

## Moving from legacy EWS to MS Graph Calendar Platform

If your current calendar platform is using the legacy EWS approach you will need to move to Microsoft new Graph API. This provides a faster and more reliable service:

### Calendar Options

Select a calendar platform

Calendar Platforms

Office 365 (Legacy EWS) - Deprecated Microsoft API - Migrate away from this to MS Graph

Save

You will need to take a note of the rooms and recreate them once you have authorised the new Graph platform:

### Authorise Calendar Access

Room Booking Administrator

De-Authorise

### Rooms

Add and update existing rooms

24h Time Format

	Room Name	Mailbox Name	Status	
<p>Edit</p>	Meeting001	Meeting001@elmstonedev.onmicrosoft.com	Available	<p>Delete</p>
<p>Add New</p>				

Calendar Platforms

Office 365 (MS Graph) - New Microsoft API - Use this for most O365 use cases

Save

When changing the calendar platform to CleverLive devices will no longer work as expected. The calendar access will need to be re-Authorised for Microsoft Graph:

### Authorise Calendar Access

Ensure you:

- Authorise with the 'Room Booking Account' rather than your personal account
- The 'Room Booking Account' will need a Microsoft Office 365 Basic License (e.g. use of an Outlook Inbox)
- Ensure the Room Booking account has 'Application Administrator' permissions

Room Booking Administrator

Authorise

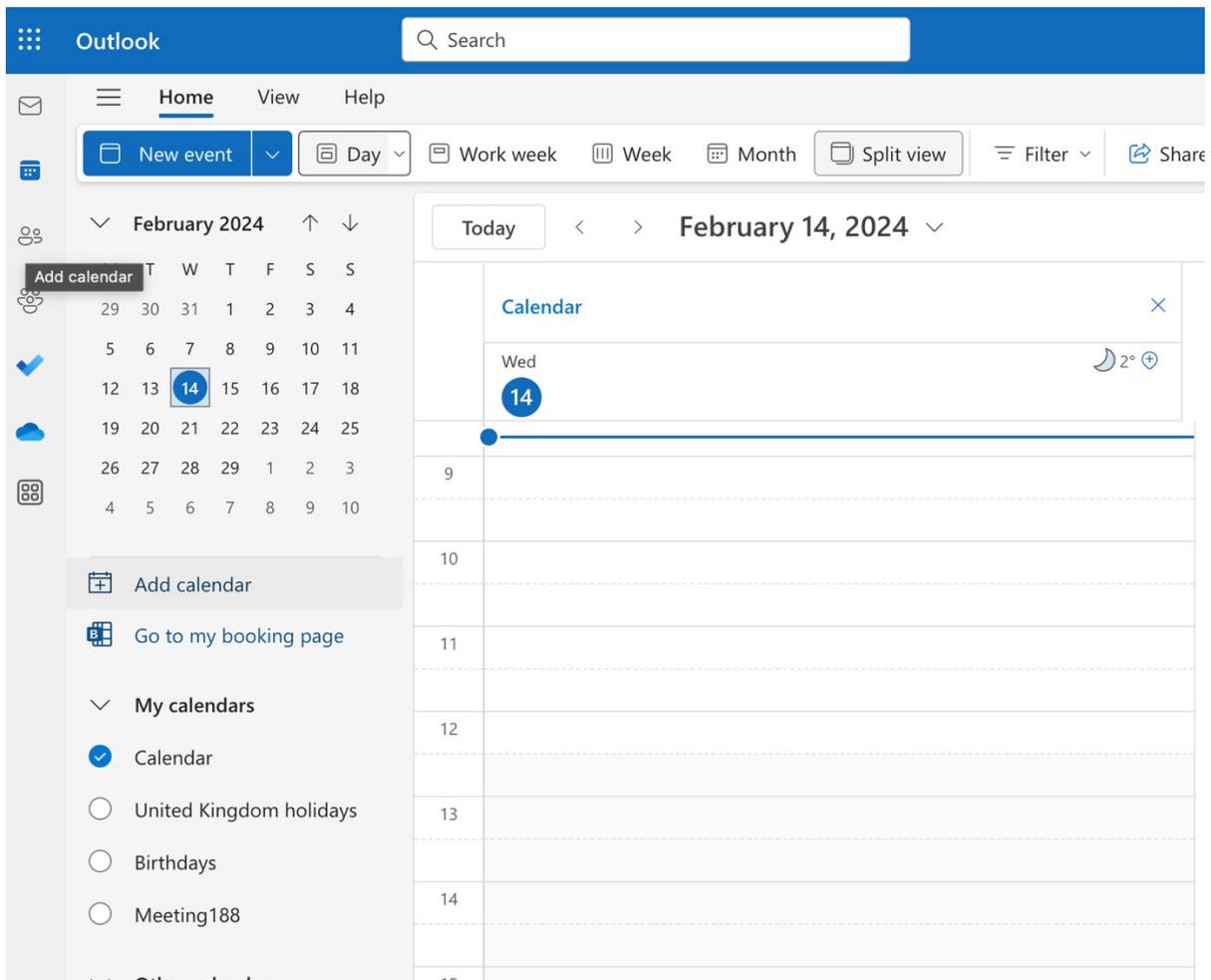
The rooms will have to be re-added; however a dropdown list will show you the calendars the Room Booking Administrator has permissions over. Missing rooms require delegate access:

**New Room**

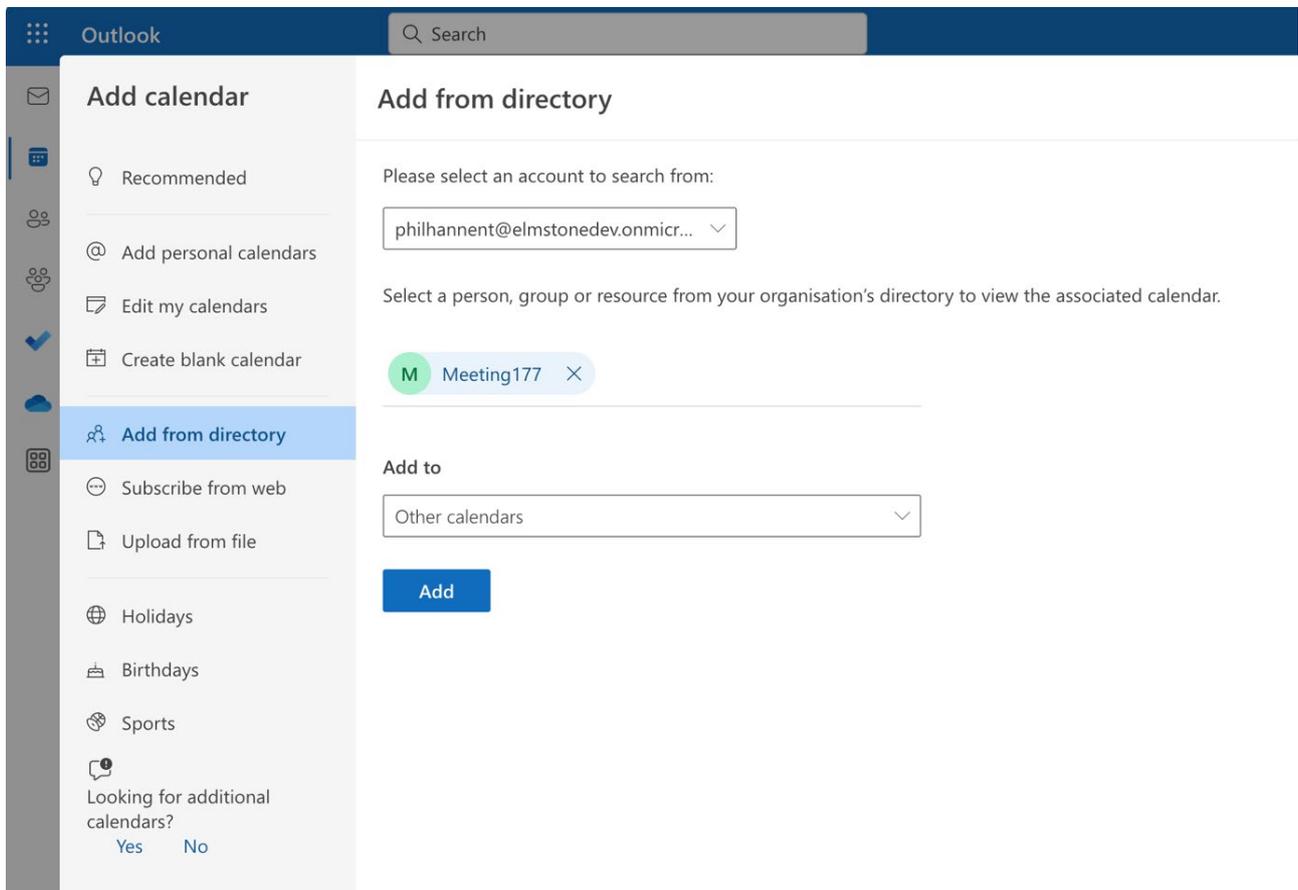
Create Room Specific Settings

Room Name	<input type="text" value="Meeting001"/>
Calendar Account Email	<input type="text" value="Meeting001"/>
Greeting	<input type="text" value="Welcome to"/>
Room Claim Timeout (mins)	<input type="text" value="0"/> <small>a timeout of zero disables the claim timeout and rooms are always marked as used</small>
Timezone	<input type="text" value="(UTC+00:00) Europe/London"/>

If the meeting room calendar does not show up in the list of possible calendars you will need to login to Outlook for that room admin account and use the "Add calendar" option:

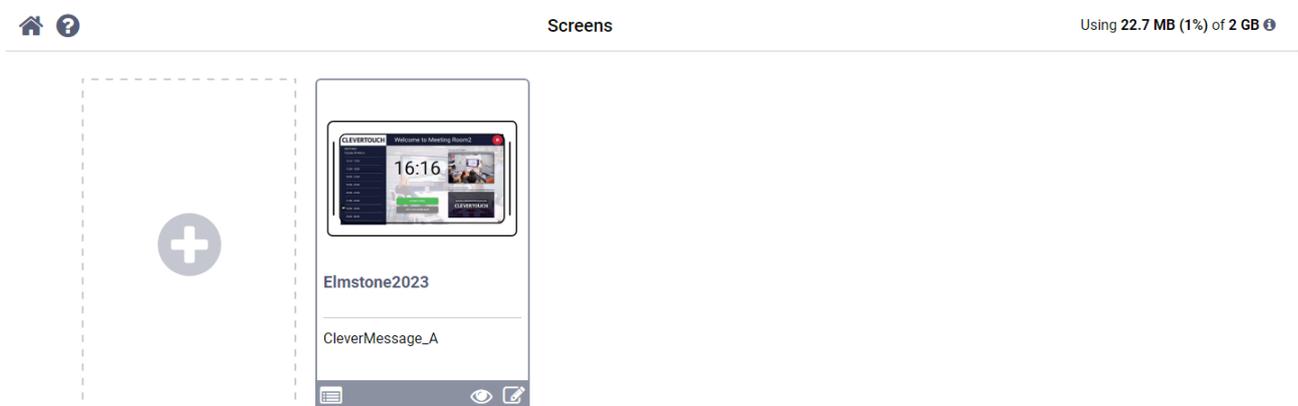


You will need to select the account you are working with (the Room Admin Account) and select the calendar you want added to the Room Booking System:

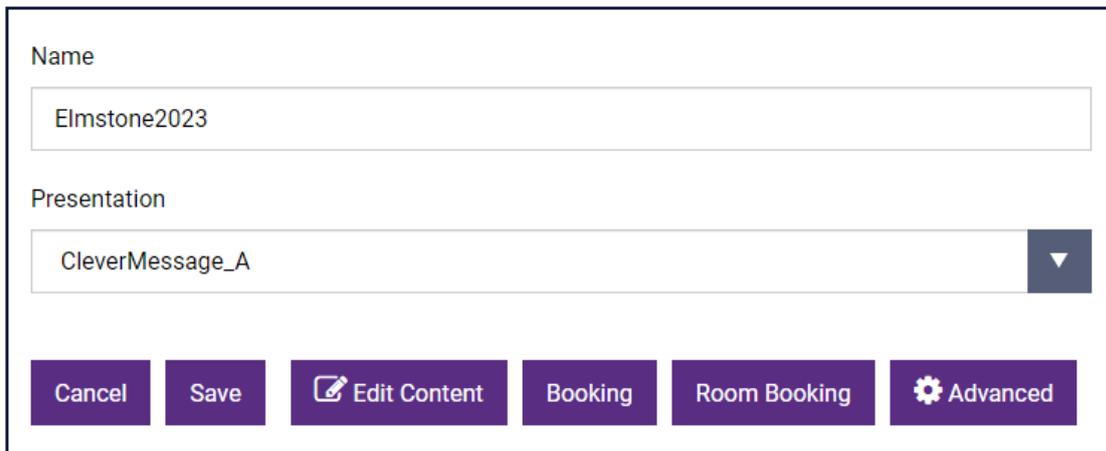


Once you have added all the meeting rooms within Outlook you will need to reload the Room Booking administration screen for it to pick up the changes.

Once the rooms have been added they will need to be assigned to the panels within Cleverlives presentation setup tool:

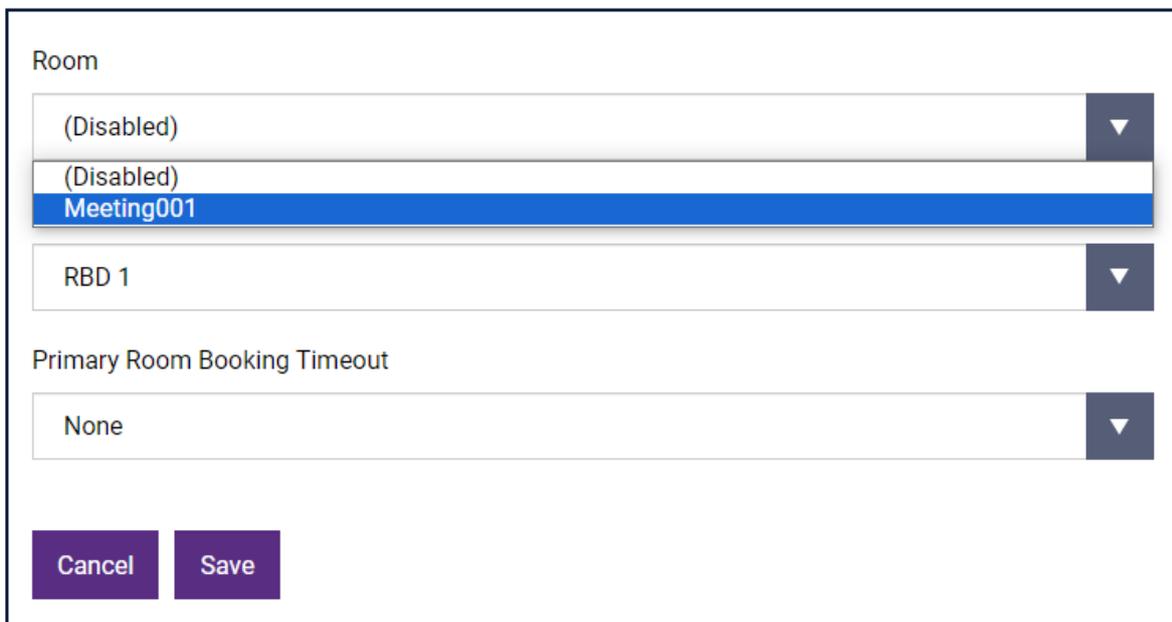


Once you click on the edit button, you will then need to click on the “Room Booking” button:



A screenshot of a web form. At the top, the label "Name" is followed by a text input field containing "Elmstone2023". Below this, the label "Presentation" is followed by a dropdown menu showing "CleverMessage\_A" with a downward arrow. At the bottom of the form, there is a row of six purple buttons: "Cancel", "Save", "Edit Content" (with a pencil icon), "Booking", "Room Booking", and "Advanced" (with a gear icon).

The rooms re-created in the Room Booking Administration screen will show up to be selected:



A screenshot of a web form. The label "Room" is followed by a dropdown menu. The menu is open, showing three options: "(Disabled)", "(Disabled)", and "Meeting001" (which is highlighted in blue). Below the dropdown is another dropdown menu showing "RBD 1". The label "Primary Room Booking Timeout" is followed by a dropdown menu showing "None". At the bottom of the form, there are two purple buttons: "Cancel" and "Save".

Click Save and then save again:

✓ Screen was successfully updated.

Name  
Elmstone2023

Presentation  
CleverMessage\_A

Cancel Save Edit Content Booking Room Booking Advanced

The room panel will take a moment to update and continue to work as before:

Thursday 1st February 2024

MEETINGS  
Thursday, February 01

3:03 PM - 4:00 PM

4:00 PM - 5:00 PM

5:00 PM - 6:00 PM

6:00 PM - 7:00 PM

7:00 PM - 8:00 PM

8:00 PM - 9:00 PM

9:00 PM - 10:00 PM

10:00 PM - 11:00 PM

11:00 PM - 12:00 AM

12:00 AM - 1:00 AM

1:00 AM - 2:00 AM

2:00 AM - 3:00 AM

3:00 AM - 4:00 AM

4:00 AM - 5:00 AM

15:04

HEADING  
Create dynamic digital signage.

With SedaoLive you can share your school's messages with all your visitors, staff and pupils. Simple to update from any online computer, you can add photos, videos, news feeds and more.

ROOM IS FREE

USE THIS ROOM