# SedaoLive Rooms with MS Exchange

Sedao SedaoLive Rooms is an enterprise solution designed for managing and booking meeting rooms in conjunction with Microsoft Exchange calendars.

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

This guide includes how to get set up by an IT administrator as the exact method of setting up a resource differs slightly between different versions of Microsoft Exchange and the following is a guide for administrators who are unfamiliar with setting up room resources. For more in-depth guides please see www.microsoft .com technet pages.
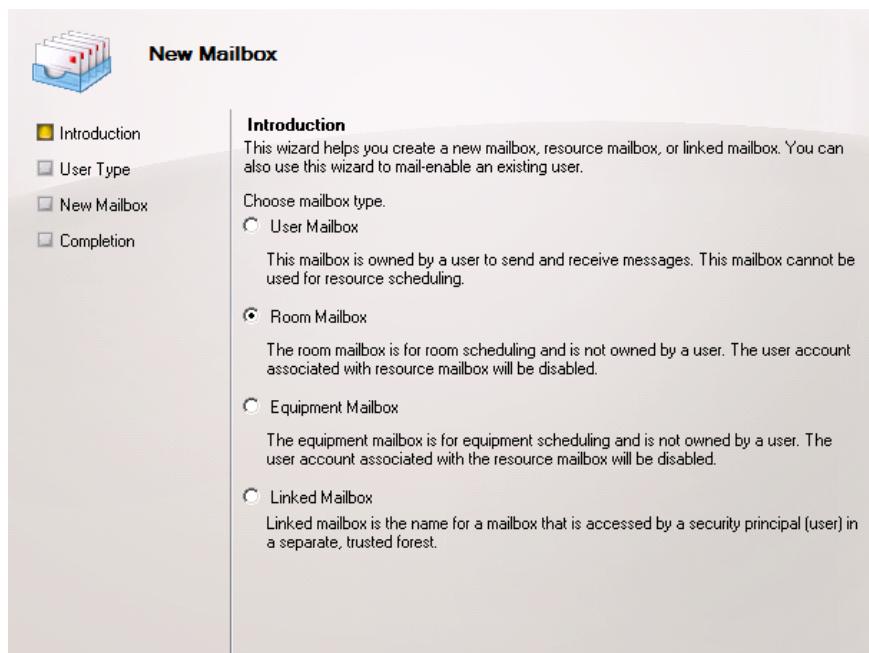
Getting Started

Open Microsoft Exchange Management Console and navigate to "Recipient configuration -> mailbox"
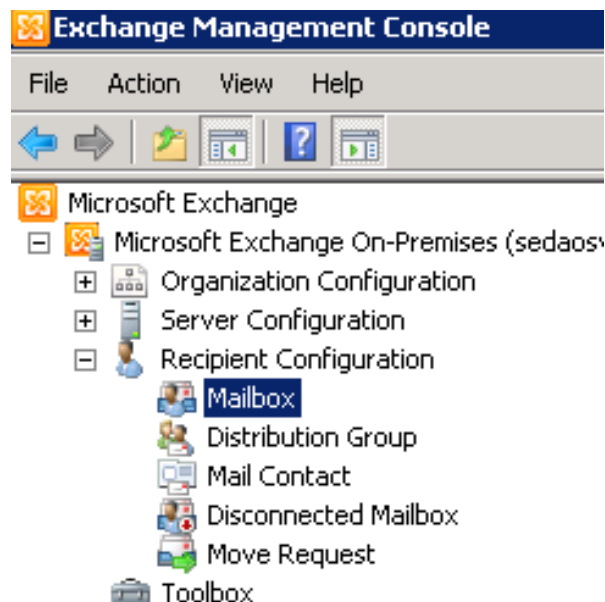
Under the "Actions" section select to configure a new mailbox.
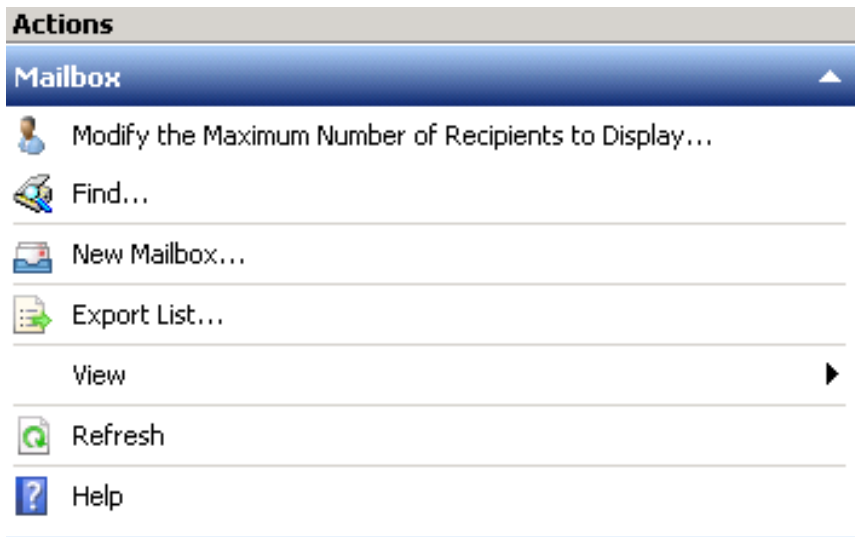
Select a "Room Mailbox" then select "New user"

Fill out as much as you'd like in the user information fields for the new user. This may be confusing as a meeting room "user information panel" looks like a standard user information panel but most of the information isn't needed.

The Important part is the user logon name as this is the email address which the meeting room will use to communicate with RoomXchange

Note – if you intend to use any of Sedao's datalinking software (other than RoomXChange) to display your meeting room information on digital signage screens (for example in receptions areas) you should include some standard text in your room names which can later be used to filter your calendar name for example rather than "Board Room" called your calendar "Board Room (RM)" and then you can filter looking for any calendars containing text (RM)".

Having created a room mailbox *account right click* on its name in your list of mailboxes and select "properties" to configure how the mailbox reacts to booking requests from the Sedao RoomXChange screen you will attach to this calendar.

Select the "Resource General" tab and tick "enable the resource booking attendant.
Take note of the user logon name as this is need to set up your RoomXchange screen for this calendar.
The room booking calendar is now configured. **Next you must give your room booking admin account permission to modify this calendar.**
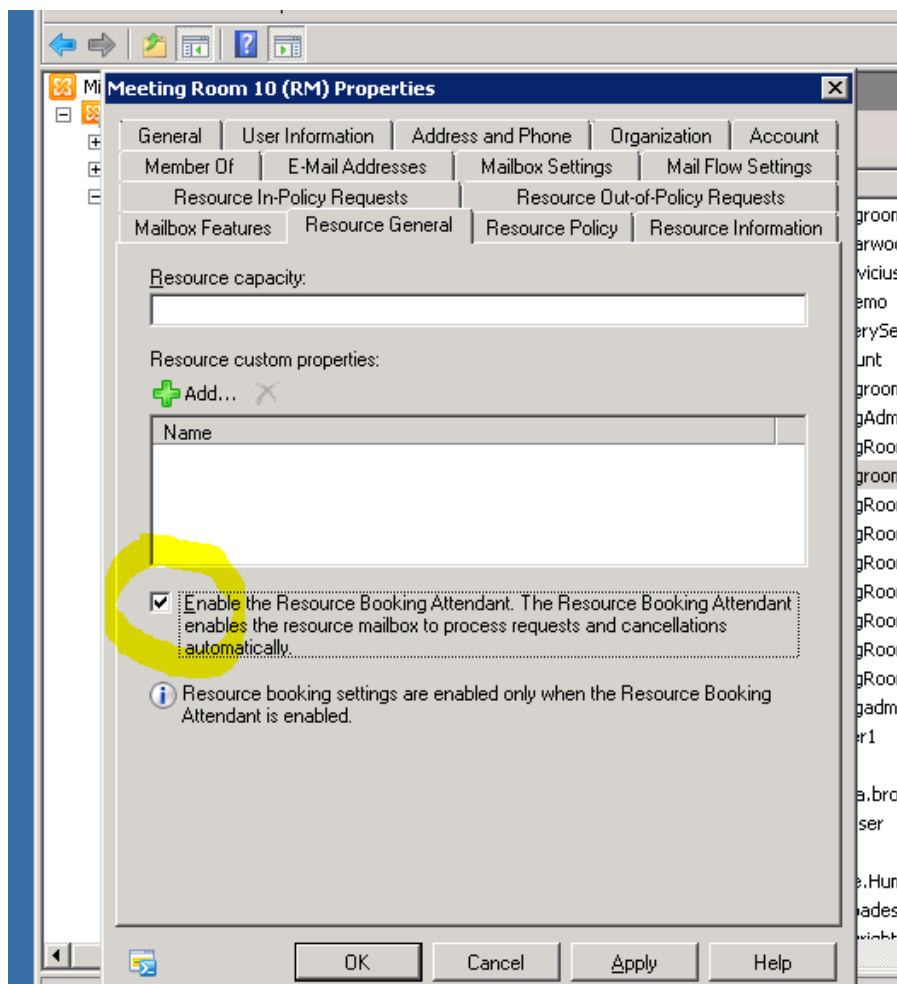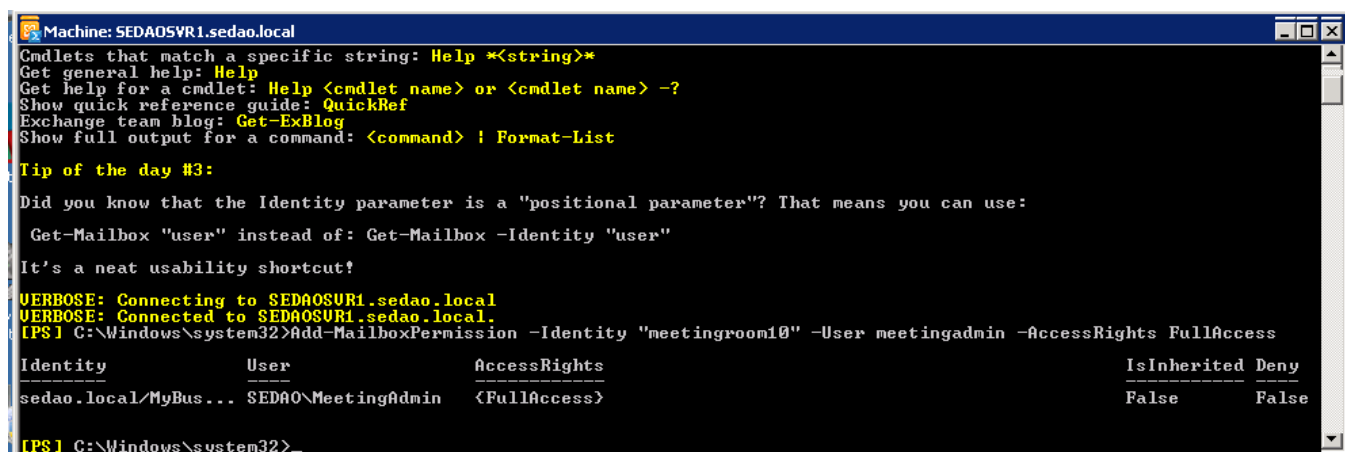
Give your meeting room admin account permissions to book the calendar

Start Microsoft Exchange management shell and type the following.

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

Where the name of the room calendar is between double quotation and the User name is the name of the roombooking admin user (in this example called meetingadmin).

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

```
Machine: SEDAOSVR1.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 SEDAOSVR1.sedao.local
VERBOSE: Connected to SEDAOSVR1.sedao.local.
[PS] C:\Windows\system32>Add-MailboxPermission -Identity "meetingroom10" -User meetingadmin -AccessRights FullAccess

Identity              User                AccessRights                           IsInherited Deny
--------              ----                ------------                           ----------- ----
sedao.local/MyBus...  SEDAO\MeetingAdmin  {FullAccess}                           False       False


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