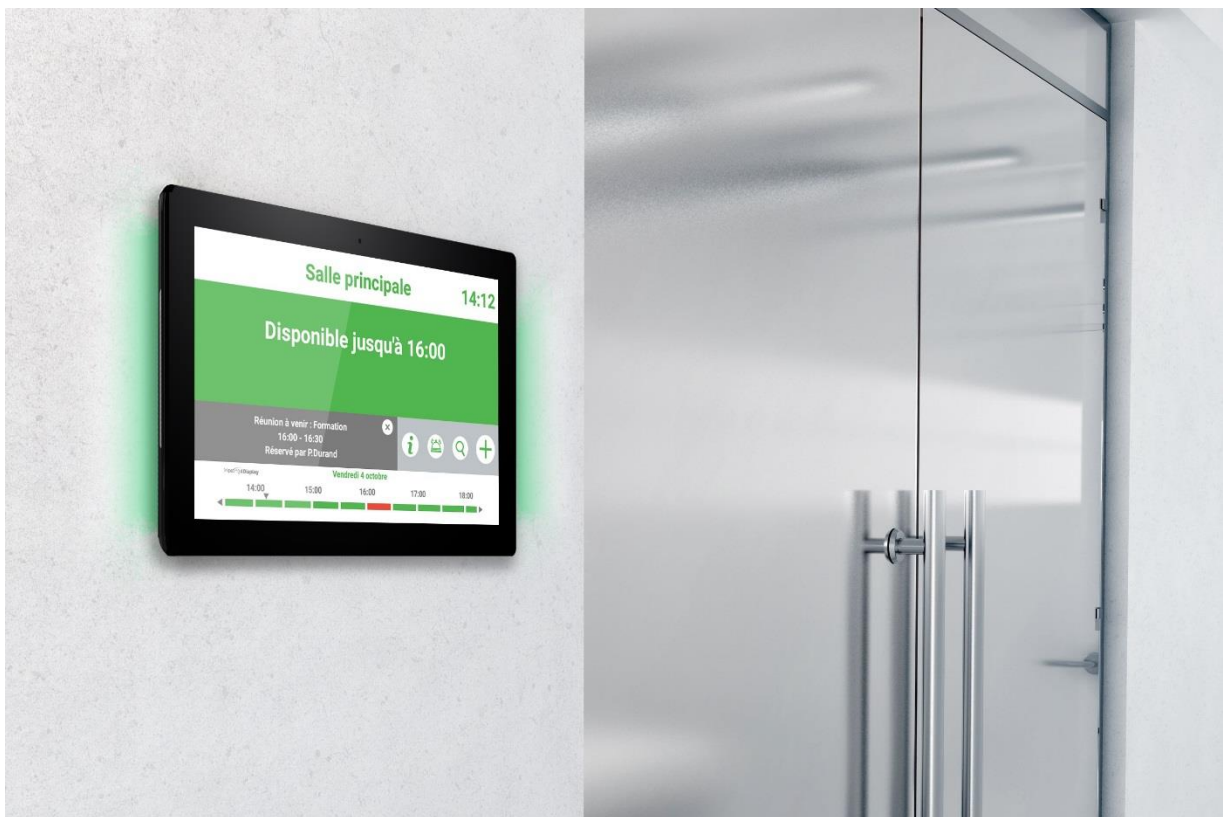


## Meeting room booking and management software



## CONFIGURATION GUIDE

V2.5



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## 1. Introduction

The Meeting4Display solution uses Office 365 Exchange Web Services (EWS).

This service must be enabled and accessible.

The Client Access Server (CAS) role must be enabled to allow a third-party application to connect to it.

## 2. Office 365 configuration

The mailbox is configured via PowerShell using the “**Exchange Online PowerShell for MFA**” command line interface.

You must install the tool and execute the commands via PowerShell using your Office 365 administrator account.

The tool can be downloaded from the Exchange admin center <https://outlook.office365.com/ecp/>. Under the Hybrid menu, select “Configure” in the Exchange Online PowerShell section to download and install the module that supports multi-factor authentication. The commands will then be executed from this module. The module can be installed on any workstation that has access to the Office 365 server.

The Meeting4Display suite uses a service account to perform actions on Exchange.

Available rooms are managed via the room list functionality in the application (Exchange RoomLists).

*Note: Items noted in red italics in the PowerShell commands to be executed are examples only and should be replaced with your own values.  
All these commands are available on the Microsoft website.*

## Obtaining the type of license to assign to the service account:

Obtaining available licenses (using an administrator account)
<pre>Connect-MsolService   → Login with an Administrator account. Get-MsolAccountSku   → Copy the AccountSkuld of the license type you wish to assign to your service account (e.g.     mydomain:O365_BUSINESS_ESSENTIALS)</pre>

## Creating a service account:

Create
<pre>New-MsolUser -DisplayName "Meeting4Display Service Account" -FirstName "Account Service" -LastName "Meeting4Display" -UserPrincipalName serviceaccount@mydomain -LicenseAssignment mydomain:O365_BUSINESS_ESSENTIALS   • Paste the AccountSkuld you copied in the previous step.</pre>
Verify
<pre>Get-MsolUser -UserPrincipalName serviceaccount@mydomain</pre>

## Connect to Exchange Online PowerShell using multi-factor authentication:

Login (with an Administrator account)
<pre>Connect-EXOPSSession -UserPrincipalName admin@mydomain   → Login with an Administrator account.</pre>

## Creating a room mailbox:

Create
<pre>New-Mailbox -Name "Room_name" -PrimarySmtpAddress room_name@mydomain -Room -EnableRoomMailboxAccount \$true -RoomMailboxPassword (ConvertTo-SecureString -String Password -AsPlainText -Force)</pre>
Verify
<pre>Get-Mailbox -Identity "Room_name"   Format-List Name,DisplayName,Alias,PrimarySmtpAddress,Database</pre>

## Creating a room list:

Create
<code>New-DistributionGroup</code> <code>-Name "Room_list_name"</code> <code>-RoomList</code>

Verify
<code>Get-DistributionGroup</code> <code>-Identity "Room_list_name"   Format-List</code>

## Adding a room to the room list:

Add
<code>Add-DistributionGroupMember</code> <code>-Identity "Room_list_name"</code> <code>-Member "room_name@mydomain"</code>

Verify
<code>Get-DistributionGroupMember</code> <code>-Identity "Room_list_name"</code>

**Assigning delegation permissions to the service account:**

Room delegation permissions can be assigned to the service account for a single room or all the rooms in a room list (RoomList).

The "full access" permission setting is assigned to the service account.

*Note: If the Add-MailboxPermission command does not work because permissions are already configured, use the Set-MailboxPermission command to manage the permissions.*

**Add room**

```
Add-MailboxPermission  
-Identity "Room_name"  
-User "Account_Name"  
-AccessRights FullAccess
```

**Verify**

```
Get-MailboxPermission  
-Identity "Room_name" | Format-List
```

**Add list**

```
Get-DistributionGroupMember  
-Identity "Room_list_name" |  
ForEach-Object  
{  
    Add-MailboxPermission  
    $_.Identity  
    -User "Account_Name"  
    -AccessRights FullAccess  
}  
Or  
Get-DistributionGroupMember  
-Identity "Room_list_name" |  
ForEach-Object  
{  
    Set-MailboxPermission  
    $_.Identity  
    -User "Account_Name"  
    -AccessRights FullAccess  
}
```

**Verify**

```
Get-DistributionGroupMember  
-Identity "Room_list_name" |  
ForEach-Object  
{  
    Get-MailboxPermission  
    $_.Identity | Format-List  
}
```

## Configuring the room options:

### Common options:

Room option settings can be assigned to the service account for a single room or all the rooms in a room list (RoomList).

The options required for Meeting4Display to function properly are as follows:

- **DeleteComments** allows you to indicate that the body text of incoming meeting request messages should be saved.
- **RemovePrivateProperty** specifies that you should not clear the private flag for incoming meetings sent by the host in the original requests.
- **DeleteSubject** indicates that the subject of incoming meeting requests should be saved.
- **AddOrganizerToSubject** specifies that the name of the meeting organizer is not used as the subject of the meeting request.
- **AutomateProcessing** enables the processing of calendar items in the mailbox. This means that the Calendar Wizard updates the calendar and the Resource Reservation Wizard accepts the meeting according to the policies.

#### Add room

```
Set-CalendarProcessing
-Identity "Room_name"
-DeleteComments $false
-RemovePrivateProperty $false
-DeleteSubject $false
-AddOrganizerToSubject $false
-AutomateProcessing AutoAccept
```

#### Verify

```
Get-CalendarProcessing
-Identity "Room_name" | Format-List
```

#### Add list

```
Get-DistributionGroupMember
-Identity "Room_list_name" |
ForEach-Object
{
    Set-CalendarProcessing
    -Identity $_.Identity
    -DeleteComments $false
    -RemovePrivateProperty $false
    -DeleteSubject $false
    -AddOrganizerToSubject $false
    -AutomateProcessing AutoAccept
}
```

#### Verify

```
Get-DistributionGroupMember
-Identity "Room_list_name" |
ForEach-Object
{
    Get-CalendarProcessing
    $_.Identity | Format-List
}
```



**User-dependent options (to be configured for Meeting4Mobile) :**

Meeting4Mobile requires additional room rights to be configured for users.

*Note: If the Add-MailboxPermission command does not work because permissions are already configured, use the Set-MailboxPermission command to manage the permissions.*

**Add room**

```
Add-MailboxFolderPermission  
-Identity Room_address:\calendar  
-User "By default"  
-AccessRights noneditingauthor
```

**Verify**

```
Get-MailboxFolderPermission  
-Identity Room_address:\calendar
```

**Add list**

```
Get-DistributionGroupMember  
-Identity "Room_list_name" |  
ForEach-Object  
{  
    Add-MailboxFolderPermission  
    -Identity "$($_.Identity):\calendar"  
    -User "By default"  
    -AccessRights noneditingauthor  
}  
Or  
Get-DistributionGroupMember  
-Identity "Room_list_name" |  
ForEach-Object  
{  
    Set-MailboxFolderPermission  
    -Identity "$($_.Identity):\calendar"  
    -User "By default"  
    -AccessRights noneditingauthor  
}
```

**Verify**

```
Get-DistributionGroupMember  
-Identity "Room_list_name" |  
ForEach-Object  
{  
    Get-MailboxFolderPermission  
    "$($_.Identity):\calendar" | Format-List  
}
```

## 1. Meeting4Display Back Office

The application can be accessed here:  
`http(s)://{hostname|Paddress}/Meeting4Display`

The back office uses OpenID authentication via Microsoft Authentication Library (MSAL).

This authentication system requires configuration on the Microsoft Cloud Services management website.

Account to use	Website
Administrator account	<a href="https://portal.azure.com/">https://portal.azure.com/</a>

Once logged in:

Find and open the "App Registrations" portal

Click on "New registration".

Enter the application name (e.g. *Meeting4Display*), select the option "Accounts in this organizational directory only" (*MyCompany* only - single-tenant) and define the redirect url as Web.

The redirect URL must have the following format:

`Https://{hostname}/Meeting4DisplayMobile/`

When finished, select "Register".

Once the application is registered, **copy** and **keep** the application identifiers (application (client) ID) and the directory (directory (tenant) ID).

Then go to the "Authentication" menu of the application and add the following default options:

- Access tokens;
- ID tokens.

Then save.

Go to the "API permissions" menu and click on "Add a permission".

Search for the Exchange API:

- Select "Delegated permissions" and then select "EWS.AccessAsUser.All" under EWS. Click on "Add permissions".
- Then select "Application permissions" and under "Permissions" check "full\_access\_as\_app", then click on "Add permissions".

Click on "Grant admin consent for...".

Finally, go to the "Certificates & Secrets" menu and click on "New customer secret".

Add a description and an expiration date, then click on "Add".

**Copy** the secret client value and **store** it with the previously obtained identifiers.

The settings to use the service account for the Meeting4Display suite are configured from the "Calendar Configuration" tile under the "Settings" menu or the "Settings" tile on the "Home" page.

The elements to be defined are as follows:

Calendar system	Office 365
Server address	<a href="https://outlook.office365.com/ews/exchange.asmx">https://outlook.office365.com/ews/exchange.asmx</a>
Account name	Service account name: Example: <i>Meeting4Display@domain.onmicrosoft.com</i>
Client ID	Application (client) ID obtained when configuring the application on the Azure portal
Tenant ID	Directory (tenant) ID obtained when configuring the application on the Azure portal
Client Secret	Client secret obtained when configuring the application on the Azure portal

The "Test" button is used to check that the Meeting4Display application communicates correctly with Exchange Web Services (EWS).

## 2. Meeting4Mobile

The application can be accessed here:

`http(s):// {hostnameorIPaddress}/Meeting4DisplayMobile`

The Meeting4Mobile application uses basic authentication. It allows you to connect with a user account (login/password) defined in Office 365.

## 3. Meeting4Kiosk

The application can be accessed here:

`http(s):// {hostnameorIPaddress}/Meeting4DisplayMobile/...`

Note: it can be accessed via the link generated from the back office (see below).

The Meeting4Kiosk application uses authentication via MSAL with "impersonation". It allows you to log on with the service account properties configured in the back office.

The first time you use it, you will need to generate the link to access it.

To do this, go to "Settings" > "Web apps settings" and in the Meeting4Kiosk tab, click on "Generate link".

## 4. Outlook Add-in

The application can be accessed here:

[http\(s\)://{{hostnameorIPaddress}}/Meeting4DisplayOutlook/](http(s)://{{hostnameorIPaddress}}/Meeting4DisplayOutlook/)

The Outlook Add-in application uses the same authentication as Meeting4Kiosk.

In order to use it, you must enter the URL and password required to log on to the company.