

# Exchange 2013+ Setup

Ubiq Hardware (Intel Nuc)



# Exchange Setup - Ubiq Hardware Software

## 1. Introduction

In order to integrate Exchange (2013+) with Ubiq to display meeting room calendar events, we'll need to do three things. First, create a service account for Ubiq to access the mail server with. Second, create or locate room resources for Ubiq Hive retrieve the calendar events. And third, give "Application Impersonation" permission to the Ubiq service account to control these room resources.

Create a service account:

To create a service (User) account, login to the Exchange Management Center of your Exchange server. Then go to Recipients >> Mailboxes >> "+" icon:

### 1.1 Create a service account:

The screenshot shows the Exchange Admin Center interface. The navigation path is: Enterprise Office 365 > Exchange admin center > recipients > mailboxes > + icon. The mailboxes list is visible below.

DISPLAY NAME	MAILBOX TYPE
Administrator	User
Jay Kottapalli	User
Ubiq Mailbox	User

A window will open where you enter the details as following:

The 'new user mailbox' form contains the following fields and options:

- Alias: [text input]
- Existing user:  Existing user [browse...]
- New user:  New user
- First name: [text input]
- Initials: [text input]
- Last name: [text input]
- \*Display name: [text input]
- \*Name: [text input]
- Organizational unit: [text input] [browse...]
- \*User logon name: [text input] @ [dropdown menu]
- \*New password: [password input]
- \*Confirm password: [password input]
- Require password change on next logon
- Mailbox database: [text input] [browse...]
- Buttons: save, cancel



Click "save" and the service account will be saved.

Now click on the "resources" tab in the Exchange admin center, and double click on a "Room" resource

### Exchange admin center

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Furnace	Room	furnace@goubiq.local
Icebox	Room	icebox@goubiq.local
Strongbad	Room	strongbad@goubiq.local
UbiqRoom	Room	UbiqRoom@goubiq.local
Ubiq Room	Room	UbiqRoom2@goubiq.local

This will open a window which allows you to give the service account created, "Full Access" delegate permissions:

Furnace

- general
- booking delegates
- booking options
- contact information
- email address
- MailTip
- mailbox delegation**

mailbox owner.

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

1 selected of 4 total

save cancel

A window will open which gives you a list of all the users, search for our service account and add them:

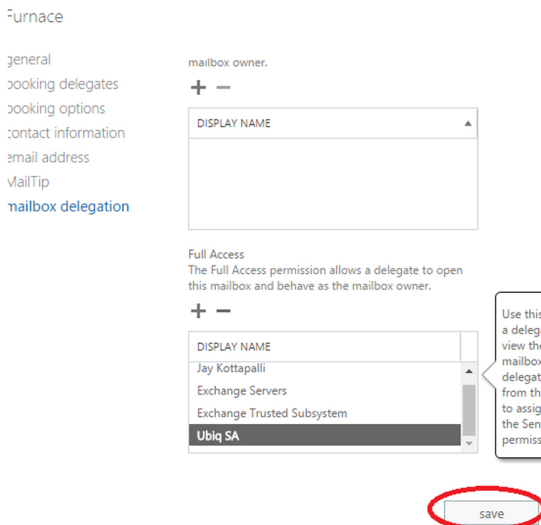
DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@goubiq.local
Jay Kottapalli	jkottapa@goubiq.local
Ubiq Mailbox	UbiqMailbox@goubiq.local
<b>Ubiq SA</b>	<b>ubiq_SA@goubiq.local</b>

1 selected of 4 total

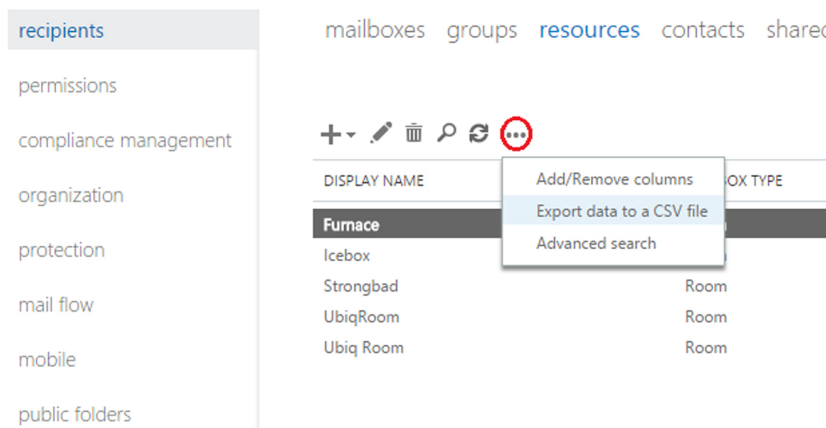
add -> Ubiq SA [remove:]



After the user has been selected, click "save", this should sync up the permissions for the resource mailbox, repeat this process for the other rooms as well.

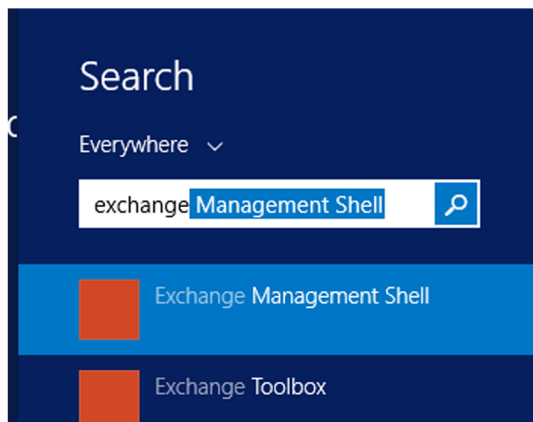


Now export the resources into a CSV file by clicking on the "..." in the resources tab:



By default events scheduled by the meeting room resources in Exchange (2010+) will show the organizer's name instead of the event title that was setup during scheduling. In order to retrieve the actual title description, we need to modify some settings and configure via Exchange Management Shell.

Open Exchange Management Shell by searching on your Exchange Server:





Enter the following code and run:

**Get-Mailbox -RecipientTypeDetails RoomMailbox | Set-CalendarProcessing -AddOrganizerToSubject \$false -DeleteSubject \$false -DeleteComments \$false -RemovePrivateProperty \$false**

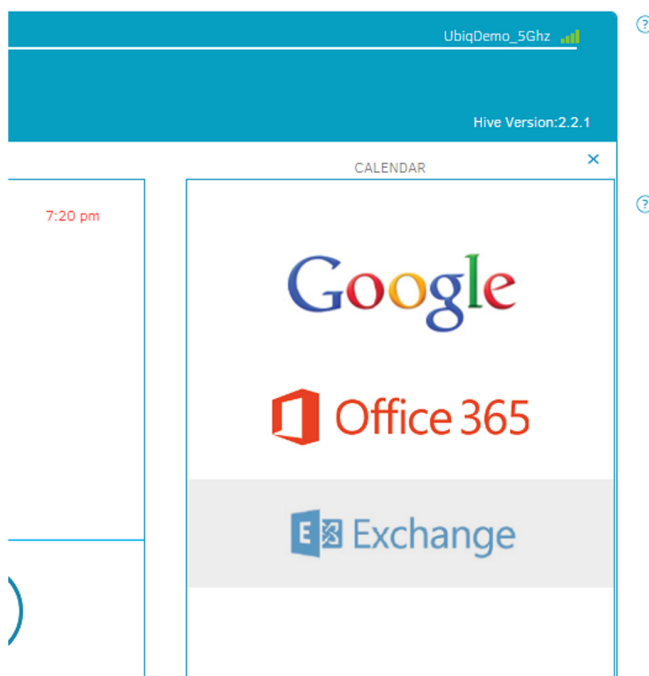
```
PS C:\Windows\system32> Get-Mailbox -RecipientTypeDetails RoomMailbox | Set-CalendarProcessing -AddOrganizerToSubject $false -DeleteSubject $false -DeleteComments $false -RemovePrivateProperty $false
```

This should allow Ubiq Calendar integration to retrieve calendar events with the title and the description for each event. Private events will be tagged as private.

Now we have to switch over to Ubiq Dashboard (<https://dashboard.goubiq.com>)

Select an online Hive (in Blue), and click on "Add Calendar", click "Exchange":

**NOTE: The hive needs to be online in order to validate on-premise resources!**



This should open a window to configure the calendar for Exchange.

Authentication Options:

1. NTLM (Recommended)
2. BASIC (if the Exchange server is hosted on cloud)

Exchange Web Services (EWS) URL:

A valid EWS Endpoint is required for validation, ex:  
<https://mail.domain.com/ews/exchange.asmx>



### 1. NTLM:

Enter the credentials in the following format (similar to logging in with your AD credentials) along with the Exchange Web Services (EWS) URL

The screenshot shows a dialog box titled "Exchange Calendar Integration" with a close button (X) in the top right corner. The dialog contains the following fields:

- AUTHENTICATION TYPE:** A dropdown menu with "NTLM" selected.
- USERNAME:** A text input field containing "goubiq\ubiq\_SA".
- PASSWORD:** A password input field with masked characters "....." and a visibility toggle icon (an eye).
- EWS URL:** A text input field containing "https://goubiq.local/ews/Exchange.asmx".

At the bottom left of the dialog is a "Choose File" button. The background shows a blurred calendar interface with a date "Wednesday, February 1" and a large blue arrow graphic.

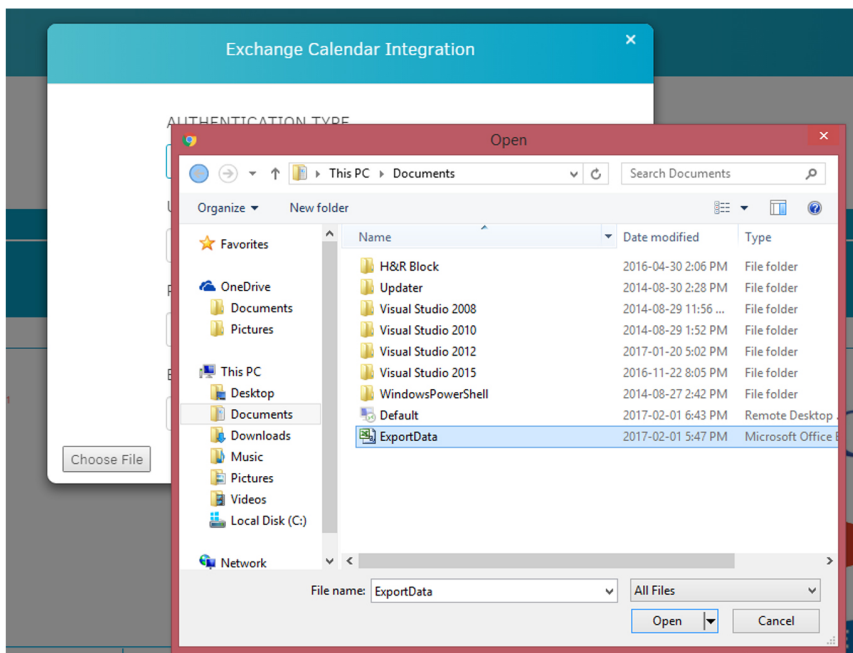
### BASIC

The screenshot shows the same "Exchange Calendar Integration" dialog box, but with "BASIC" selected in the authentication type dropdown. The other fields are:

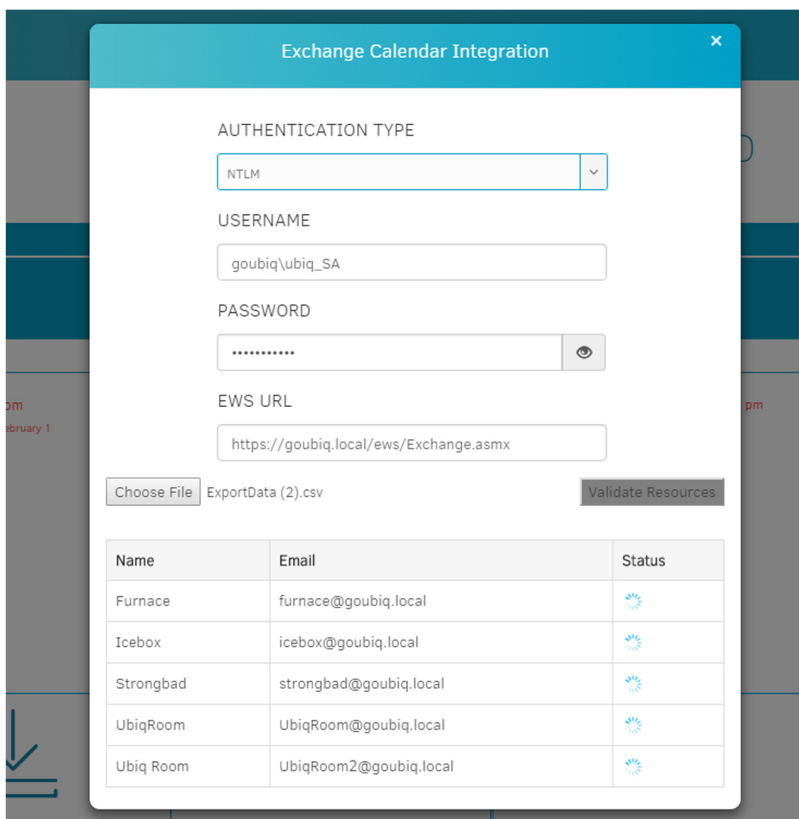
- USERNAME:** A text input field containing "ubiq\_SA@goubiq.local".
- PASSWORD:** A password input field with masked characters "....." and a visibility toggle icon.
- EWS URL:** A text input field containing "https://goubiq.local/ews/Exchange.asmx".

The "Choose File" button is also present at the bottom left. The background is the same blurred calendar interface.

Once the credentials are entered based on Authentication, upload the exported CSV file of the resources::



Click on "Validate Resources":





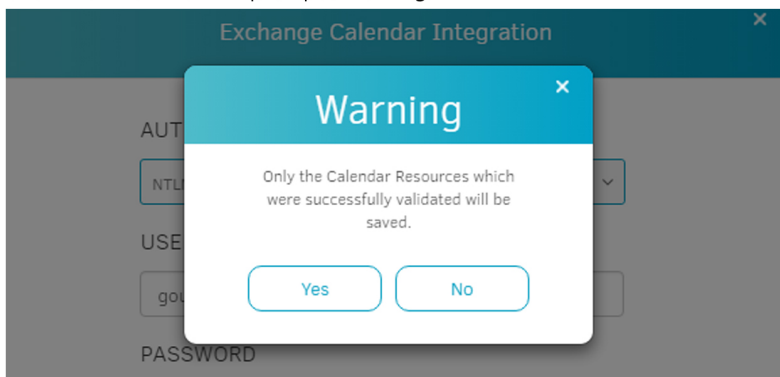
NOTE: Depending on the number of resources, the validation may take a few minutes

After the validation process, for any resources which shows the green check mark , the service account was able to validate the permissions:

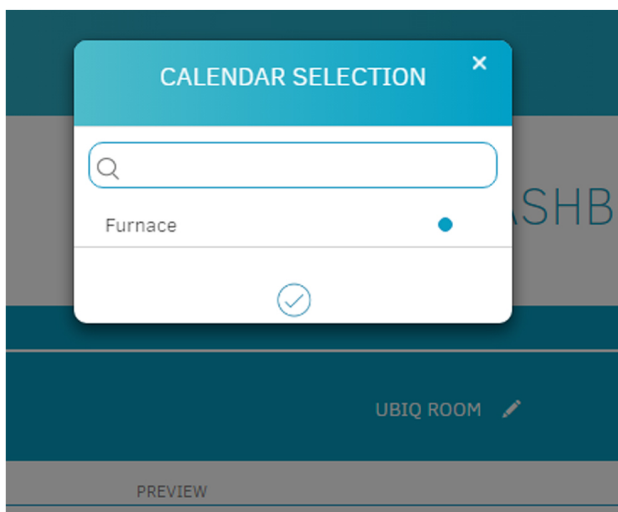
Name	Email	Status
Furnace	furnace@goubiq.local	✓
Icebox	icebox@goubiq.local	!
Strongbad	strongbad@goubiq.local	!
UbiqRoom	UbiqRoom@goubiq.local	!
Ubiq Room	UbiqRoom2@goubiq.local	!

DONE

Click "DONE", which will prompt a warning:



This will save the room resources which allows you to select the corresponding calendar of the meeting room, select it and press the check mark.







This should sync up the meeting room calendar to display on the screen:

CALENDAR

12:00 PM - 12:30 PM	Jacqueline Chan
12:30 PM - 1:00 PM	FREE
1:00 PM - 1:30 PM	Jacqueline Chan
1:30 PM - 2:00 PM	Jacqueline Chan
2:00 PM - 2:30 PM	Jacqueline Chan
2:30 PM - 3:00 PM	

10 pm

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