Ubiq

Office 365 Setup

Ubiq Hardware Software
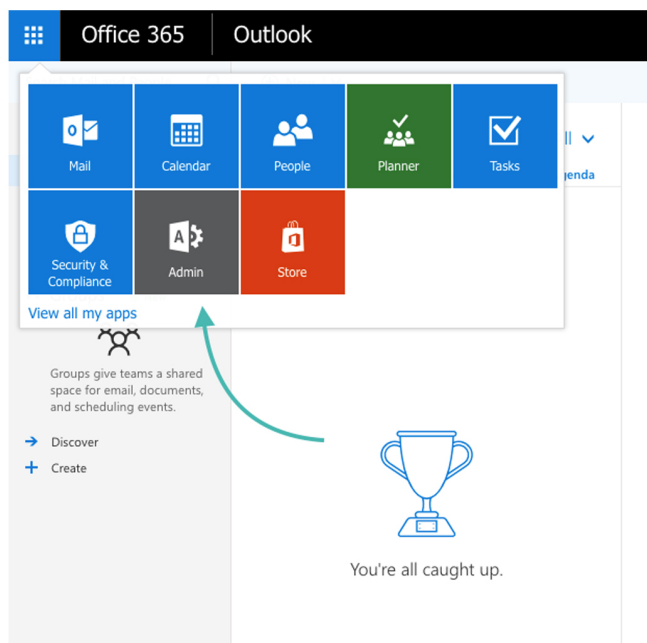
Ubiq

# O365 Setup - Ubiq Hardware Software

1. Introduction

In order to integrate Office 365 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 delegate permission to the Ubiq service account to control these room resources.

1.1 Create a service account:


Here you will go to Users, and then to + Add A User .
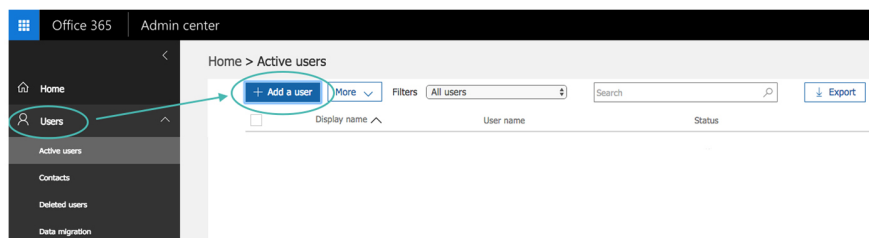
From there, you'll fill in the New User information fields. We suggest creating an email that is easily recognizable like ubiq_SA@domain.com. Ensure everything is correct and click Add.

NOTE: The permissions provided to the service account may take up to 30 minutes to activate on Office 365.

Now in the Office Admin center click on Admin Centers >> Exchange:
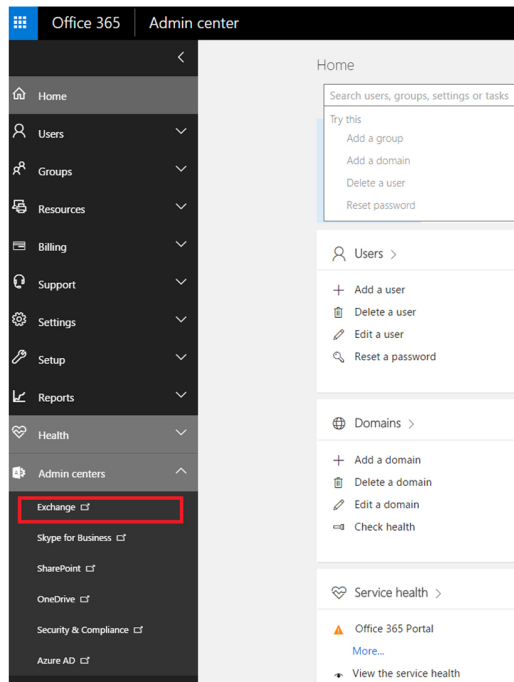
This should open the Exchange Admin Center. Now we need to add permissions to this service account to allow Application Impersonation. To do this, you need to click on the "permissions" tab in the Exchange admin center, and click on "+" sign to add a new role:

This will open a new window where you can add a new group, you click on the "+" to add the "ApplicationImpersonation" role to this group.

Now we need to add the service account we created for Ubiq under "Members" to this group. Once you add the service account click "Save". This should have created a new group with the name you provided before:

Now the service account should have Impersonation permissions to read the room resource calendars. Now Now click on "recipients" and export the resources into a CSV file by clicking on the "..." in the resources tab:

recipients   mailboxes groups resources contacts sharec

permissions

compliance management

organization   + ⋎ ✎ 🗑 🔎 ⟳ •••

protection   DISPLAY NAME   Add/Remove columns   OX TYPE

mail flow   Export data to a CSV file

                     Furnace   Advanced search
mobile
                     Icebox

public folders   Strongbad   Room

                     UbiqRoom   Room

                     Ubiq Room   Room

This should open a window giving you options to choose from, click export to save the file (default selection of DISPLAY NAME, MAILBOX TYPE, EMAIL ADDRESS):

export data

You can export information about recipients to a CSV file. Select the properties that you want to export from the list below, and then click Export.

Select the columns of data you'd like to export.

⬆ ⬇

EXPORT	COLUMN NAME
☑	**DISPLAY NAME**
☑	MAILBOX TYPE
☑	EMAIL ADDRESS
☐	ALIAS
☐	CITY
☐	COMPANY
☐	COUNTRY/REGION
☐	DEPARTMENT
☐	EMAIL ADDRESSES
☐	VERSION
☐	LOCATION
☐	PHONE
☐	POSTAL CODE
☐	RECIPIENT TYPE
☐	STATE/PROVINCE
☐	LAST MODIFIED TIME

export   Cancel

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 "Office 365":
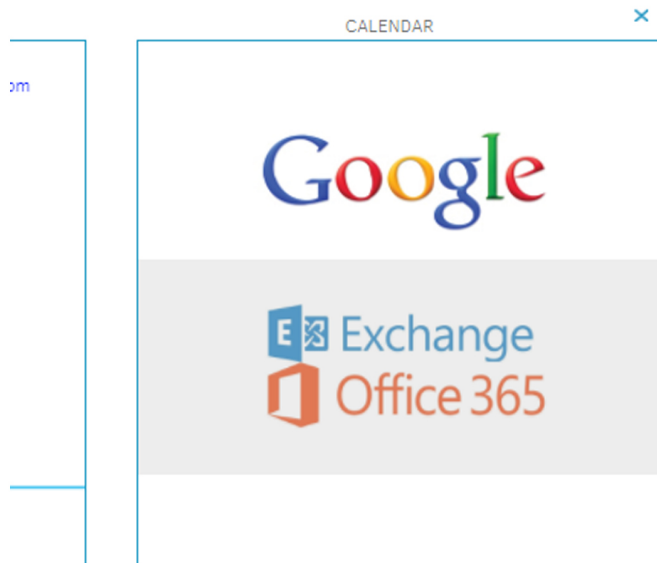
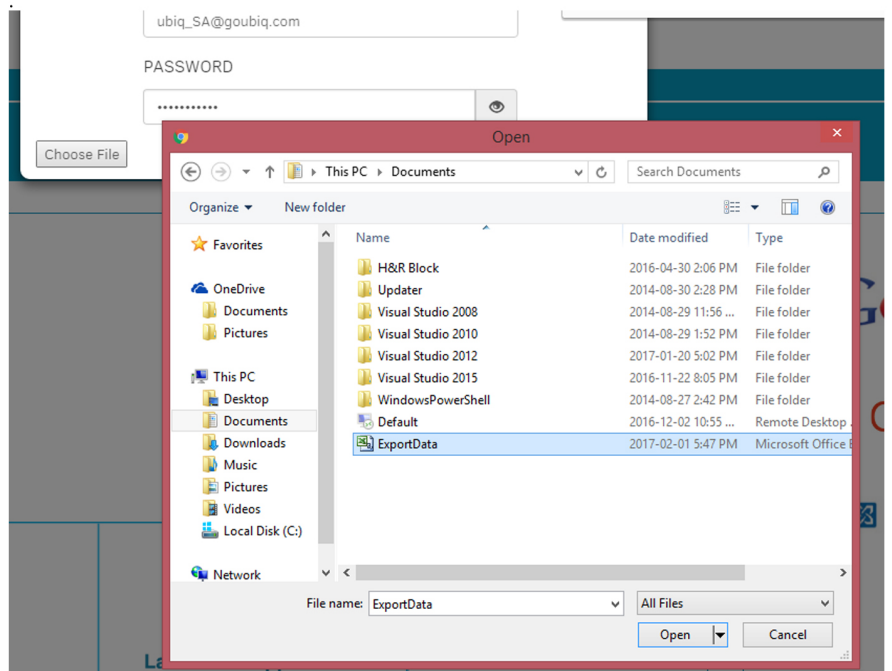This should open a window where you enter the service account credentials and
upload the exported CSV file of the resources:
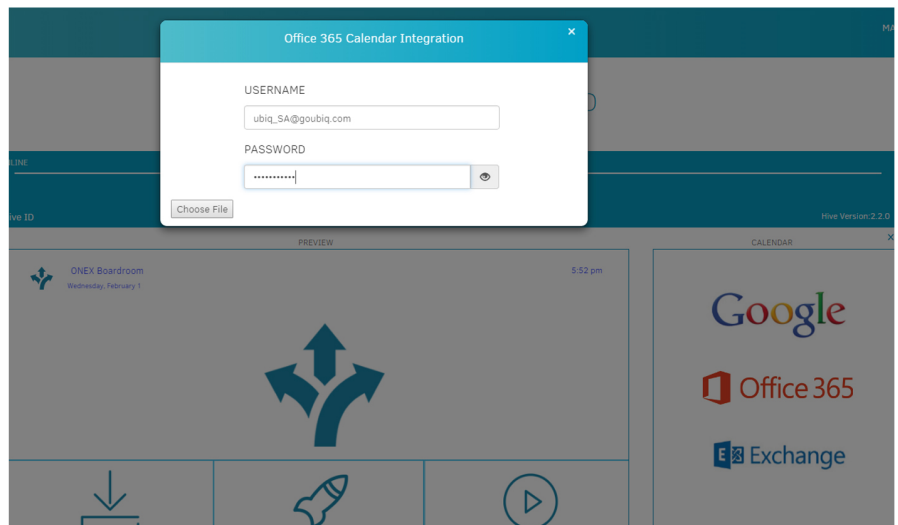
Selected the exported file and click open

Click on "Validate Resources":
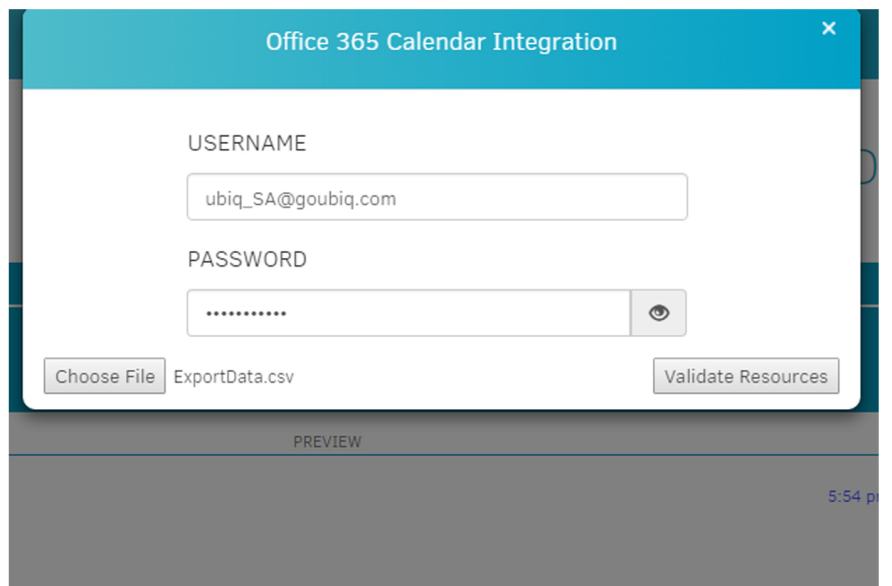
After the validation process, for any resources which shows a green check mark, the service account was able to validate the permissions:

Once the validation process is complete 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

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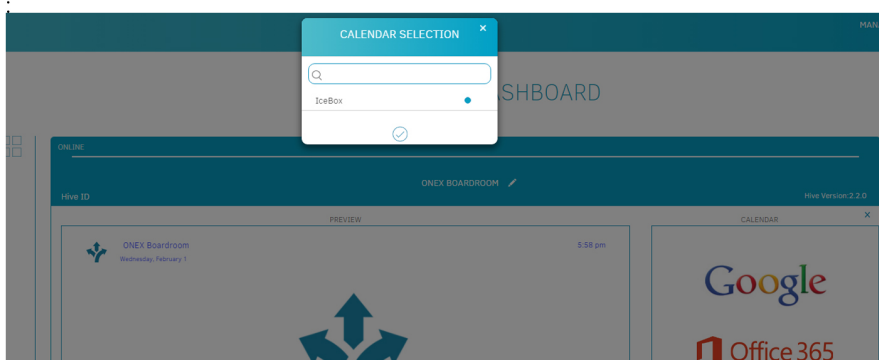
This should sync up the meeting room calendar to display on the screen:

:
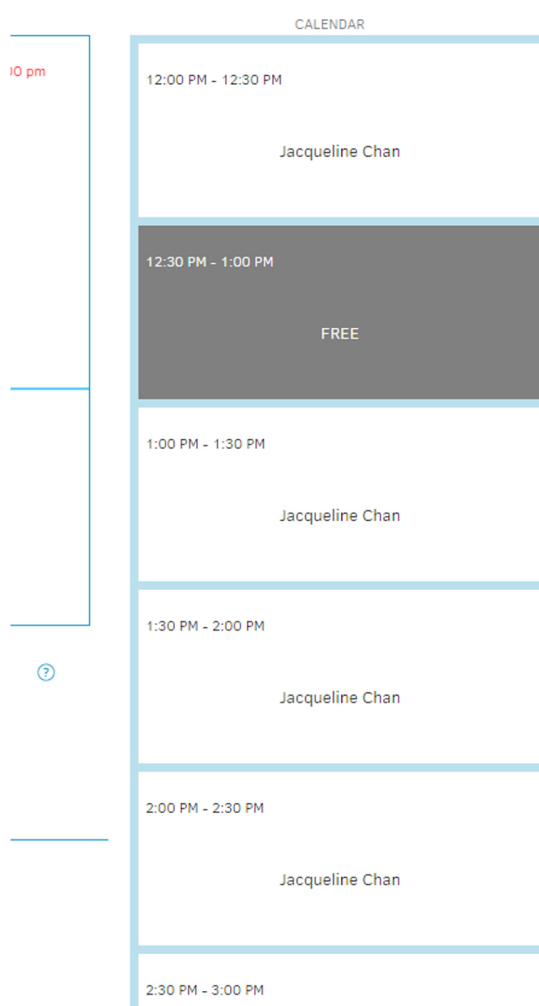
ADVANCED SETUP

By default events scheduled by the meeting room resources in Office 365 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 Powershell.

You need the following software:

Install Microsoft Online Services Sign-in Assistant -
http://www.microsoft.com/en-us/download/details.aspx?id=41950 (required)

Install Azure AD module for PowerShell in Windows -
http://go.microsoft.com/fwlink/p/?linkid=236297 (required)

Run the Azure PowerShell as an administrator:
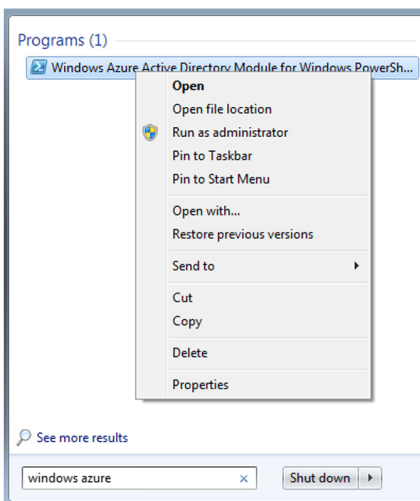
Enter:

$UbiqCredential = Get-Credential

A dialog box would pop up asking for user credentials. Enter the service account credentials here:
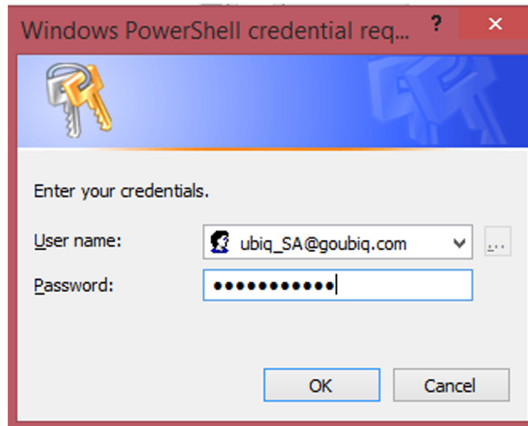
Connect to an Office 365 session by running the following command:

$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential $UbiqCredential -Authentication Basic -AllowRedirection

Then type in the following and run:

Import-PSSession $Session

Note: You might see the following errors after running the previous command

```
PS C:\Windows\system32> Import-PSSession $Session
WARNING: Proxy creation has been skipped for the following command:
'TabExpansion', because it would shadow an existing local command.  Use the
AllowClobber parameter if you want to shadow existing local commands.
Import-Module : There were errors in loading the format data file:
Microsoft.PowerShell, , C:\Users\IEUser\AppData\Local\Temp\tmp_d176b0f5-239e-49
3d-a51d-cb0b9d645309_kgvtgap2.rai\tmp_d176b0f5-239e-493d-a51d-cb0b9d645309_kgvt
gap2.rai.format.ps1xml : File skipped because of the following validation excep
tion: File C:\Users\IEUser\AppData\Local\Temp\tmp_d176b0f5-239e-493d-a51d-cb0b9
d645309_kgvtgap2.rai\tmp_d176b0f5-239e-493d-a51d-cb0b9d645309_kgvtgap2.rai.form
at.ps1xml cannot be loaded because the execution of scripts is disabled on this
 system. Please see "get-help about_signing" for more details..
At line:3 char:30
+                 Import-Module <<<<  -Name $name -Alias * -Function * -Prefix
$prefix -DisableNameChecking:$disableNameChecking -PassThru -ArgumentList @($se
ssion)
    + CategoryInfo          : InvalidOperation: (:) [Import-Module], RuntimeEx
   ception
    + FullyQualifiedErrorId : FormatXmlUpateException,Microsoft.PowerShell.Com
   mands.ImportModuleCommand
```

OR

```
PS C:\Windows\system32> Import-PSSession $Session
Import-PSSession : Files cannot be loaded because running scripts is disabled on
this system. Provide a valid certificate with which to sign the files.
At line:1 char:1
+ Import-PSSession $Session
+ ~~~~~~~~~~~~~~~~~~~~~~~~~
    + CategoryInfo          : InvalidOperation: (:) [Import-PSSession], PSInvalidOpe
   rationException
    + FullyQualifiedErrorId : InvalidOperation,Microsoft.PowerShell.Commands.ImportP
   SSessionCommand
```

To overcome these errors, enter the following code:

Set-ExecutionPolicy RemoteSigned

```
PS C:\Windows\system32> Set-ExecutionPolicy RemoteSigned

Execution Policy Change
The execution policy helps protect you from scripts that you do not trust.
Changing the execution policy might expose you to the security risks described
in the about_Execution_Policies help topic at
http://go.microsoft.com/fwlink/?LinkID=135170. Do you want to change the
execution policy?
[Y] Yes  [N] No  [S] Suspend  [?] Help (default is "Y"): Y
```

Now run:

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

```
PS C:\Windows\system32> Get-Mailbox -RecipientTypeDetails RoomMailbox | Set-CalendarPr
ocessing -AddOrganizerToSubject $false -DeleteSubject $false -DeleteComments $false -R
emovePrivateProperty $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.