

Configuring your meeting room admin account

RoomXchange screens integrate with Microsoft room resource calendars.

An exchange user account is needed which is used to book and edit accounts from your RoomXchange screens.

It is best to create a user *specifically* for this function as this uses login details and credentials are entered into each RoomXChange account and this user is assigned full permission for all the calendars.

Simply create a user on your server and take note of the user logon and credentials to set up your RoomXchange system. This user is referred to as the room booking meeting admin account.

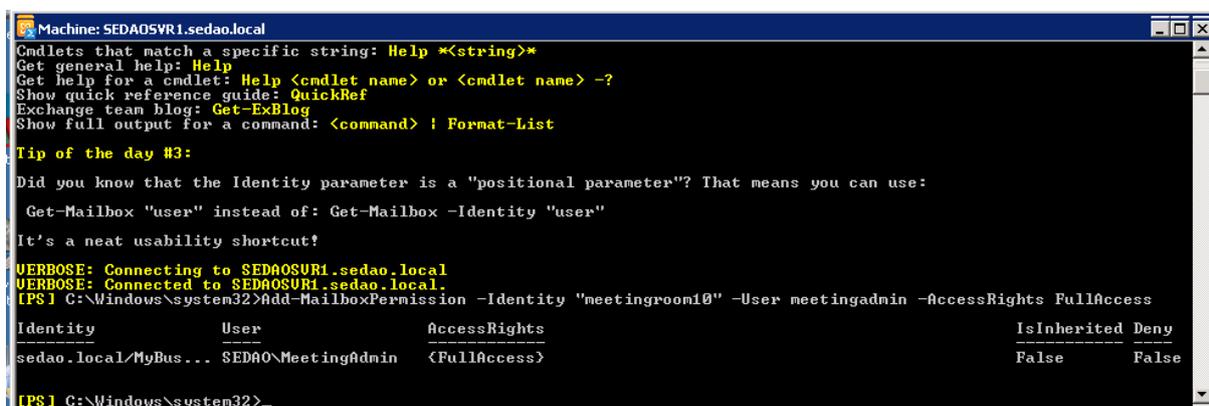
Give your meeting room admin account permissions to book the calendar

Start Microsoft Exchange management shell and type the following

```
Add-MailboxPermission -Identity "meetingroom10" -User meetingadmin -AccessRights FullAccess
```

Where the name of the this rooms calendar is between double quotation and the User name is the name of the roombooking admin user (in this example the created account has been names meetingadmin).

If successful your command shell will return a line shows AccessRights as <FullAccess> for the meetingadmin account



```
Machine: SEDA05VR1.sedao.local
Cmdlets that match a specific string: Help *<string>*
Get general help: Help
Get help for a cmdlet: Help <cmdlet name> or <cmdlet name> -?
Show quick reference guide: QuickRef
Exchange team blog: Get-ExBlog
Show full output for a command: <command> | Format-List

Tip of the day #3:
Did you know that the Identity parameter is a "positional parameter"? That means you can use:
  Get-Mailbox "user" instead of: Get-Mailbox -Identity "user"
It's a neat usability shortcut!

VERBOSE: Connecting to SEDA05VR1.sedao.local
VERBOSE: Connected to SEDA05VR1.sedao.local.
[PS] C:\Windows\system32>Add-MailboxPermission -Identity "meetingroom10" -User meetingadmin -AccessRights FullAccess

Identity      User              AccessRights      IsInherited Deny
-----      -
sedao.local/MyBus... SEDA0\MeetingAdmin <FullAccess>      False       False

[PS] C:\Windows\system32>
```