

Office 365 Setup

Ubiq Hardware Software

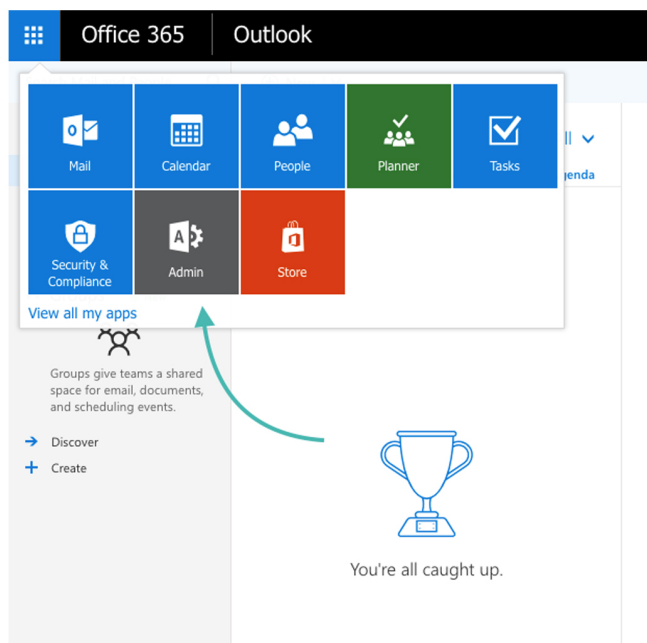


O365 Setup - Ubiq Hardware Software

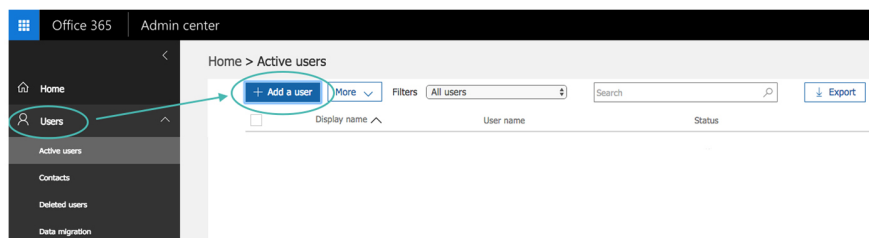
1. Introduction

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 .





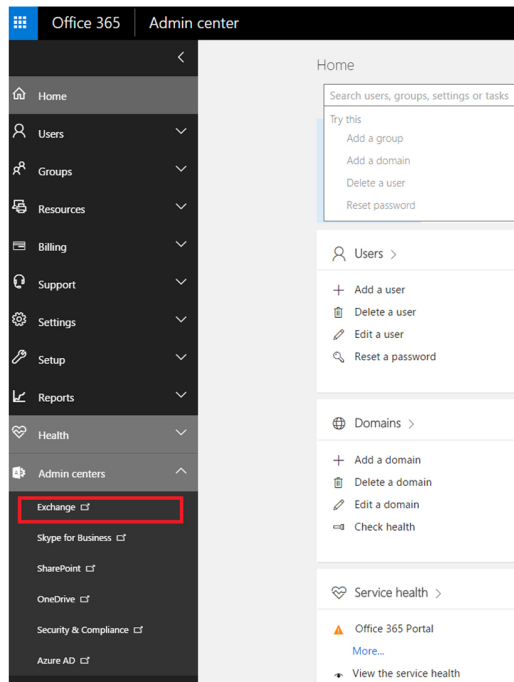
From there, you'll fill in the New User information fields. We suggest creating an email that is easily recognizable like `ubiq_SA@domain.com`. Ensure everything is correct and click Add.

Form fields and sections:

- First name: Ubiq
- Last name: Service
- Display name: Ubiq Service
- User name: ubiq_SA
- Domain: goubiq.onmicrosoft.com
- Location: United States
- Contact information
- Password: Admin-created
 - Auto-generate password:
 - Let me create the password:
 - Password: [masked] Strong
 - Retype password: [masked]
 - Make this user change their password when they first sign in:
- Roles: User (no administrator access)
- Product licenses: Exchange Online Plan 1
 - Microsoft Office 365 Developer: Off
 - Exchange Online Plan 1: On (1 of 2 licenses available)

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:

Exchange admin center

dashboard
recipients
permissions
compliance management
organization
protection
mail flow

admin roles user roles Outlook Web App po

+ [edit] [delete] [copy] [refresh]

New

View-Only Organization Management
UM Management
TenantAdmins_38d3b
Security Reader
Security Administrator
RIM-MailboxAdmins4a5c669784294971bb45ea85240691d9

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.

new role group

*Name:
ApplicationImpersonation

Description:
This role gives application impersonation

Write scope:
Default

Roles:
+ [minus]

NAME

DISPLAY NAME

Address Lists
ApplicationImpersonation
ArchiveApplication
Audit Logs
Compliance Admin
Data Loss Prevention
Distribution Groups
E-Mail Address Policies
Federated Sharing
Information Rights Management
Journaling

1 selected of 53 total

ApplicationImpersonation
This role enables applications to impersonate users in an organization in order to perform tasks on behalf of the user.

Default recipient scope
Organization

Default configuration scope
None

add -> ApplicationImpersonation[remove]

OK Cancel

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:

admin roles user roles C

+ [edit] [delete] [copy] [refresh]

NAME

ApplicationImpersonation
Compliance Management
Discovery Management



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 permissions compliance management organization protection mail flow mobile public folders

mailboxes groups resources contacts sharec

+ - ✎ 🗑️ 🔍 ↺ ⋮

DISPLAY NAME	MAILBOX TYPE
Furnace	
Icebox	
Strongbad	Room
UbiqRoom	Room
Ubiq Room	Room

Add/Remove columns
Export data to a CSV file
Advanced search

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.

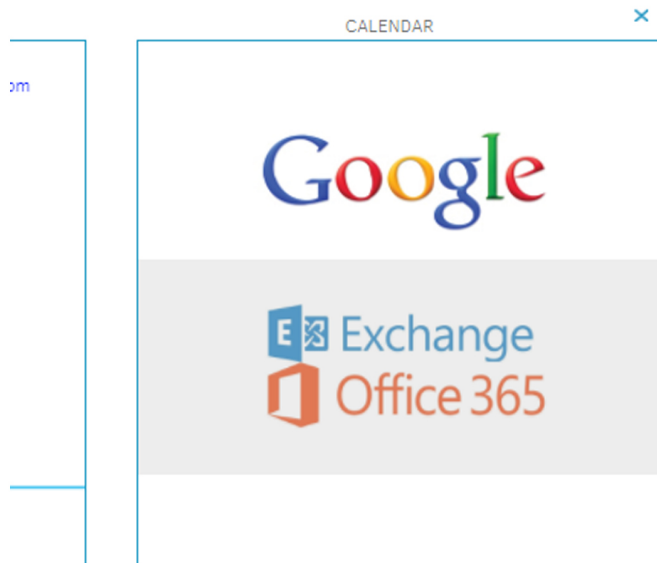
↑ ↓

EXPORT	COLUMN NAME
<input checked="" type="checkbox"/>	DISPLAY NAME
<input checked="" type="checkbox"/>	MAILBOX TYPE
<input checked="" type="checkbox"/>	EMAIL ADDRESS
<input type="checkbox"/>	ALIAS
<input type="checkbox"/>	CITY
<input type="checkbox"/>	COMPANY
<input type="checkbox"/>	COUNTRY/REGION
<input type="checkbox"/>	DEPARTMENT
<input type="checkbox"/>	EMAIL ADDRESSES
<input type="checkbox"/>	VERSION
<input type="checkbox"/>	LOCATION
<input type="checkbox"/>	PHONE
<input type="checkbox"/>	POSTAL CODE
<input type="checkbox"/>	RECIPIENT TYPE
<input type="checkbox"/>	STATE/PROVINCE
<input type="checkbox"/>	LAST MODIFIED TIME

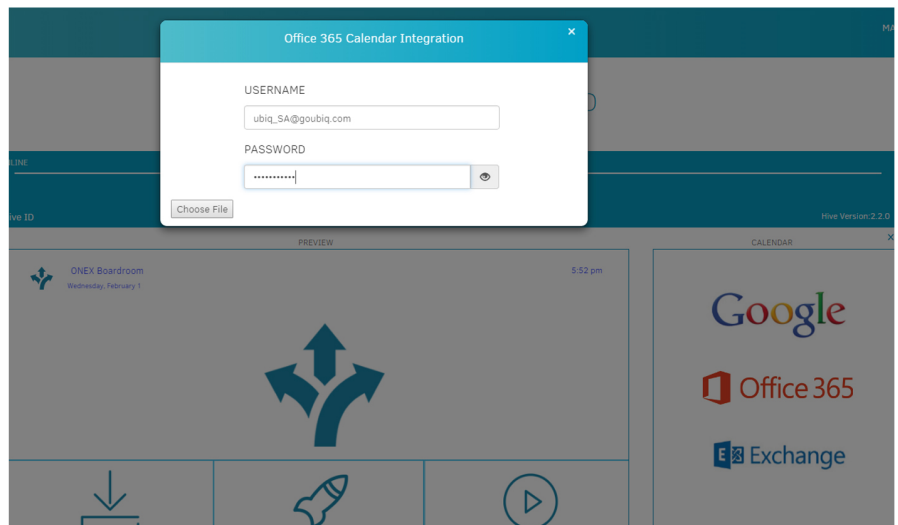
export Cancel



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":

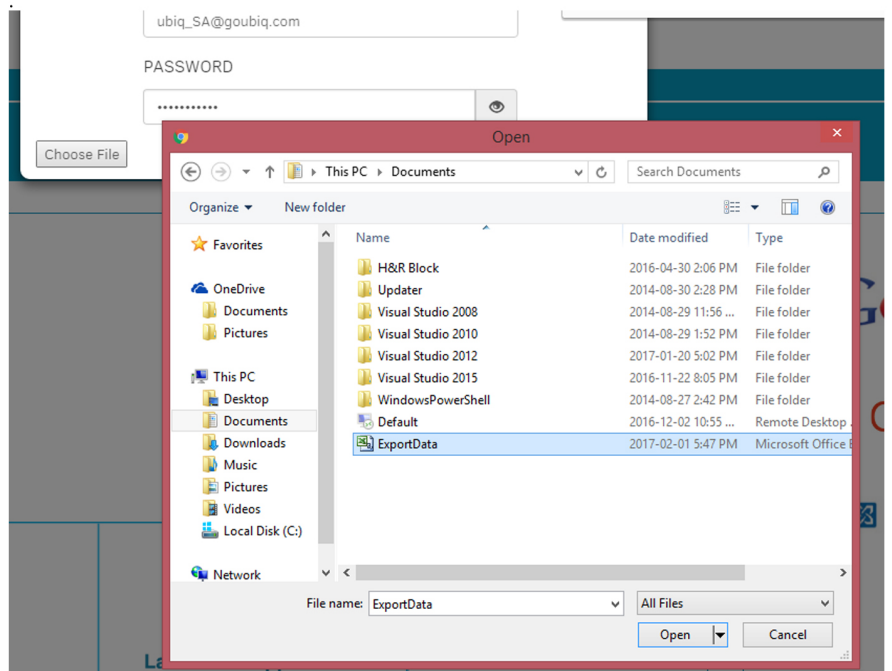


This should open a window where you enter the service account credentials and upload the exported CSV file of the resources:

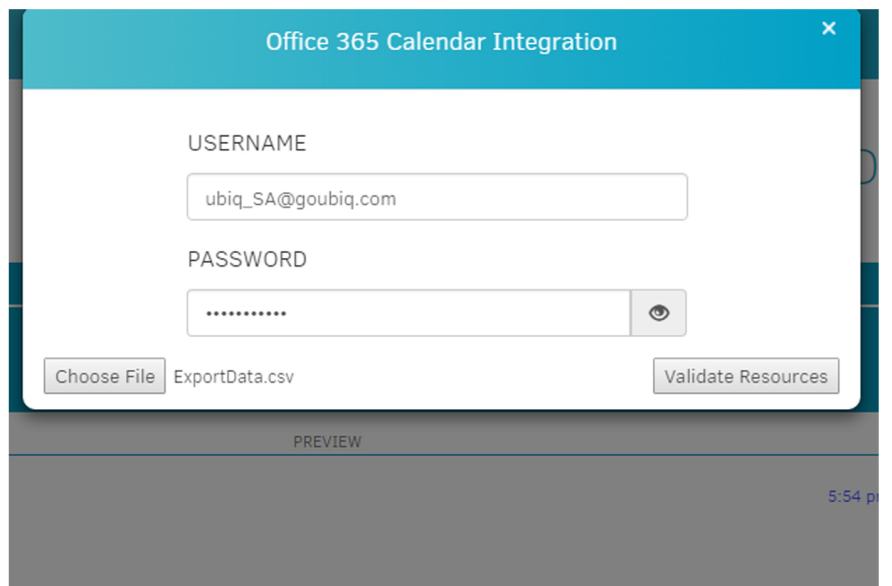




Selected the exported file and click open



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:

Name	Email	Status
Furnace	foundry_furnace@goubiq.com	!
IceBox	foundry_icebox@goubiq.com	✓
Strongbad	strongbad@goubiq.com	!
Icebox2	icebox2@goubiq.com	!

Buttons: Choose File, ExportData.csv, Validate Resources, DONE

Once the validation process is complete click "DONE", which will prompt a warning:

Office 365 Calendar Integration

Warning

"Only the Calendar Resources which were successfully validated will be saved."

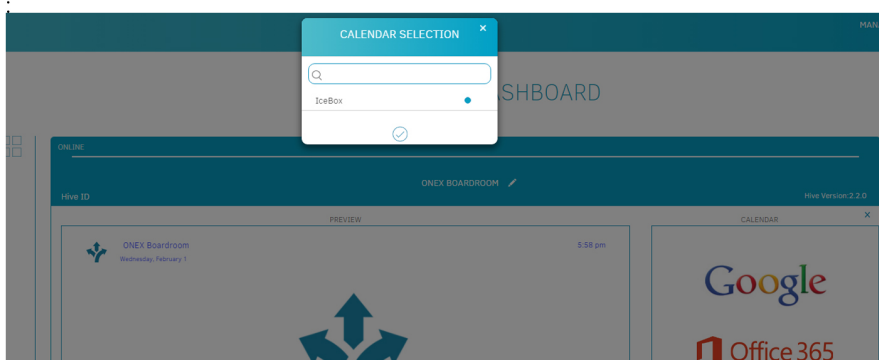
Buttons: Yes, No

Name	Email	Status
Furnace	foundry_furnace@goubiq.com	!
IceBox	foundry_icebox@goubiq.com	✓
Strongbad	strongbad@goubiq.com	!
Icebox2	icebox2@goubiq.com	!

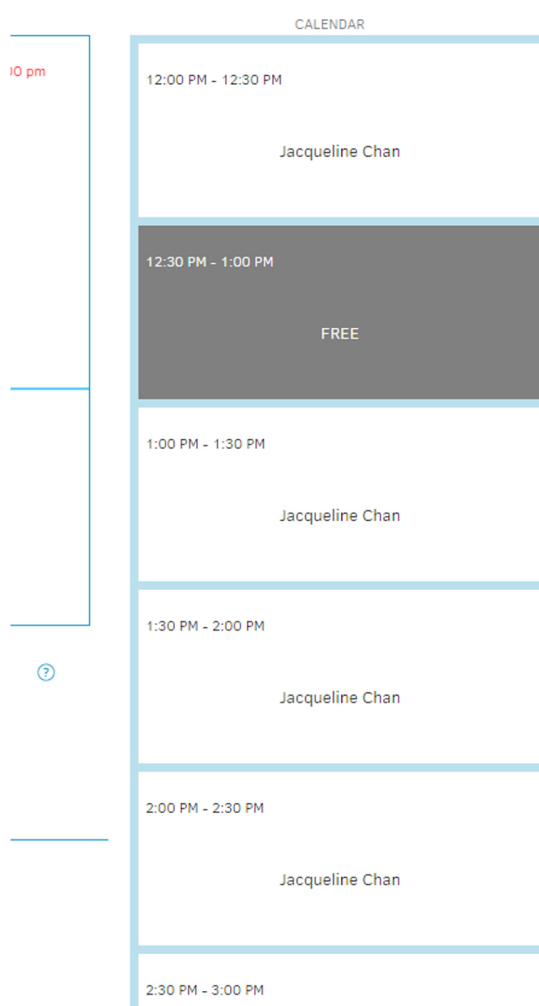
Buttons: Choose File, ExportData.csv, Validate Resources, DONE



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:

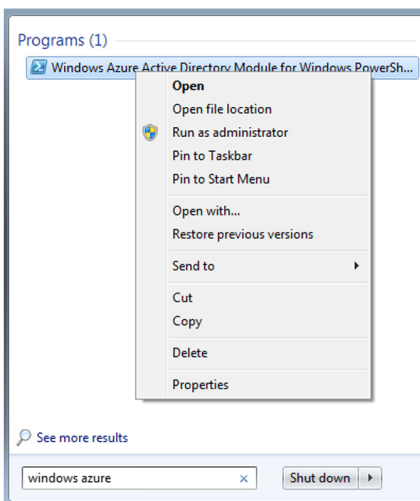
Install Microsoft Online Services Sign-in Assistant -

<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:



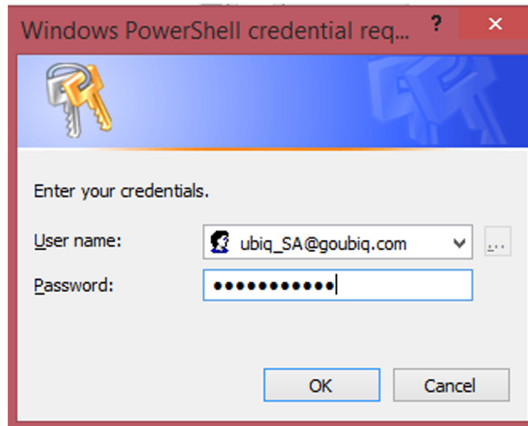
Enter:

\$UbiqCredential = Get-Credential

```
PS C:\Windows\system32> $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
```

```
PS C:\Windows\system32> $UbiqSession = 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_kgutgap2.rai\tmp_d176b0f5-239e-493d-a51d-cb0b9d645309_kgut
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_kgutgap2.rai\tmp_d176b0f5-239e-493d-a51d-cb0b9d645309_kgutgap2.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 : FormatXmlUpdateException,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
PS C:\Windows\system32> Import-PSSession $Session
```

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.