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 **not** 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.

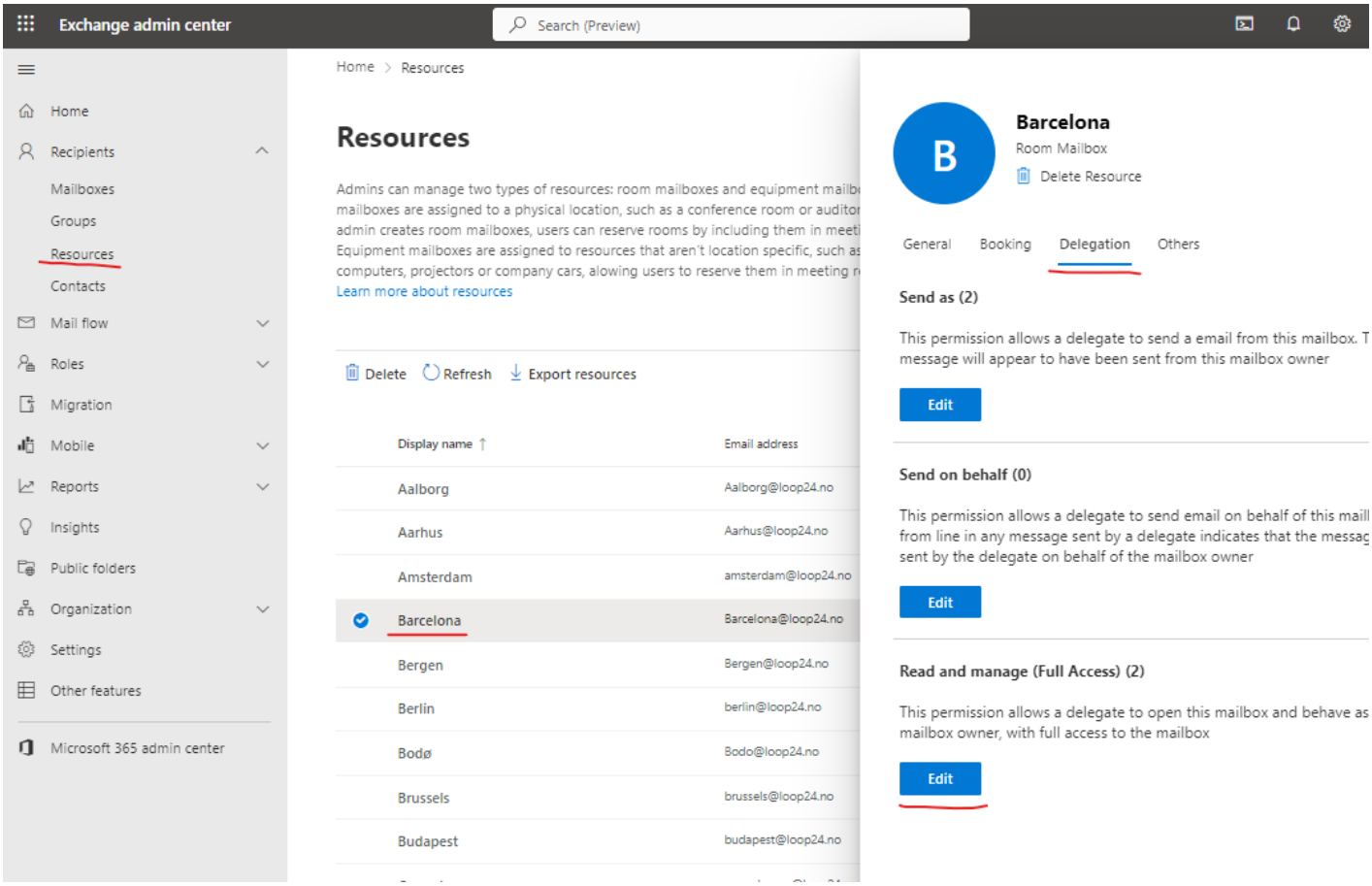
To create a service account and assign a license use your O365 configuration portal: https://admin.microsoft.com/

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.

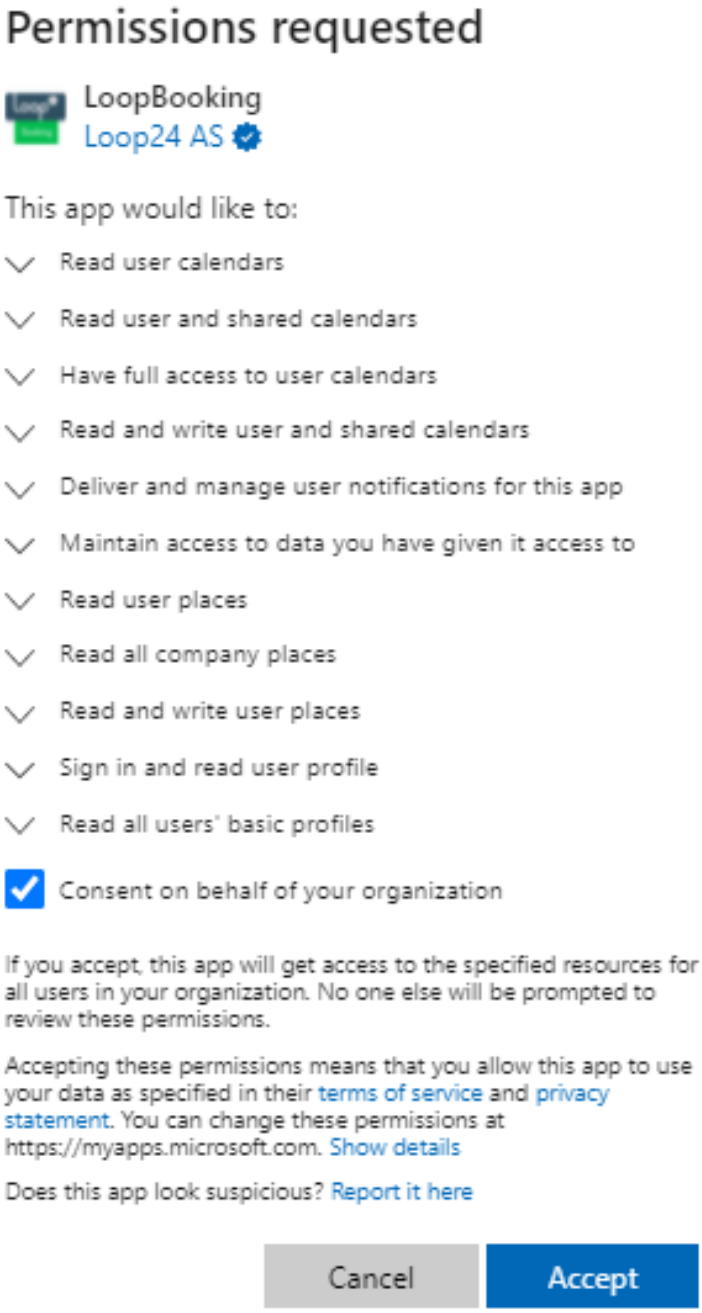


3. Register Azure Application

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

Press the “Msgraph Application Registration” button.

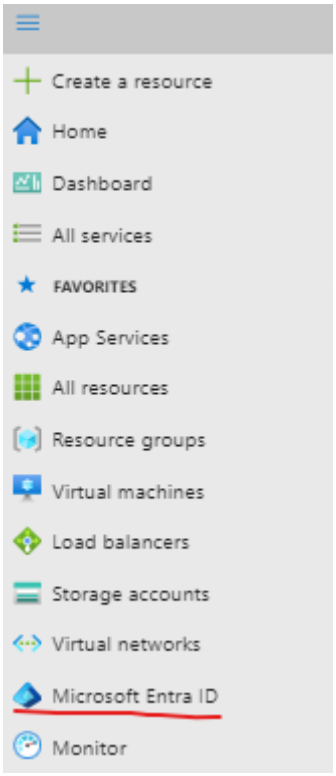
- Login in with a **MS365 Global Admin account**
- Consent to the rights required by the LoopBooking Sync application and press accept.



3.1 Add service account user to application.

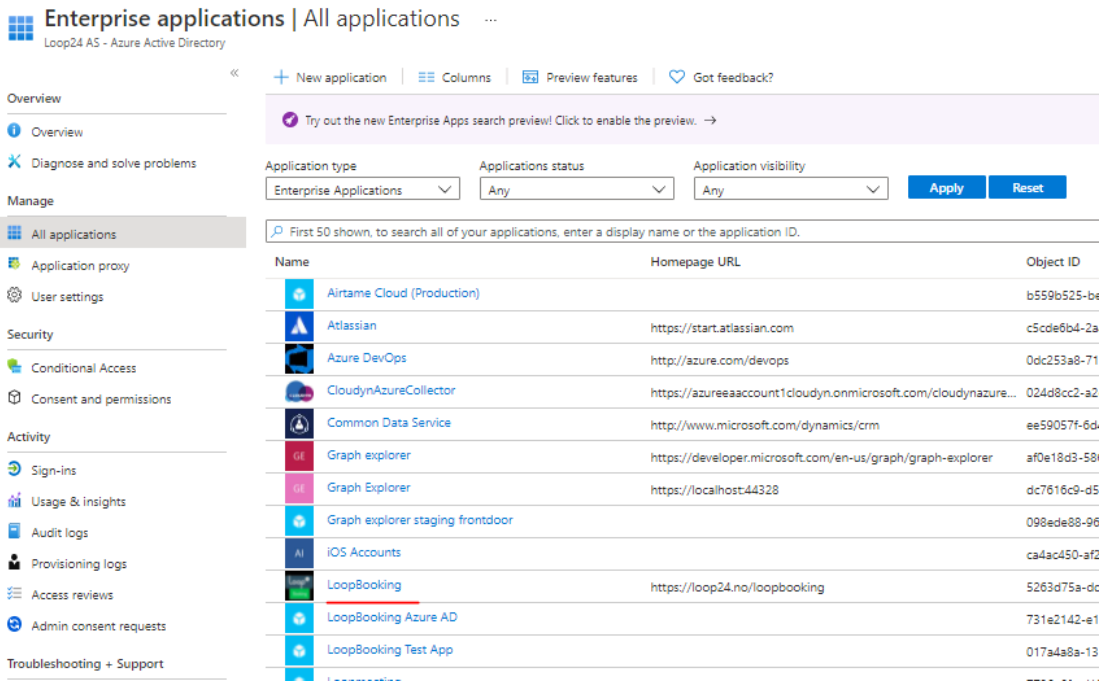
Then open the Azure Portal URL - https://portal.azure.com/ and make sure you log in as a Global Administrator account.

- In the left menu select “Microsoft Entra ID”

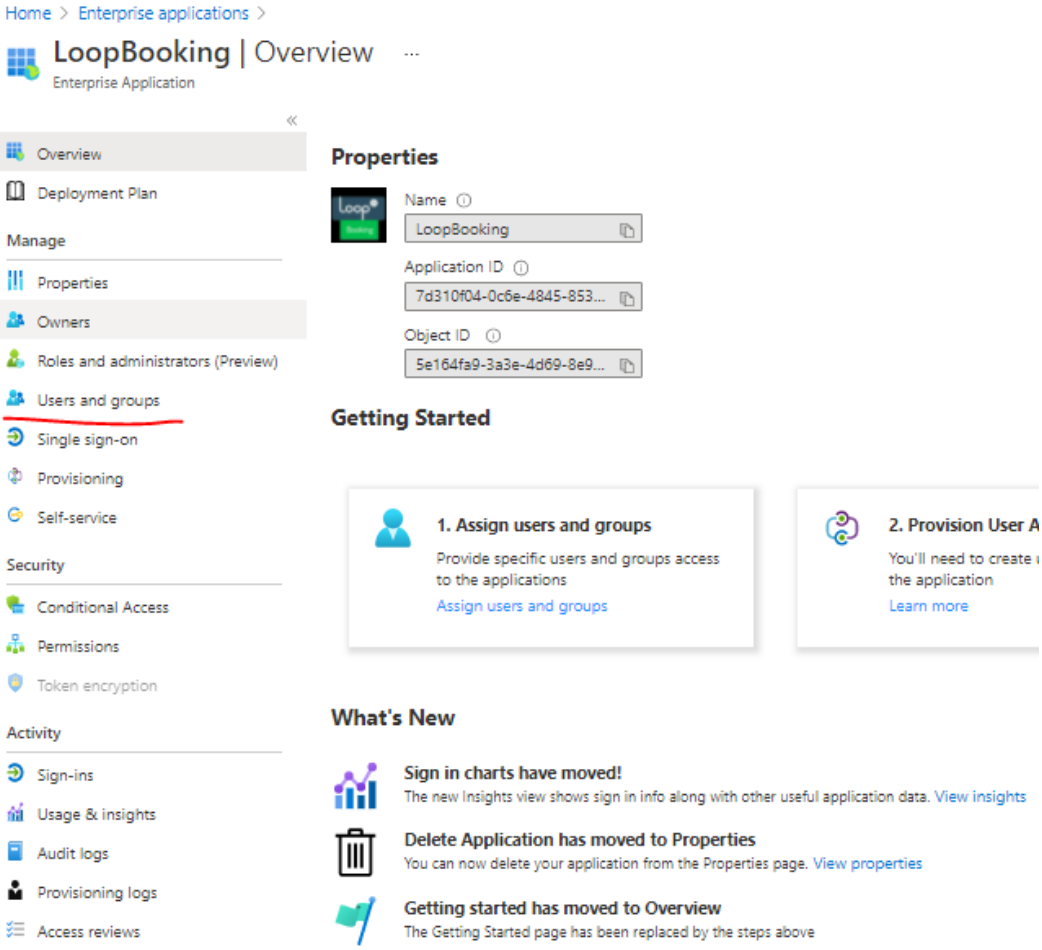


- Select “Enterprise Applications” in the left menu

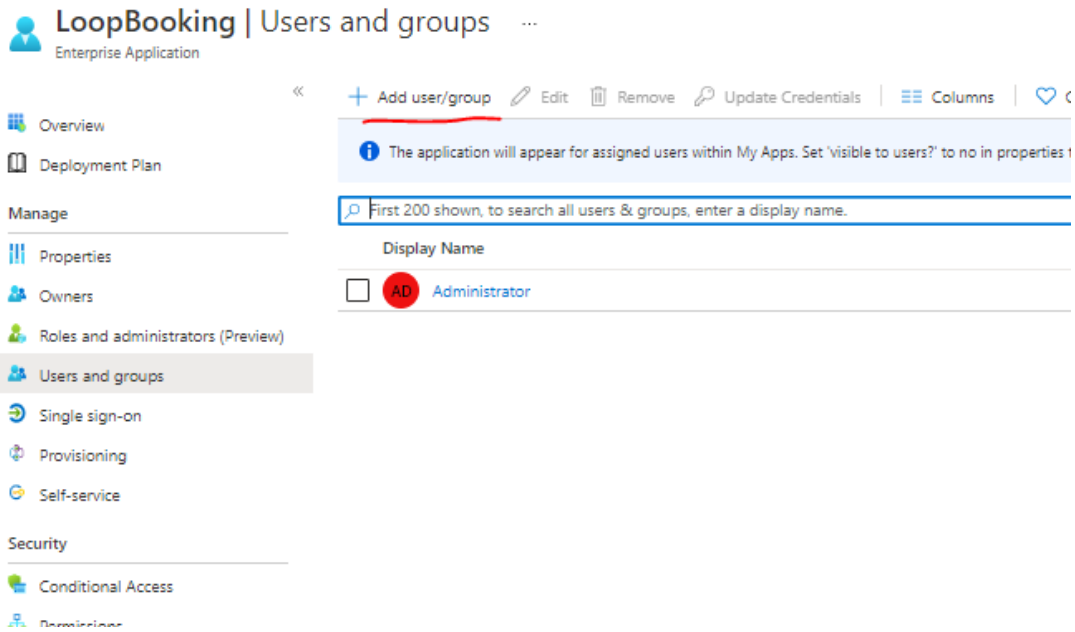
- Select LoopBooking
(Note that it can take some time before the Application is visible after registration, so if it’s not visible wait a few minutes and refresh the page)



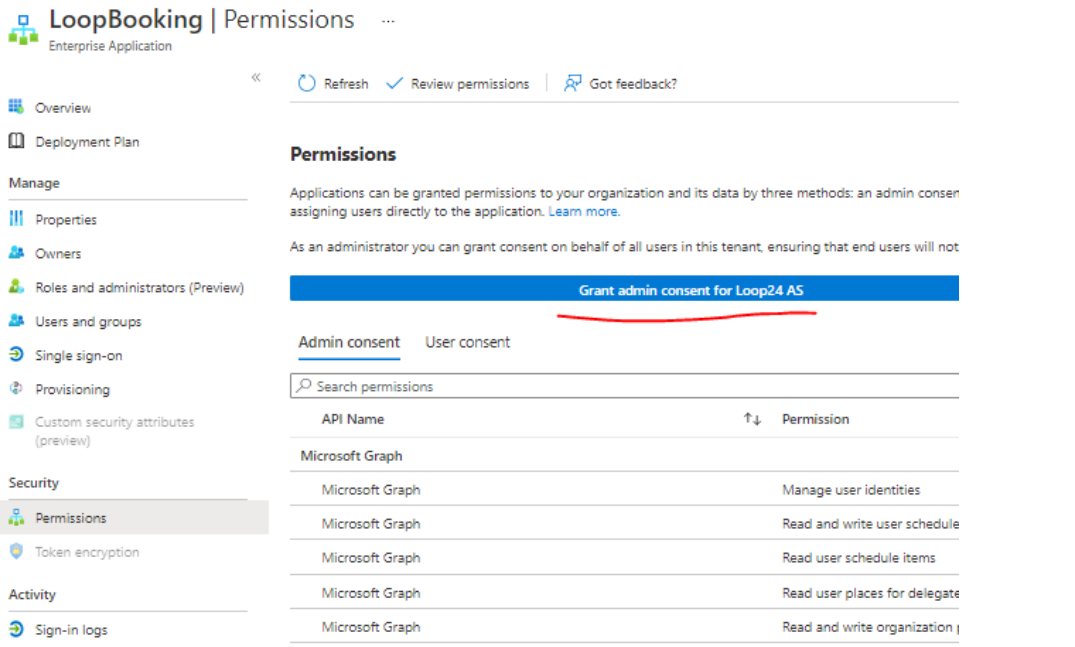
- In the left menu select “Users and groups”



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



Select permission and “Grant Admin consent” to the application.



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.