

Technical manual

Configure LoopBooking MS365 room synchronization

Please note, this guide is for Administrators.



1. Introduction

LoopBooking Synchronization module enables synchronization between LoopBooking and Office365, Google Suite and Exchange room resources.

For this to work with MS365 the LoopBooking Application needs to be registered in Azure AD Enterprise Application and a Service account user needs to be assigned to it.

1.1 Prerequisites

Create a "mirror" of the room resources in LoopBooking into your Office365 Environment. For Example if you have room "Oslo" and "Bergen" in LoopBooking, create for example "Oslo-ext" and "Bergen-ext" in your Office365 environment. (You can choose any name)

2. Create service account in MS365

Create a Service Account in your Office365 Admin portal that has a minimum Exchange Online license (It must have a mailbox). Make sure the Service account does <u>not</u> require two factor authentication and periodically change of password. The service account must have full rights to all the room resources that will be used for the synchronization.

To create a service account and assign a license use your O365 configuration portal: <u>https://admin.microsoft.com/</u>

Create the account just like you would create a normal user and give it minimum an Exchange Online license. P.S choose a name for the account that makes sense, it will be visible in bookings made by sync. For example "Company_name Booking"

Since Loop24 needs to be able to log in with this account, please disable "two factor" authentication for the account or alternatively give Loop24 the option to set what phone number to be used with 2 factor authentication. Make sure the account does not require regular password change.



Give service account full rights to the room resources you will synchronize, use the Exchange administration portal:

https://admin.exchange.microsoft.com/

- Select resources in the menu
- Select the room resource you like to add the service account to
- Select "Delegation"
- Edit "Read and manage" (Full access)
- Add the service account.

	Exchange admin center		P Sea	rch (Preview)	⊠	
≡			Home > Resources			
	Home Recipients Mailboxes Groups Resources Contacts Mail flow Roles	~ ~	Resources Admins can manage two types of m mailboxes are assigned to a physic admin creates room mailboxes, use Equipment mailboxes are assigned computers, projectors or company Learn more about resources	esources: room mailboxes and equipment mail al location, such as a conference room or audit rs can reserve rooms by including them in me to resources that aren't location specific, such cars, alowing users to reserve them in meeting rt resources	Barcelona Room Mailbox Delete Resource General Booking Delegation Others Send as (2) This permission allows a delegate to send a email from this mailbox. The message will appear to have been sent from this mailbox owner	
Ľ:	Migration				Edit	
d <u>ö</u>	Mobile	~	Display name T	Email address	Send on behalf (0)	
Ŀ	Reports	~	Aalborg	Aalborg@loop24.no	This permission allows a delegate to send email on hehalf of this mail	
Q	Insights		Aarhus	Aarhus@loop24.no	from line in any message sent by a delegate indicates that the messa sent by the delegate on behalf of the mailbox owner Edit	
E₽	Public folders		Amsterdam	amsterdam@loop24.nd		
6	Organization	\sim	Barcelona	Barcelona@loop24.no		
\$	Settings		Bergen	Bergen@loop24.no	Dead and manage (Taill Asses) (2)	
⊞	Other features		Berlin	berlin@loop24.no	Read and manage (Full Access) (2) This permission allows a delegate to open this mailbox and behave as mailbox owner, with full access to the mailbox	
ŋ	Microsoft 365 admin center		Bodø	Bodo@loop24.no		
			Brussels	brussels@loop24.no	Edit	
			Budapest	budapest@loop24.no		



3. Register Azure Application

Open URL - https://sync.loopbooking.no

Press the "Msgraph Application Registration" button.





- Login in with a MS365 Global Admin account

- Consent to the rights required by the LoopBooking Sync application and press accept.

Permissions requested



This app would like to:

- Read user calendars
- Read user and shared calendars
- Have full access to user calendars
- Read and write user and shared calendars
- V Deliver and manage user notifications for this app
- Maintain access to data you have given it access to
- Read user places
- Read all company places
- Read and write user places
- Sign in and read user profile
- Read all users' basic profiles



Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details

Does this app look suspicious? Report it here





3.1 Add service account user to application.

Then open the Azure Portal URL - <u>https://portal.azure.com/</u> and make sure you log in as a Global Administrator account.

- In the left menu select "Microsoft Entra ID"

=
+ Create a resource
A Home
Zh Dashboard
All services
★ FAVORITES
📀 App Services
All resources
😥 Resource groups
Virtual machines
🚸 Load balancers
Storage accounts
 Virtual networks
Alicrosoft Entra ID
🕑 Monitor

- Select "Enterprise Applications" in the left menu

- Select LoopBooking

(Note that it can take some time before the Application is visible after registration, so if it's not visible wait a few minutes and refresh the page)



Enterprise applications | All applications ...

«	+ New application 🛛 📰 🛛	Columns 🛛 💀 Preview featu	ures 🛛 🛇 Got feedback?			
Overview	• • • • • • • •					
0 Overview	Iry out the new Enterprise i	iny out the new Enterprise Apps search preview! Click to enable the preview. $ ightarrow$				
X Diagnose and solve problems	Application type	Applications status	Application visibility			
Manage	Enterprise Applications	Any	✓ Any ✓	Apply Reset		
All applications	P First 50 shown, to search all	of your applications, enter a dis	splay name or the application ID.			
Application proxy	Name		Homepage URL	Object ID		
🔯 User settings	Airtame Cloud (Produ	uction)		b559b525-b		
Security	Atlassian		https://start.atlassian.com	c5cde6b4-2a		
💺 Conditional Access	Azure DevOps		http://azure.com/devops	0dc253a8-71		
Consent and permissions	CloudynAzureCollect	or	https://azureeaaccount1cloudyn.onmicros	oft.com/cloudynazure 024d8cc2-a2		
Activity	(ف) Common Data Servic	æ	http://www.microsoft.com/dynamics/crm	ee59057f-6d		
Sign-ins	GE Graph explorer		https://developer.microsoft.com/en-us/gr	aph/graph-explorer af0e18d3-58		
Usage & insights	GE Graph Explorer		https://localhost:44328	dc7616c9-d5		
Audit logs	Graph explorer stagin	ng frontdoor		098ede88-96		
Provisioning logs	AI iOS Accounts			ca4ac450-af2		
Access reviews	LoopBooking		https://loop24.no/loopbooking	5263d75a-de		
Admin consent requests	CoopBooking Azure A	AD		731e2142-e1		
Troubleshooting + Support	LoopBooking Test Ap	q		017a4a8a-13		
nousiesnooring + support	1					

- In the left menu select "Users and groups"

Home > Enterprise applications >				
LoopBooking Overview Enterprise Application				
 Overview Deployment Plan Manage Properties Owners Roles and administrators (Preview) Users and groups Single sign-on Provisioning 	Properties Name () LoopBooking () Application ID () 7d310f04-0c6e-4845-853 () Object ID () Se164fa9-3a3e-4d69-8e9 ()			
Self-service Security Conditional Access Permissions Token encryption	Assign users and groups Provide specific users and groups access to the applications Assign users and groups	2. Provision User A You'll need to create a the application Learn more		
Activity	What's New			
 Sign-ins Usage & insights Audit logs Provisioning logs Access reviews 	Sign in charts have moved! The new Insights view shows sign in info along with other useful application data. View insights Delete Application has moved to Properties You can now delete your application from the Properties page. View properties Getting started has moved to Overview The Getting Started page has been replaced by the steps above			



Select "Add user/group" and add the Service Account user you created as a part of the prerequisites.

LoopBooking Users and groups				
II 0	« Overview Deployment Plan	+ Add user/group		
Ma	nage	, First 200 shown, to search all users & groups, enter a display name.		
	Properties	Display Name		
24	Owners	AD Administrator		
4	Roles and administrators (Preview)			
24	Users and groups			
Э	Single sign-on			
٢	Provisioning			
0	Self-service			
Security				
•	Conditional Access			
ж	Dermissions			

Select permission and "Grant Admin consent" to the application.

LoopBooking Permissions ···					
	»»	🜔 Refresh 🗸 Review permissions 🛛 🖗 Got feedback?			
Overview Deployment Plan Manage					
		Permissions			
		Applications can be granted permissions to your organization and its data by three methods: an admin consen			
Ш	Properties	assigning users directly to the application. Learn more.			
24	Owners	As an administrator you can grant consent on behalf of all users in this tenant, ensuring that end users will not Grant admin consent for Loop24 AS			
2,	Roles and administrators (Preview)				
2	Users and groups				
Э	Single sign-on	Admin consent User consent			
٢	Provisioning				
	Custom security attributes	API Name 14	Permission		
	(preview)	Microsoft Graph			
See	curity	Microsoft Graph	Manage user identities		
å	Permissions	Microsoft Graph	Read and write user schedule		
0	Token encryption	Microsoft Graph	Read user schedule items		
Activity		Microsoft Graph	Read user places for delegate		
€	Sign-in logs	Microsoft Graph	Read and write organization		

Now your environment is ready to be set up with LoopBooking sync module.

Please share the service account credentials and the names of the rooms created in your environment to be synced with LoopBooking with your Loop24 representative. The sync and mapping of rooms will be configured by Loop24.