbox delegation'. The 'booking delegates' option is highlighted. In the main content area, under 'Booking requests:', there are two radio buttons: 'Accept or decline booking requests automatically' (which is selected) and 'Select delegates who can accept or decline booking requests'. Below this, there is a section for 'Delegates:' with a list of delegates. One delegate, 'room admin', is highlighted. A black arrow points from the 'room admin' delegate to the 'Save' button at the bottom right of the page.

Note – Office365 propagation delays

When you first set up Room admin account or room resources it can take Office 365 up to 24 hours to process them are they are ready to use with your RoomXchange system