Booking for Outlook Setup Guide

Setting up Room Resource Account and SharePoint
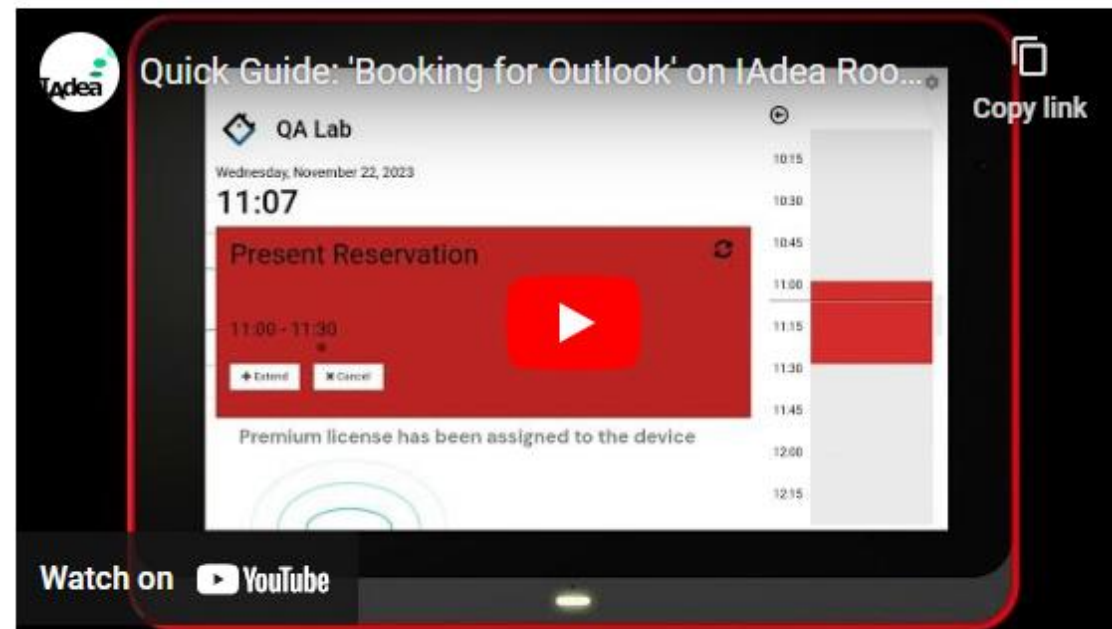
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5/13/2024

Booking For Outlook Tutorial – The Introduction

- https://support.iadea.com/hc/en-us/articles/258740019540761-Booking-For-Outlook-Tutorial-The-Introduction

A comprehensive overview of the introductory video, guiding you through the initial setup and key features of Booking for Outlook:
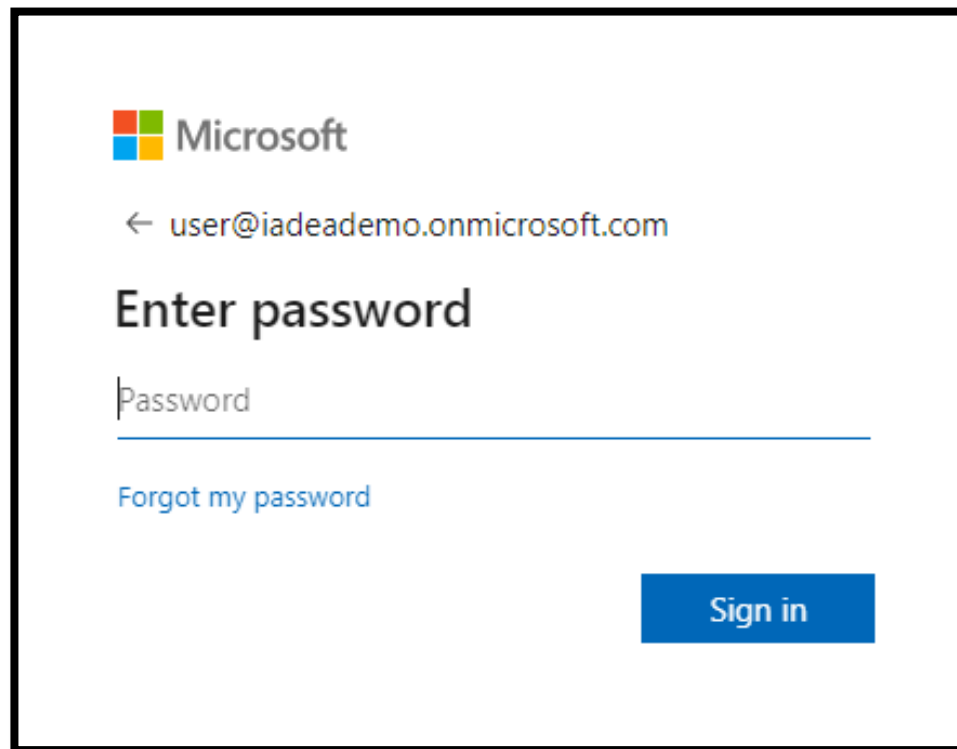
Step 1. Creating Room Resource Account

- Sign in to the Office 365 portal

- Create room resource account

- Reset the account password and set up new password

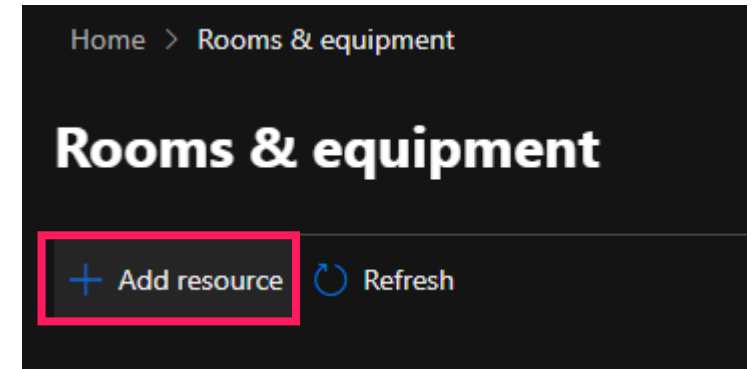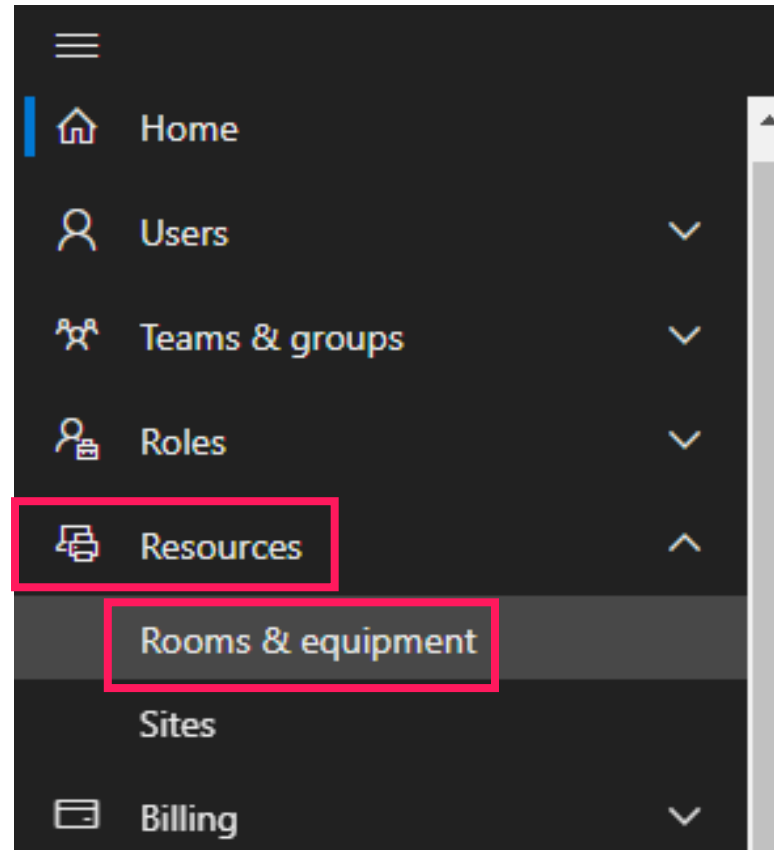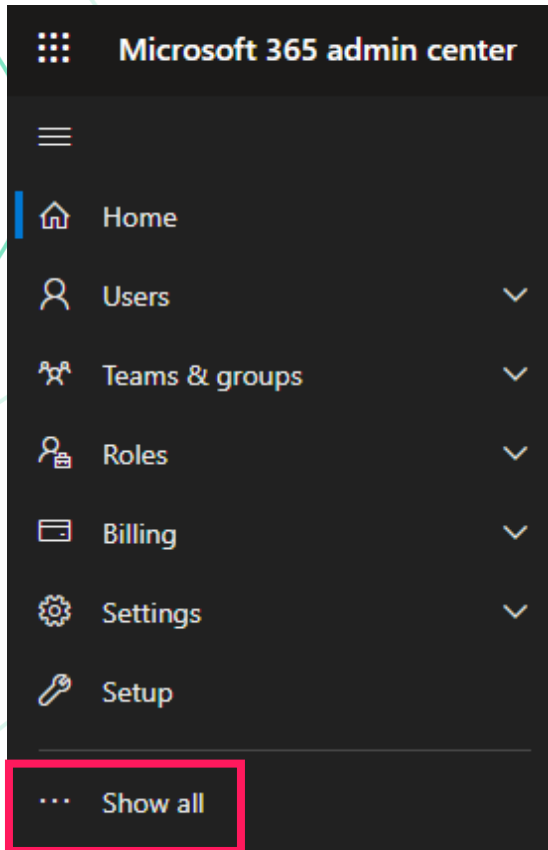# 1. Accessing Your Office 365 Admin Portal with the Global Admin Account

- Log in to the Office 365 admin portal using your admin credentials: https://admin.microsoft.com/.

2. Establishing a Room Resource

- Navigate to the left side bar, select [Resources] from the menu, and choose [Rooms & equipment]. Proceed by clicking [Add resource].

3. Filling the Room Details

- Upon clicking the [Add resource] button, an input window will appear.
- Enter the room's name and email address, then click [Save].

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 *

IAdeaDemoRoom

The resource name appears in the address book, and in the To and From lines in meeting invitations and responses.

Email *   **Domains**

IAdeaDemoRoom   @   iadeademo.onmicrosoft.com

The email address is used to send meeting invitations to the resource.

Capacity

4

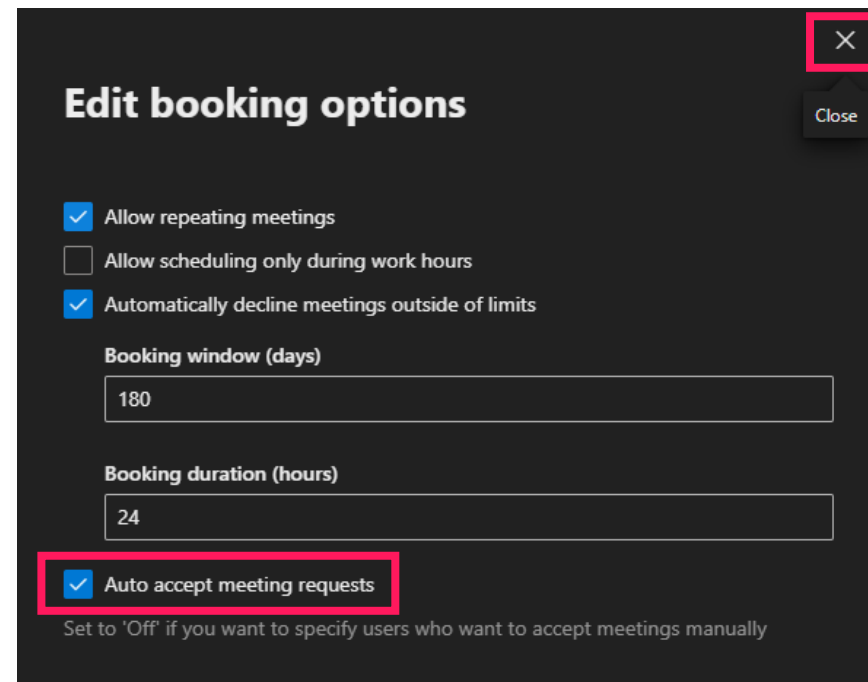The number of people who can fit in the room or use the equipment at the same time.
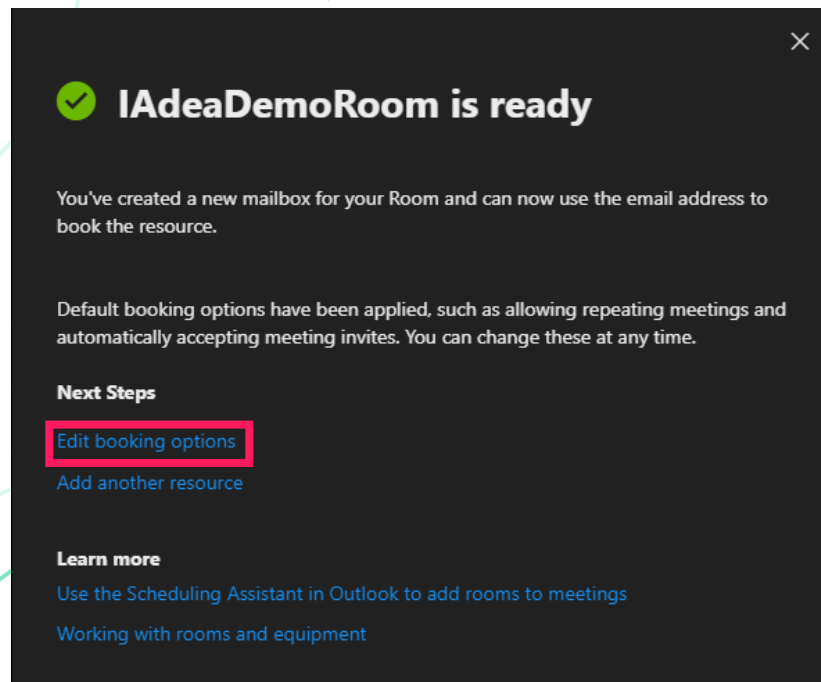
Location

Phone number

Save

4. Adjusting Booking Preferences

- To modify booking preferences, select [Edit Booking Options]
- Suggestion: Activate [Auto Accept Meeting Requests].
  - If disabled, you will need admin to approve every meeting reservation.
- Once done, close the dialog.

5. Resetting Room Account Password

- Navigate to the left sidebar, select [Active Users] from the Users menu.
- Locate the newly created room resource, then choose [Reset Password].
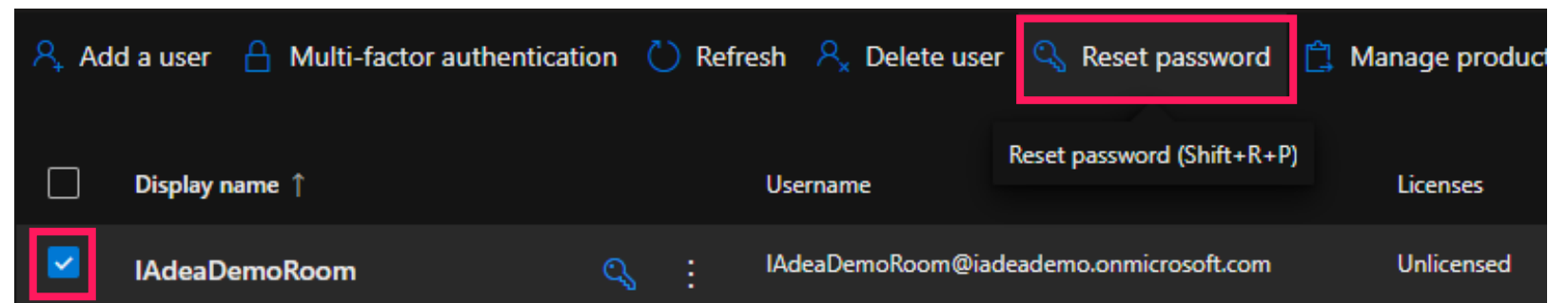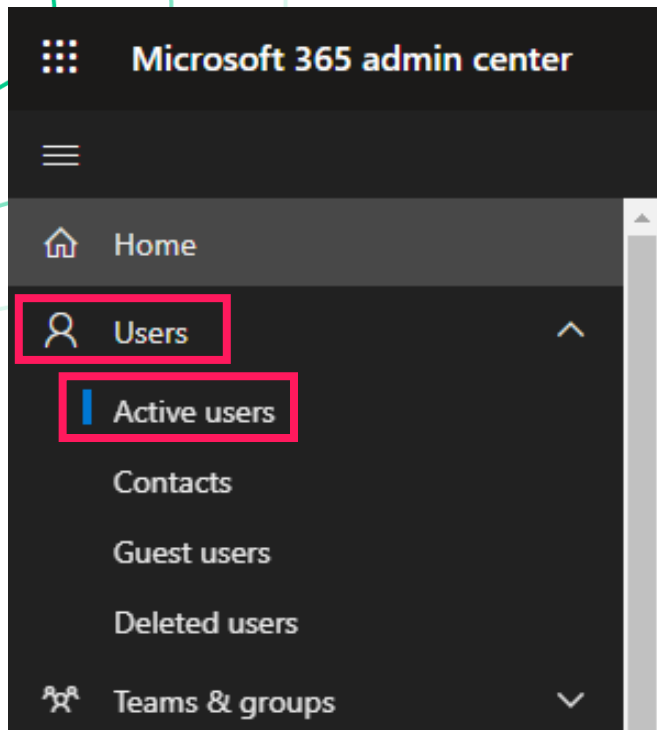
6. Entering The New Password

- Input a new password for the room.
- Ensure to uncheck the box **'Require this user to change their password when they first sign in'**.
- Optionally, choose to receive sign-in information via email by selecting the **'Email the sign-in info to me'** checkbox and entering an email address.
- Click [Reset password] and then [Close].

Reset password

IAdeaDemoRoom@iadeademo.onmicrosoft.com

☑ Automatically create a password

Passwords must be between 8 and 256 characters and use a combination of at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.

Password *

••••••••••• Strong 👁

☐ Require this user to change their password when they first sign in
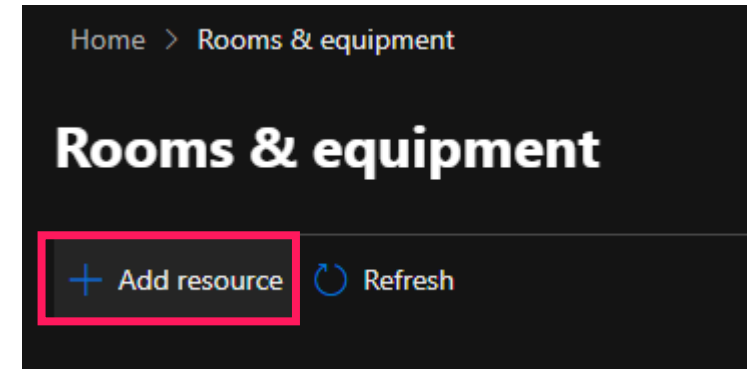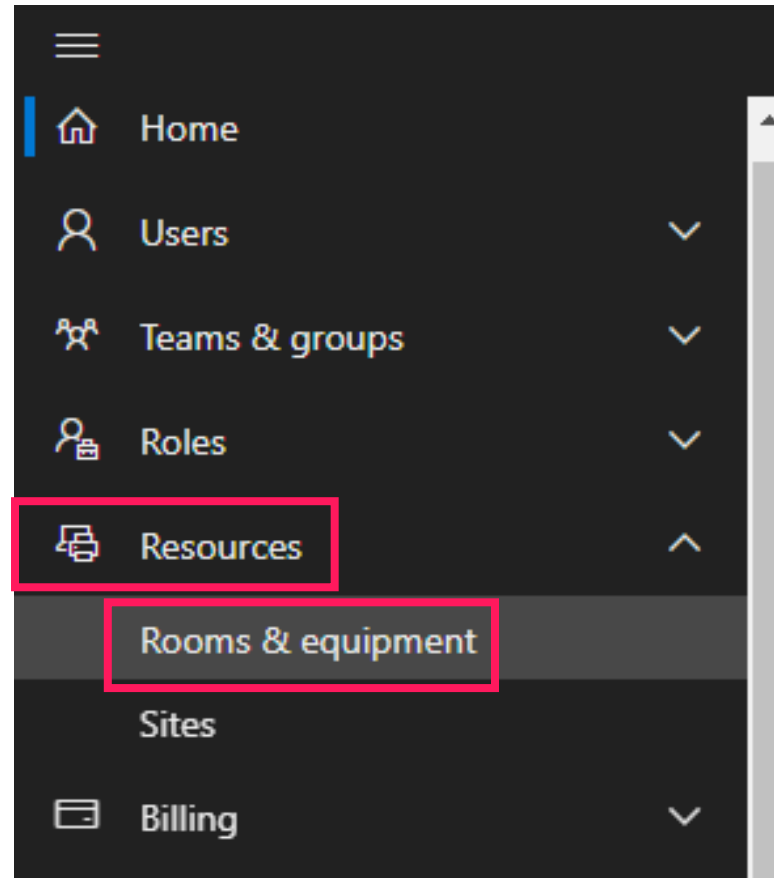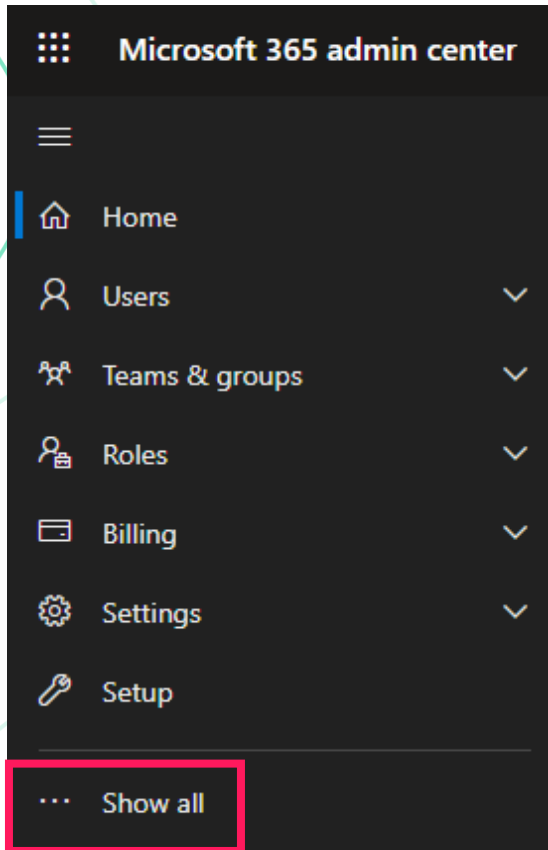
☑ Email the sign-in info to me

Your email *

user@iadeademo.onmicrosoft.com

Reset password

7. Establishing Multiple Rooms

- Apply the same procedure described earlier for each additional room. These rooms will use the same global configurations set up in step 3.
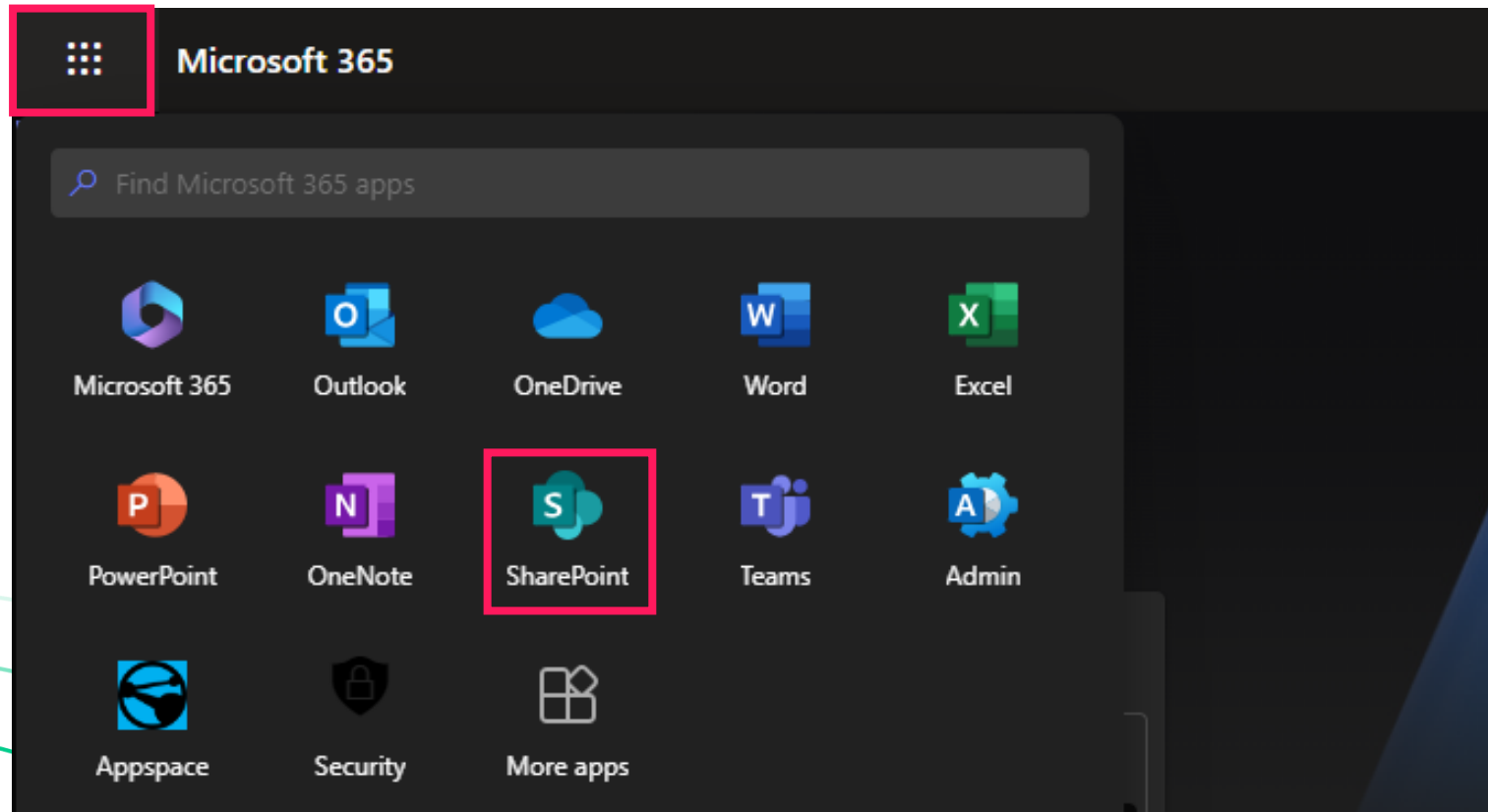
Step 2. Identifying the SharePoint Root Site

- Access SharePoint through Office365
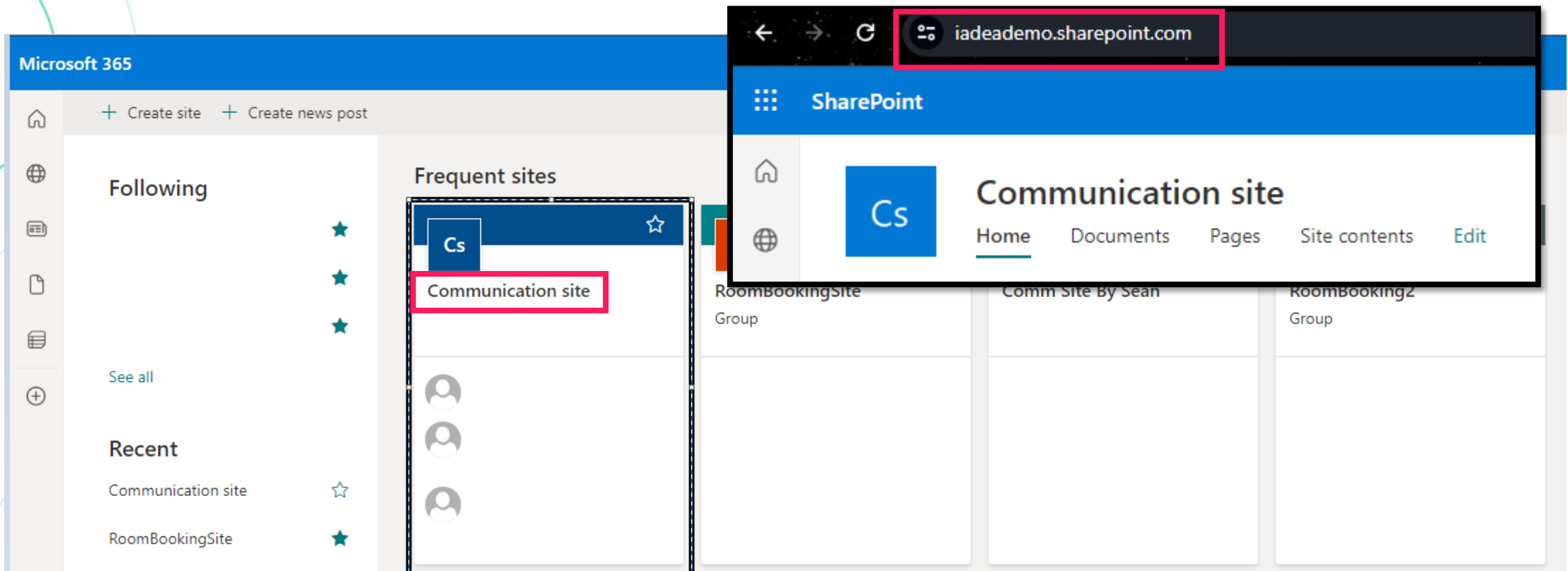 - Identify the Root Site

1. Accessing Office365 and Launching SharePoint

- Log in to your Office365 account: https://www.office.com/
- Navigate to the application thumbnail and choose SharePoint.

2. Identifying Your Root Site

- The default root site is typically labeled as the 'Communication site'.
- Its URL commonly follows the pattern '[DomainName].sharepont.com'.
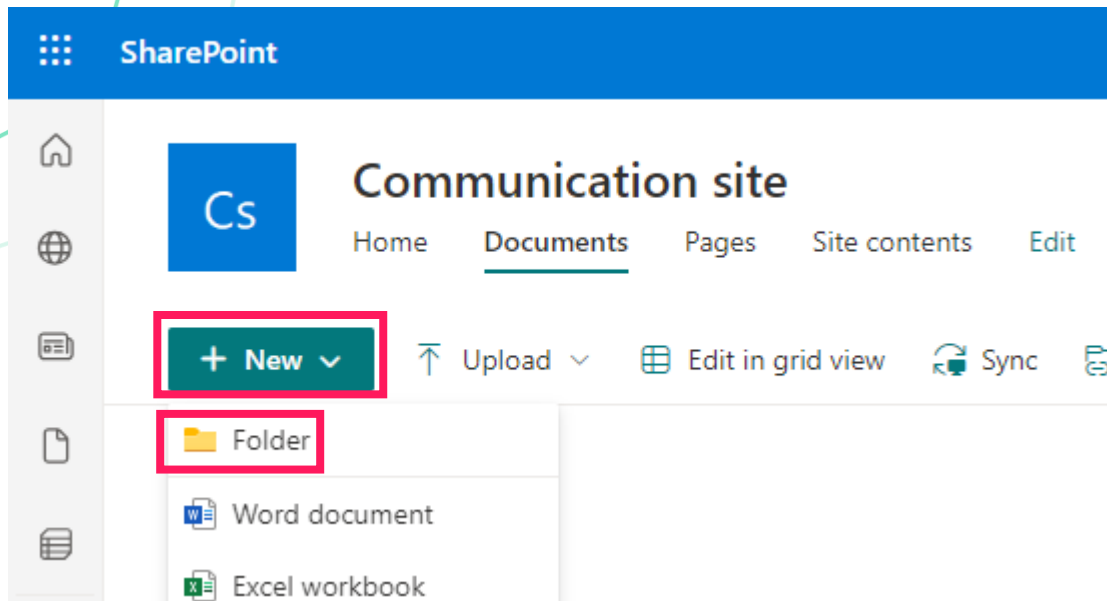
Step 3. Configuring Files on SharePoint

- Create a WorkplaceBooking folder under the root site document
  - Create the config file: config.json
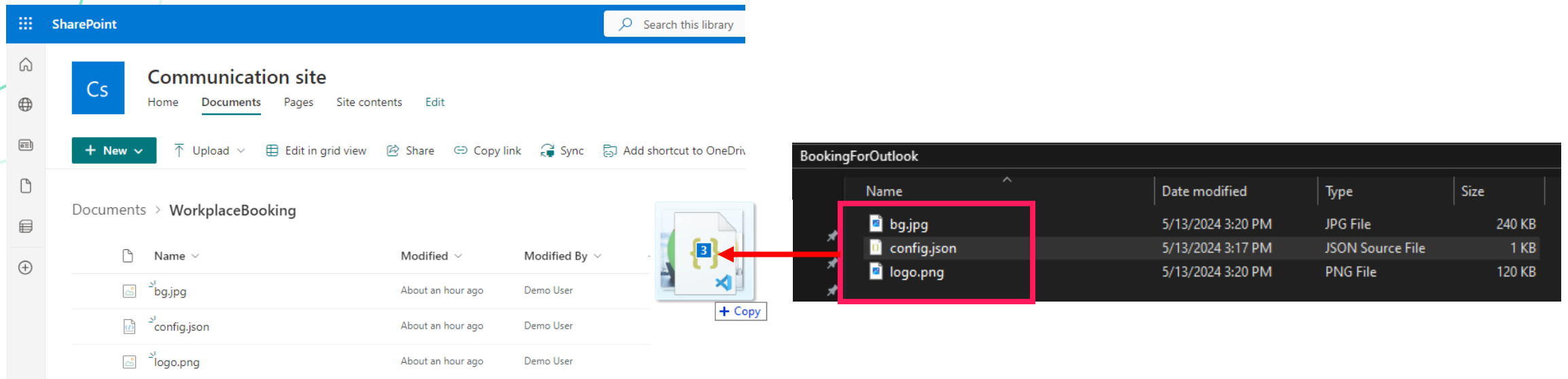 - Assign a customized background and logo

1. Creating a New Folder Named WorkplaceBooking

- Navigate to [Documents] under Root Sites, then click [New] > [Folder].
- Name the new folder as [WorkplaceBooking], then click [Create].
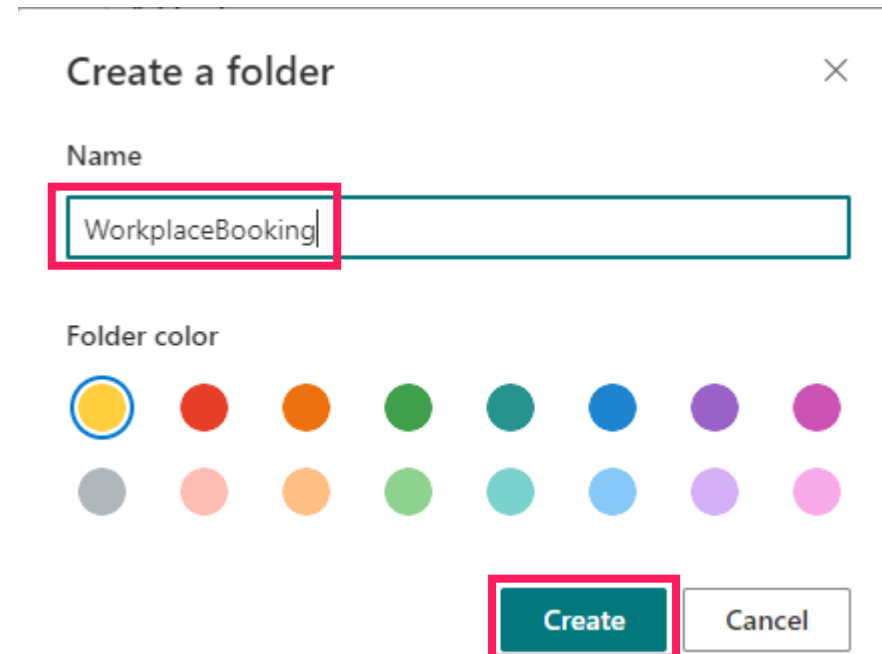
2. Pasting Config and Image Files

- Choose a background picture and your company's logo for Booking For Outlook (Name it bg.jpg and logo.png).
- Drag the selected files along with the config.json provided and paste them into the WorkplaceBooking folder.
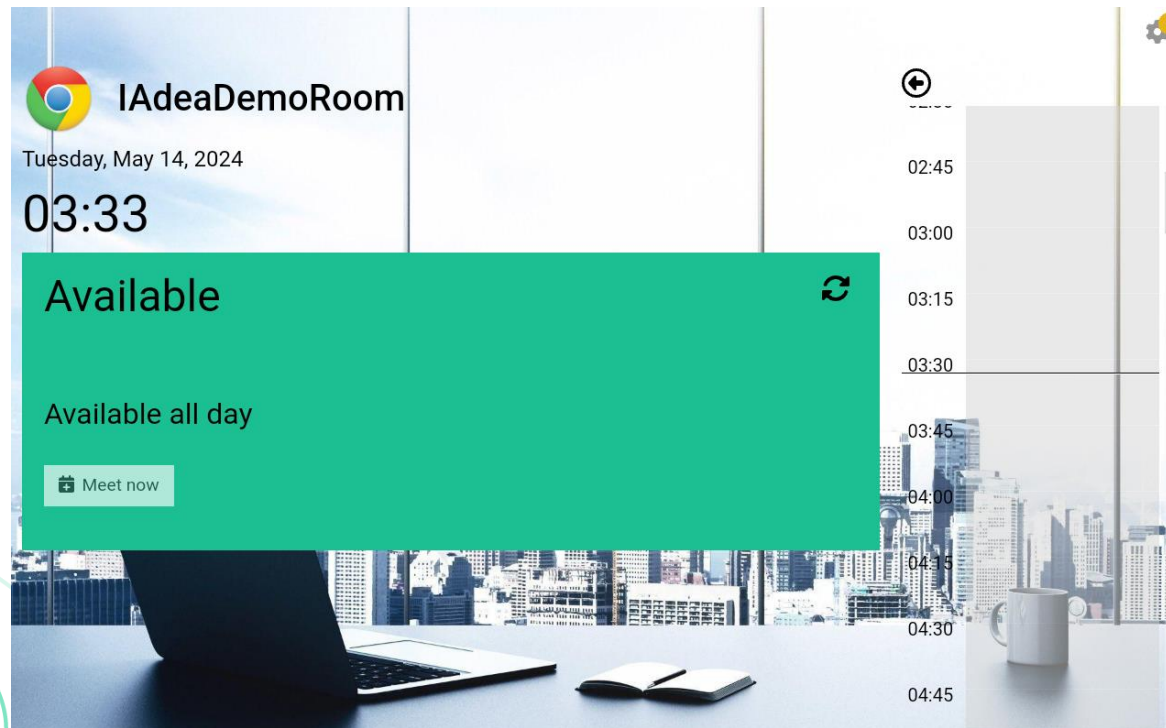
Final Result

- If you can see the logo and background changes on the panel after refreshing or rebooting, then BookingForOutlook has successfully synced to your SharePoint.

Step 4. Changing Global Configurations

- Customize global configurations through config,json file.

Global Configurations

- Follow Section 5.1 of the '**doc_IAdeaBooking-manual_ENG_v1.0.0-01.pdf**' document.

- Utilize the provided **config.json** file for setting up IAdea Booking.

- Avoid direct copying of config.json from the document to prevent formatting issues.

5.1 Config.json file

The default config.json file looks similar to settings below:

```
{
    "locale": "en-US",
    "configLockPin": 1688,
    "dateTimeOption": {
        "hour12": false
    },
    "background": "bg.jpg",
    "logo": "logo.png",
    "theme": {
        "foreground": "#000000",
        "availableColor": "#1cbf92",
        "busyColor": "#bb2323",
        "timeline": {
            "bgColor": "#d3d3d3",
            "futureEventTimeBlockColor": "#c96565",
            "currentEventTimeBlockColor": "#d72c2c",
            "expiredEventTimeBlockColor": "#6c757d"
        }
    },
    "calendar": {
        "enableOnsiteBook": true,
        "enableFutureEventBook": true,
        "enableFutureEventCancel": true
    },
    "lightbar": {
        "available": {
            "color": "#00ff00",
            "mode": "on"
```

Thank you

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