

SedaoLive Rooms with MS Office365

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

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

This guide includes how to set up Office365 (including using online MS exchange) for adding Room Resources to your Microsoft account, connecting your SedaoLive Rooms screens to your Microsoft account, how to personalise the look of your SedaoLive Rooms screens with your own company branding and finally how to schedule digital signage on your screens when the room is not in use.

Create a Room Administration Account

SedaoLive Rooms uses Microsoft Office and requires a user on your Microsoft account who is set up as a room administrator.

There is NOTHING special about this user. It is a standard user whose details are used within the SedaoLive Rooms system. When rooms are booked 'using the touch screens interface' they do so using this user's credentials, therefore it is not advisable to use an existing staff members account since their credentials are issued to anyone setting up a screen (and the rooms will 'appear' to outlook user to have been booked by that user).

Setting up a Microsoft business account

This document does not cover setting up a Microsoft exchange server or an administrator Office365 account. Please see Microsoft's own website and help for details

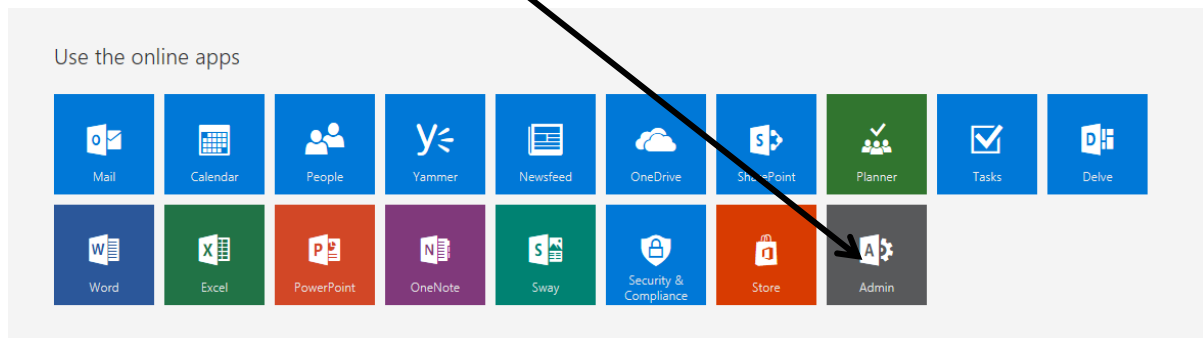
Microsoft throttling Policy

Microsoft throttling policy limits services from Microsoft Exchange Web services (which are used SedaoLive Rooms screens).

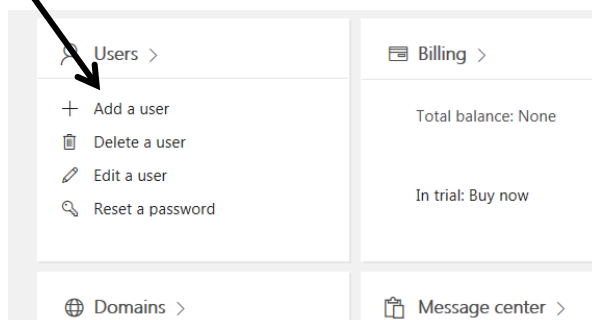
You must set up a different RoomAdmin account for every 10 SedaoLive Rooms screens on your system.

To set up a room administration account

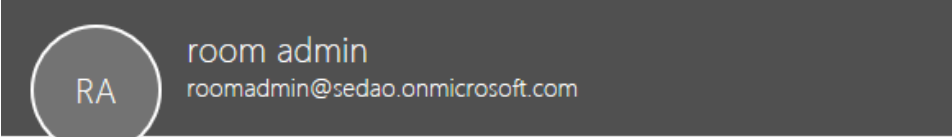
Select admin in your Office 365 interface



Select to add a new user



Set up a user and make sure to change the password to a fixed (secure) password which is not changed on login.



room admin
roomadmin@sedao.onmicrosoft.com

First name: room Last name: admin

Display name *: room admin

User name *: roomadmin Domain: sedao.onmicrosoft.com

Location: United Kingdom

∨ Contact information

∧ Password: Admin-created

Auto-generate password

Let me create the password

Password *: Weak

This field requires a strong password.

Retype password *:

Make this user change their password when they first sign in

∨ Roles: User (no administrator access)

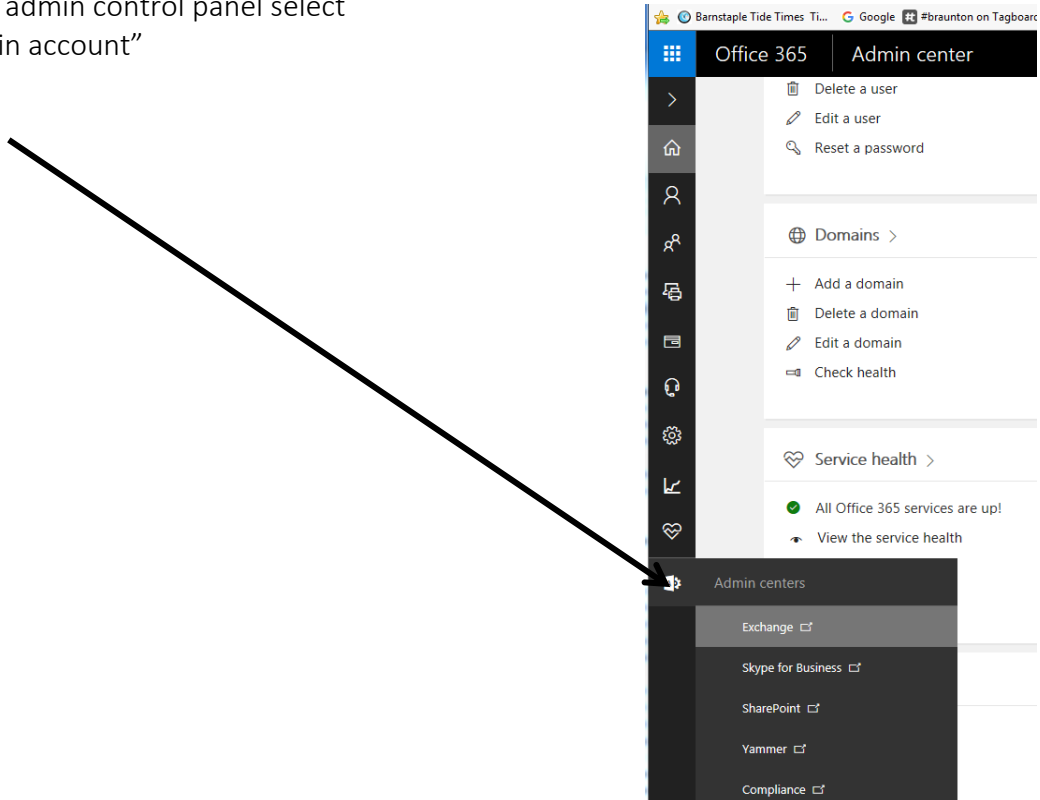
∨ Product licenses: Office 365 Business Premium

You need to
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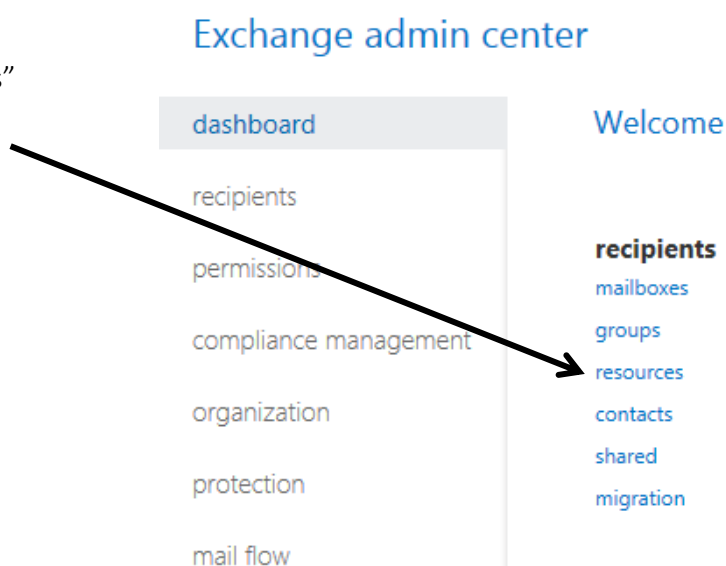
Save and you have finished - ensure you take note of the Room admin email address and password. You will need it to configure your SedaoLive Rooms screens.

Create meeting room resources in Office 365

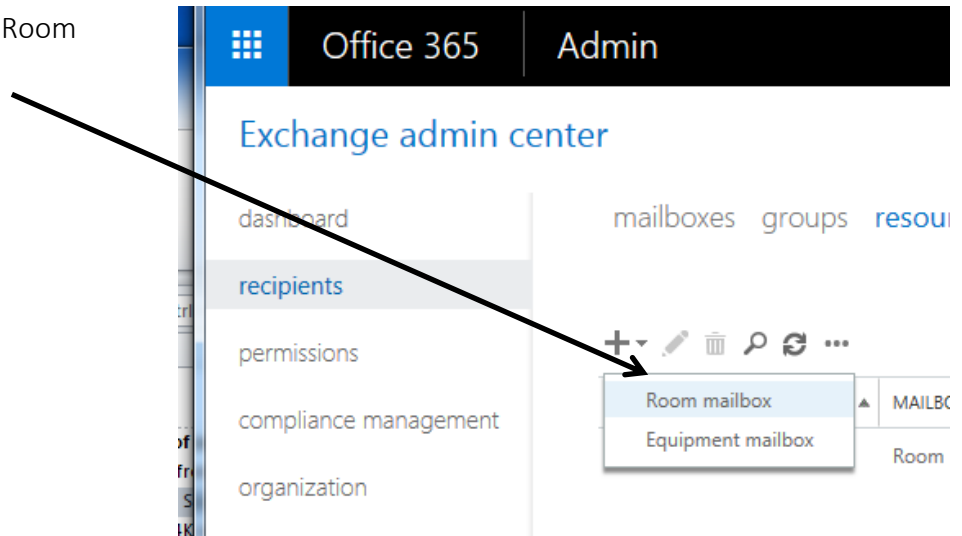
In the Office365 admin control panel select
"Exchange admin account"



Select recipient "resources"



Select the add button and pick Room mailbox



Enter the details for the meeting room you are going to locate your SedaoLive Rooms screen outside. Take note of the email address you assign as it will be created by Exchange, assigned to this meeting room and its used to book the room – both by SedaoLive Rooms and Outlook.

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

*Room name:

*Email address:
 @

Location:

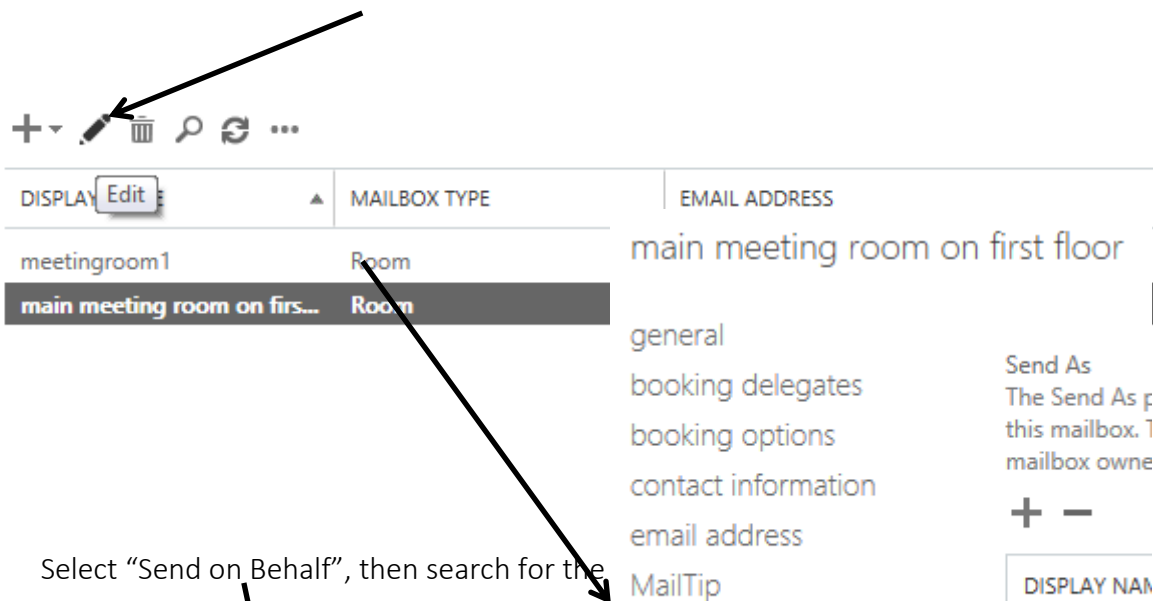
Phone:

Capacity:

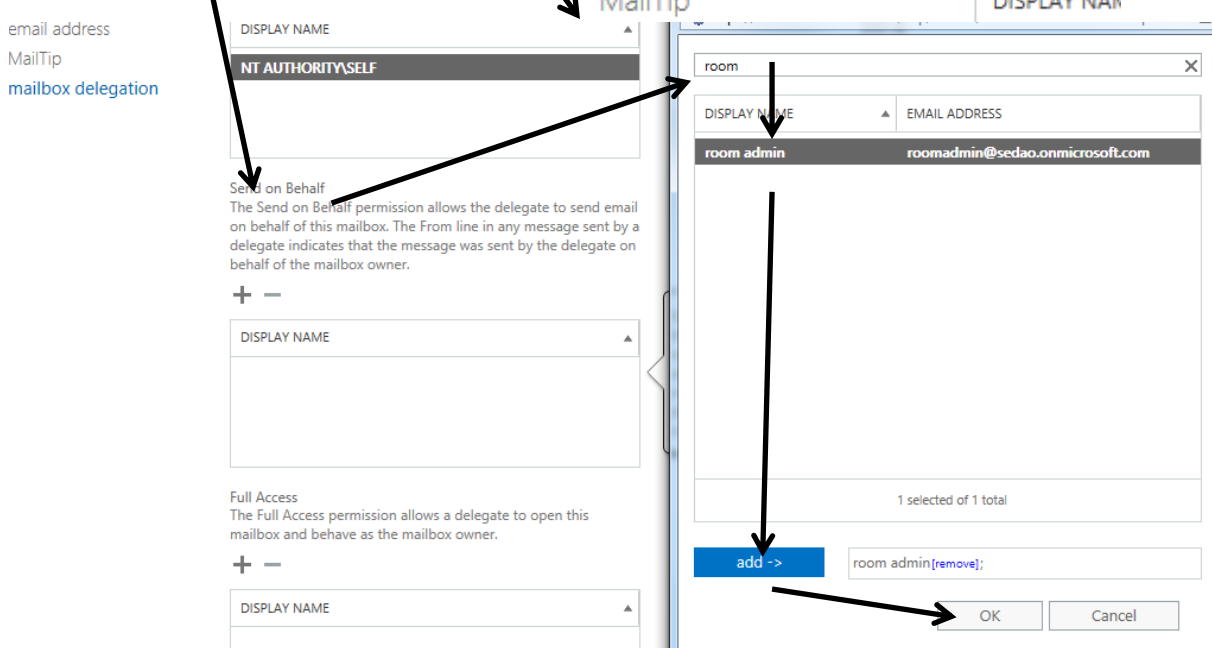
This name will appear in the address book. To make it easier for users to find rooms, use a consistent naming convention.

Next you need to set up which users are allowed to directly edit the room's mailbox. This is the room admin account you set up earlier and anyone you need to directly edit the calendar. Users who wish to book the room do NOT need to be given permission to edit the rooms calendar. The room will accept, automatically, their attempts to book it, if it is free and reject it if it's booked.

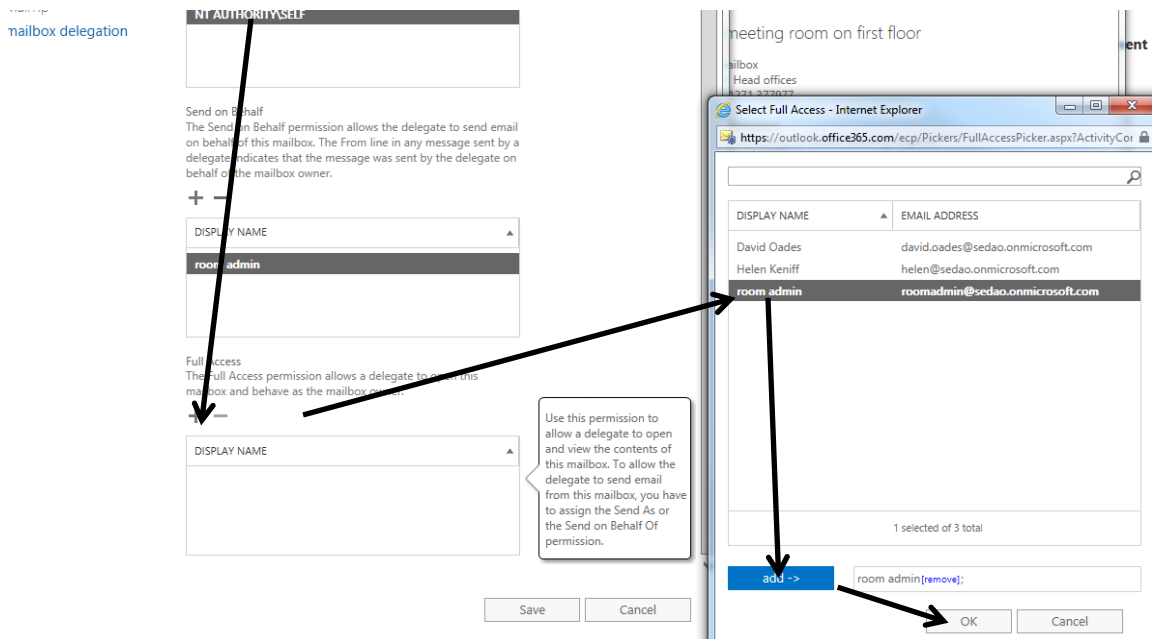
Select the room and click on the edit icon



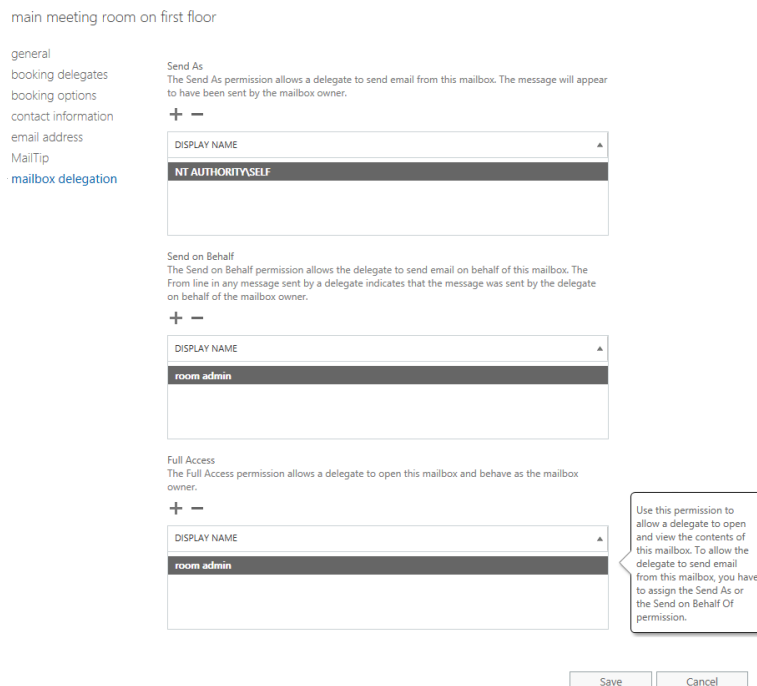
Select "Send on Behalf", then search for the



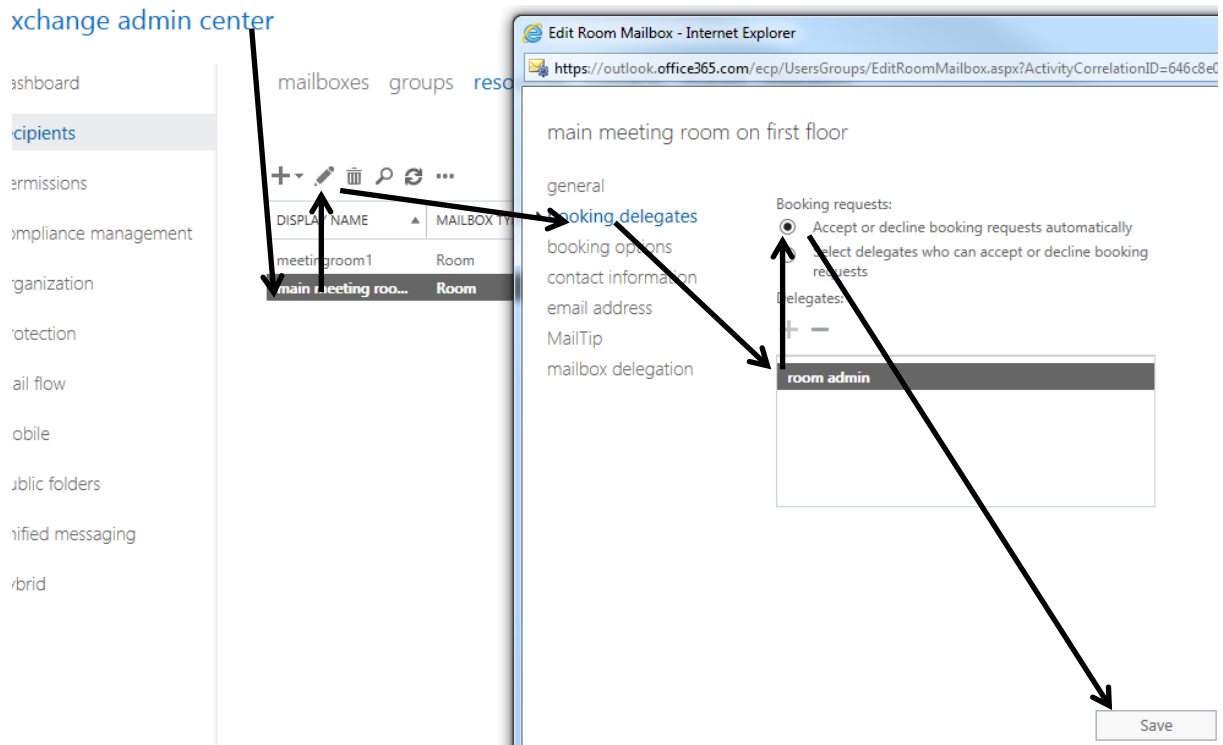
Scroll down to Full Access, select the room admin user and click ok



When you are finished it should look like this.



For the SedaoLive Rooms system to be able to book a room through the touch screen the room admin MUST be configured to accept or decline bookings automatically. This page should be automatically set by Office 365. Check that room admin account is able to automatically accept or decline meetings.



Note – Office 365 Propagation Delays

When you first set up Room admin account or room resources it can take Office 365 up to 24 hours to process them are they are ready to use with your SedaoLive Rooms system.