

# MS Exchange Scheduling

## User Guide for v6.5 systems



Important changes are listed in Document revision history at the end of this document.

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# What is the MS Exchange Scheduling add-on?

The MS Exchange Scheduling add-on creates system schedules based on Microsoft® Exchange room reservations.

## IT considerations

The following information may be useful to network administrators.

Client	Server	Default Port	Traffic
MS Exchange Scheduling add-on	Microsoft® Exchange	TCP/IP 443	Microsoft® Exchange EnCampus™ - Enterprise Web Services SOAP API secured with TLS

This add-on communicates with an Microsoft® Exchange Server using SOAP services provided by Microsoft® Exchange. These communications are performed using HTTP or HTTPS protocol with TLS, depending on the service endpoint configuration. During configuration, the add-on retrieves room lists for the user to select. During regular operation, the add-on retrieves room reservations for the selected rooms, at configured times.

The Microsoft® Exchange Server must be configured to enable the Microsoft® Exchange EnCampus™ - Enterprise Web Services.

We recommend that you have a dedicated Microsoft® Exchange® service account for the add-on to use to communicate with the Microsoft® Exchange EnCampus - Enterprise Web Services server. Credentials for the service account are stored to a file by this add-on and secured using AES-128 encryption.

**NOTE** This service account must have appropriate privileges to export room lists and room reservations, but no more.

## Requirements

- You are running a v6.5 system with the latest cumulative patch applied.
- Exchange Web Services (EWS) must be enabled on the Microsoft® Exchange Server.
- You have network connectivity between the system and Microsoft® Exchange.
- You have downloaded exchangescheduling.addon.
- You have purchased and downloaded the MS Exchange Scheduling license.
- Your system is backed up regularly to ensure the add-on's data is also backed up.
- You are running Microsoft® Exchange 2010 or later with a service mailbox (this may use up a client license).
- You are running a version of Outlook® that is compatible with the version of Exchange if you wish to perform scheduling through Outlook®.

See "Installing an Add-on User Guide" for the following:

- Installing an add-on
- Applying a license
- Running an add-on
- Upgrading an add-on

## Dedicating a Microsoft® Exchange service account

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We recommend that you have a dedicated Microsoft® Exchange service account for the add-on to use to communicate with the Exchange Web Services (EWS) server. The service account must have appropriate privileges to retrieve the desired room lists and room availability information (see below).

Since Microsoft® Exchange configurations can vary widely across different installations, the procedure to establish such a service account can also vary. Below is one possible example of a procedure that a Microsoft® Exchange administrator might follow to create such a service account.

- 1 Create a service account in the Forest that the Exchange Organization resides in.
- 2 Enable a mailbox for the service account.
- 3 If you want to restrict the account to certain rooms, create a Management Scope with a *recipientRestrictionFilter*.
- 4 Create a Management Role Assignment for the service account.
- 5 Assign it *ApplicationImpersonation* rights with a *custom recipient* write scope.  
**NOTE** Base the write scope on the Management Scope you created in Step 3.

## Using Room Lists in Microsoft® Exchange

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To present a list of rooms for configuration, the MS Exchange Scheduling add-on queries the Microsoft® Exchange server for Room Lists. The Room Lists feature assists the Room Finder functionality in e-mail clients like Microsoft® Outlook.

If rooms are missing from the MS Exchange Scheduling configuration page, it may be because the rooms of interest are not associated with a Room List Distribution Group. In this case, the Exchange administrator can add the rooms to a Room List Distribution Group, or else the rooms must be manually entered in the MS Exchange Scheduling configuration page.

## Configuring the Exchange Web Services Connection

Use the **Configuration** tab in the MS Exchange Scheduling add-on to connect the add-on to the Exchange Web Services (EWS) server.

- 1 Enter the values for the fields listed in the table below.
- 2 Click **Save**.  
The add-on immediately attempts to connect using the credentials provided.

Field	Enter...
If using the <i>user principal name</i> (UPN) format:	
<b>Domain</b>	leave this blank
<b>User Name</b>	Your user principal email address Example: <i>Joeuser@example.abc.com</i>
If NOT using the <i>user principal name</i> (UPN) format:	
<b>Domain</b>	The Exchange Service domain
<b>User Name</b>	Your Exchange login name
<b>Password</b>	Your Exchange password
<b>Service URL</b>	The Exchange Service URL provided by your Exchange Server Administrator
<b>Look ahead schedule</b>	A value between 1 and 7 - Schedules will be added for this number of days ahead

## Configuring the Exchange Room Mappings

Use the **Exchange Room Mapping** tab in the MS Exchange Scheduling add-on to create associations between Microsoft® Exchange rooms and system Area, Equipment, or Schedule Groups.

To enable MS Exchange Scheduling at an Area, Equipment, or Schedule Group, a mapping must be created for that location.



**TIP** If you have a case where multiple rooms are controlled by the same equipment, set up a scheduling group for each room and make the controlling equipment members of each group. This allows you to create a 1-to-1 mapping between the MS Exchange rooms and their corresponding scheduling groups.

**Best Practices:** Only one scheduling method should be used at any Area, Equipment, or Schedule Group, whether it be from your system application or from this or any other scheduling add-on. Be aware that using more than one scheduling method at a location may yield unexpected results.

## To add Exchange Room Mappings

- 1 In the **Select Meeting Room** pane, select a room you wish to map to a location.



**TIP** If you do not see the desired room in the list, you can *manually enter a meeting room* (page 4).

- 2 In the **Select Location** pane, select an item from the tree - the selection can be any area, equipment, or group that can be scheduled.
- 3 Click **Map**.
- 4 Verify that the new mapping appears in the **Mapped List** pane below.

**NOTE** It may take up to 30 minutes for system schedules to be created from newly added mappings.



### TIPS

- The MS Exchange Scheduling add-on enables system scheduling based upon room availability that you have as indicated by Microsoft® Exchange.
- If a room has been added in the Microsoft® Exchange system but does not appear in the **Room** list, click **Refresh Rooms**.

## To remove Exchange Room Mappings

- 1 Select any mappings in the **Mapped List** pane to remove.  
TIP: Check the checkbox in the table header to select or un-select all mappings in the list.
- 2 Click **Delete** in the lower left of the window.
- 3 Click **OK**.

**NOTE** If an item in the **Mapped List** pane is red, either the Room or the mapped location has been removed.

## Manually entering a Meeting Room

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- 1 In the **Room Address** field, enter either a room name or the location's email address.
- 2 Click **Add Room**.

## To remove a manually entered room

- 1 Locate the room in the table.
- 2 Click **Delete** () on the room's row to delete.

## Scheduling rooms using Microsoft® Outlook®

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After you have configured the add-on and mapped the rooms, users can create meetings and specify locations as they normally would in Microsoft® Outlook®.



### TIPS

- All schedules that you create in Microsoft® Outlook® appear in your system with a description containing the email address of the corresponding Exchange room.
- We recommend that you use Optimal Start in your logic to ensure that the room reaches the desired temperature before the start of the scheduled reservation.

### NOTES

- All schedules that you create in Outlook are assigned a priority of Override; this can not be changed.
- If you have Optimal start in your logic, it will perform as usual whether the schedule is configured in Outlook® or in your system.
- It may take up to 30 minutes for a newly scheduled, updated, or deleted schedule to be reflected in the system. For example, if a meeting is deleted in Outlook more than 30 minutes prior to its start time, its schedule will be deleted from your system as well.

## Document revision history

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Important changes to this document are listed below. Minor changes such as typographical or formatting errors are not listed.

<b>Date</b>	<b>Topic</b>	<b>Change description</b>	<b>Code*</b>
10/10/18	IT considerations	Corrected references to Microsoft® Exchange	A-TS-RD-E-KK
4/27/18	IT Considerations	Corrected the default port	A,C-AE-LO-E
1/31/18	Configuring the Exchange Room Mappings	Added tip about new Refresh Rooms button	A,C-AE-LO-E
09-20-17	Requirements	Changed MS Exchange 2007 to 2010	X-AE-DY-E

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