

Adding Room resource for Calendar integration

1. As the admin, go to the Admin section in Office 365 and select Resources, and Rooms & Equipment.

323link

Rooms & equipment

+ Add resource Refresh Search

Name	Email	Type
323Boris room	testroom@323link.com	Room
323DemoRoomFR	323demoroomfr@323link.com	Room
323link Demo Room	323linkdemoroom@323link.com	Room
Demo Room Franklin	demoroomfranklin@323link.com	Room
Demo Room Nashville	zmashville@323link.com	Room
Demo Room Orlando	zrorlando@323link.com	Room
Dons Office	donsoffice@323link.com	Room
Fort Worth Demo Room	fortworthdemoroom@323link.com	Room
Nashville Huddle Room	nashvillehuddleroom@323link.com	Room
Testroom	Testborisroom@323link.com	Room
Zoom Room Memphis	MemphisZR@323link.com	Room

2. Add Resource, name Room (For example conferenceroom1@*****.com)

ms & equipment

resource Refresh

Name	Email	Type
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323link Demo Room	323linkdemoroom@323link.com	Room
Demo Room Franklin	demoroomfranklin@323link.com	Room
Demo Room Nashville	zmashville@323link.com	Room
Demo Room Orlando	zrorlando@323link.com	Room
Dons Office	donsoffice@323link.com	Room
Fort Worth Demo Room	fortworthdemoroom@323link.com	Room
Nashville Huddle Room	nashvillehuddleroom@323link.com	Room
Testroom	Testborisroom@323link.com	Room
Zoom Room Memphis	MemphisZR@323link.com	Room

Add resource

Create a mailbox for things like a conference room, company car, or equipment that everyone needs to use, so that those resources are reservable.

Learn more about resource types

Resource type
Room

Name *
Conference Room 1
The resource name appears in the address book, and in the To and From lines in meeting invitations and responses.

Email *
ConferenceRoom1 @ 323link.com
The email address is used to send meeting invitations to the resource.

Capacity
25
The number of people who can fit in the room or use the equipment at the same time.

Location
Nashville

Phone number

Save

323link

Rooms & equipment

+ Add resource Refresh

Name	Email	Type
323Boris room	testroom@323link.com	Room
323DemoRoomFR	323demoroomfr@323link.com	Room
323link Demo Room	323linkdemoroom@323link.com	Room
Conference Room 1	ConferenceRoom1@323link.com	Room
Demo Room Franklin	demoroomfranklin@323link.com	Room
Demo Room Nashville	znashville@323link.com	Room
Demo Room Orlando	zrorlando@323link.com	Room
Dons Office	donsoffice@323link.com	Room

Conference Room 1 is ready

You've created a new mailbox for your Room and can now use the email address to book the resource.

Default booking options have been applied, such as allowing repeating meetings and automatically accepting meeting invites. You can change these at any time.

Next Steps

[Edit booking options](#)

[Add another resource](#)

Learn more

Use the Scheduling Assistant in Outlook to add rooms to meetings

[Working with rooms and equipment](#)

- Then click on the Room and Edit delegate. Name the admin as the delegate.

Rooms & equipment

+ Add resource Refresh Edit resource mailbox details Delete resource mailbox

Name	Email	Type
323Boris room	testroom@323link.com	Room
323DemoRoomFR	323demoroomfr@323link.com	Room
323link Demo Room	323linkdemoroom@323link.com	Room
<input checked="" type="checkbox"/> Conference Room 1	ConferenceRoom1@323link.com	Room
Demo Room Franklin	demoroomfranklin@323link.com	Room
Demo Room Nashville	znashville@323link.com	Room
Demo Room Orlando	zrorlando@323link.com	Room
Dons Office	donsoffice@323link.com	Room
Fort Worth Demo Room	fortworthdemoroom@323link.com	Room
Nashville Huddle Room	nashvillehuddleroom@323link.com	Room
Testroom	Testborisroom@323link.com	Room
Zoom Room Memphis	MemphisZR@323link.com	Room



Conference Room 1

Room



Type
Room
Room
Room
Room
Room
Room
Room
Room
Room
Room
Room
Room
Room
Room

Contact information

Name

Conference Room 1

Email

ConferenceRoom1@323link.com

Capacity

25

Location

Nashville

Phone number

6157623722

[Edit](#)

Delegates (0)

[Edit](#)

Exchange settings

[Edit Exchange settings](#)

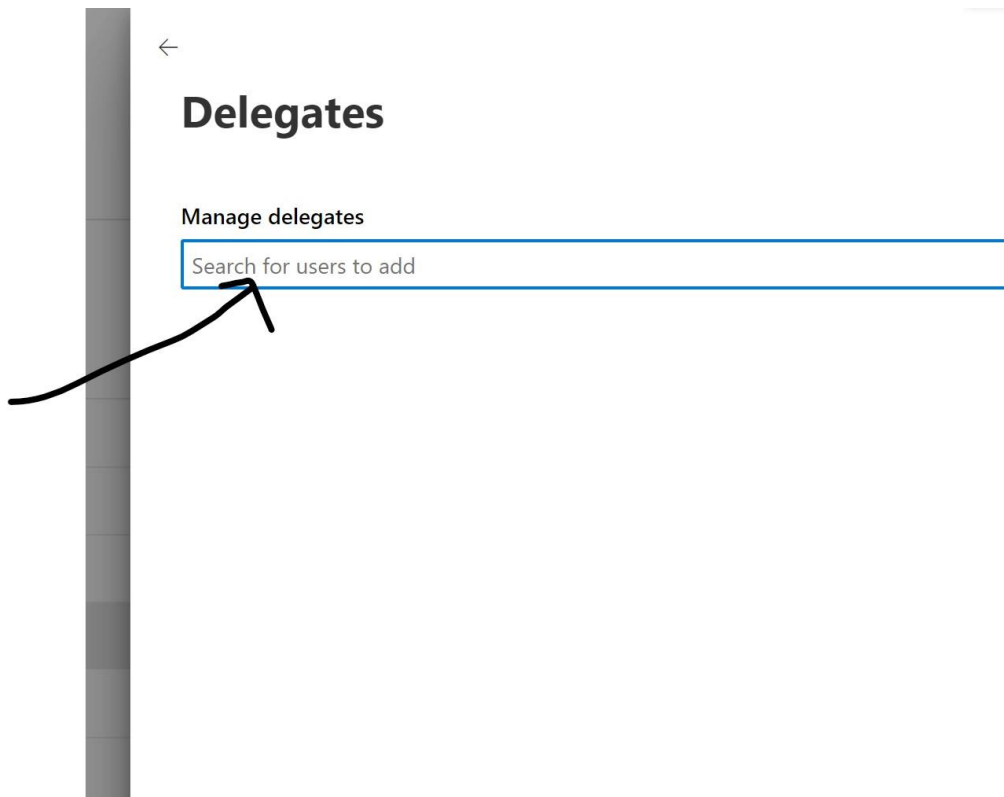
Booking options

Allow repeating meetings: On

Automatic processing: On

[Edit](#)





4. Then proceed to edit Exchange settings. Go to Full Access and Mailbox delegation, add the admin of this room.

Type

Room

Room

Room

Room

Room

Room


Room

Room


Room

Room


Room



Conference Room 1

Room 

Contact information	
Name	Email
Conference Room 1	ConferenceRoom1@323link.con
Capacity	Location
25	Nashville
Phone number	
6157623722	
Edit	
Delegates (1)	
Michael Plumley	
Edit	
Exchange settings	
Edit Exchange settings	



Conference Room 1

- general
- booking delegates
- booking options
- contact information
- email address
- MailTip
- mailbox delegation

Send As
The Send As permission allows a delegate to send email from this mailbox. The message will appear to have been sent by the mailbox owner.

+ -

DISPLAY NAME
Michael Plumley
NT AUTHORITY\SELF

Send on Behalf
The Send on Behalf permission allows the delegate to send email on behalf of this mailbox. The From line in any message sent by a delegate indicates that the message was sent by the delegate on behalf of the mailbox owner.

+ -

DISPLAY NAME
Michael Plumley

Full Access
The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.

+ -

DISPLAY NAME
Michael Plumley



- The final step is setting the password for the room. Go to the Azure Directory, users and select the room.

Users | All users (Preview)

323link - Azure Active Directory

Navigation: + New user + New guest user Bulk operations Refresh Reset password Multi-Factor A

Left sidebar: All users (Preview), Deleted users (Preview), Password reset, User settings, Diagnose and solve problems, Activity, Sign-ins, Audit logs, Bulk operation results, Troubleshooting + Support, New support request

Message: This page includes previews available for your evaluation. View previews →

	Avatar	Name	UPN	Role	Account type	Link
<input type="checkbox"/>	3R	323Boris room	testroom@323link.com	Member	No	323link.onr
<input type="checkbox"/>	3Z	323DemoRoom...	Gf3b36d198e204e9a8...	Member	No	323link.onr
<input type="checkbox"/>	3D	323link Demo R...	Gdb8504a6ce0a41218...	Member	No	323link.onr
<input type="checkbox"/>	AC	afd classroom1	afdclassroom1@323li...	Member	No	323link.onr
<input type="checkbox"/>	AC	afd classroom2	afdclassroom2@323li...	Member	No	323link.onr
<input type="checkbox"/>	AC	afd classroom3	afdclassroom3@323li...	Member	No	323link.onr
<input type="checkbox"/>	AC	afd conferencer...	afdconferenceroom@...	Member	No	323link.onr
<input type="checkbox"/>	AE	afd educart	afdeducart@323link.c...	Member	No	323link.onr
<input type="checkbox"/>	BG	Boris Gurov	boris@323link.com	Member	No	323link.onr
<input type="checkbox"/>	CN	Cindy Nowell	cnowell@323link.com	Member	No	323link.onr
<input type="checkbox"/>	CR	Conference Ro...	ConferenceRoom1@3...	Member	No	323link.onr
<input type="checkbox"/>	CM	Court1 Morgan	court1@323link.com	Member	No	323link.onr
<input type="checkbox"/>	CM	Court2 Morgan	court2@323link.com	Member	No	323link.onr
<input type="checkbox"/>	DR	Demo Room Fr...	demoroomfranklin@3...	Member	No	323link.onr
<input type="checkbox"/>	DR	Demo Room N...	zrnashville@323link.c...	Member	No	323link.onr
<input type="checkbox"/>	DR	Demo Room Or...	zrorlando@323link.com	Member	No	323link.onr
<input type="checkbox"/>	Don Cottam	doncottam@323link.c...	Member	No	323link.onr	

- After selecting the rom from Azure tap the reset password button. Copy the temporary password, and in another browser window go login to Office 365. Signin (conferenceroom1@323link.com). Paste the temp pass given and you can then change the password.

Conference Room 1 | Profile

User

◀ Edit Reset password Revoke sessions Delete Refresh Got feedback?

Diagnose and solve problems

Manage

Profile

Assigned roles

Administrative units

Groups

Applications

Licenses

Devices

Azure role assignments

Authentication methods

Activity

Sign-ins

Audit logs

Troubleshooting + Support

New support request

Conference Room 1

ConferenceRoom1@323link.com



User Sign-ins

Group memberships
0

Dec 13 Dec 20 Dec 27 Jan 3

Identity

Name	Conference Room 1	First name	---	Last name	---
User Principal Name	ConferenceRoom1@323link.com	User type	Member	Source	Azure Active Directory
Object ID	ed371a11-eb1e-4bdb-96e1-bf9e56...				

Job info

Job title	Department	Manager
---	---	---
Company name	Employee ID	---
---	---	---

im 1

1 | Profile

Edit Reset password Revoke sessions Delete Refresh Got feedback?

Conference Room 1

ConferenceRoom1@323link.com



User Sign-ins

Group memberships
0

Dec 13 Dec 20 Dec 27 Jan 3

Identity

Name	Conference Room 1	First name	---	Last name	---
User Principal Name	ConferenceRoom1@323link.com	User type	Member	Source	Azure Active Directory
Object ID	ed371a11-eb1e-4bdb-96e1-bf9e56...				

Reset password

Conference Room 1

✔ Password has been reset

Provide this temporary password to the user so they can sign in.

Temporary password ⓘ

Yaha0103





conferenceroom1@323link.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

7. Please provide to 323Link that newly created email(Room) and password so that the calendar can be integrated to OneTouch.