

## **Technical manual**

### **Register LoopBooking Office365 room synchronization Azure Enterprise Application.**

**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 Office365 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

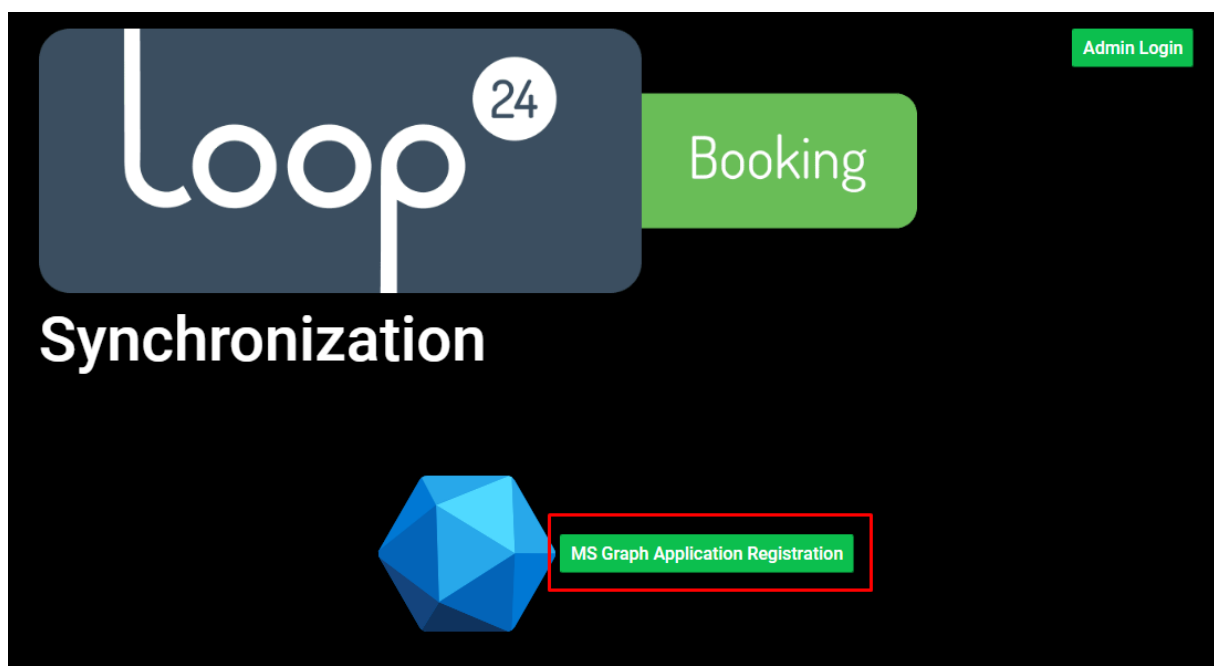
Create a “mirror” of the room resources in LoopBooking into your Office365 Environment. For Example if you have room “Oslo” and “Bergen” in LoopBooking, create “Oslo-ext” and “Bergen-ext” in your Office365 environment.

Then 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.

## 2. Register Azure Application

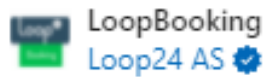
Open URL - <https://sync.loopbooking.no>

Press the “Msgraph Application Registration” button.



- Login in with a Office365 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
- 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](#)

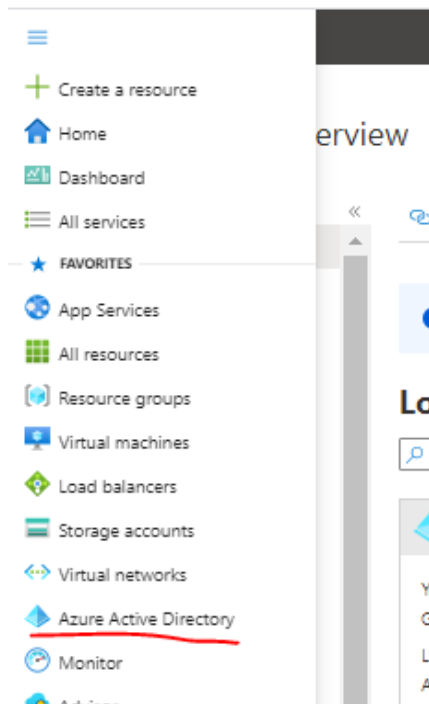
Cancel

Accept

## 2.1 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 “Azure Active Directory”



- 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 ...  
Loop24 AS - Azure Active Directory

« + New application | Columns | Preview features | Got feedback?

Try out the new Enterprise Apps search preview! Click to enable the preview. →

Application type: Enterprise Applications | Applications status: Any | Application visibility: Any | **Apply** | **Reset**

First 50 shown, to search all of your applications, enter a display name or the application ID.

Name	Homepage URL	Object ID
Airtime Cloud (Production)		b559b525-be
Atlassian	https://start.atlassian.com	c5cde6b4-2a
Azure DevOps	http://azure.com/devops	0dc253a8-71
CloudynAzureCollector	https://azureeaaccount1cloudyn.onmicrosoft.com/cloudynazure...	024d8cc2-a2
Common Data Service	http://www.microsoft.com/dynamics/crm	ee59057f-6d
Graph explorer	https://developer.microsoft.com/en-us/graph/graph-explorer	af0e18d3-58f
Graph Explorer	https://localhost:44328	dc7616c9-d5
Graph explorer staging frontdoor		098ede88-96
iOS Accounts		ca4ac450-af2
<u>LoopBooking</u>	https://loop24.no/loopbooking	5263d75a-dc
LoopBooking Azure AD		731e2142-e1
LoopBooking Test App		017a4a8a-13

- 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

Self-service

Security

Conditional Access

Permissions

Token encryption

Activity

Sign-ins


Usage & insights

Audit logs

Provisioning logs

Access reviews

### Properties




Name ⓘ  
LoopBooking

Application ID ⓘ  
7d310f04-0c6e-4845-853...


Object ID ⓘ  
5e164fa9-3a3e-4d69-8e9...

### Getting Started

 **1. 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 the application

[Learn more](#)


### What's New

 **Sign in charts have moved!**

The new Insights view shows sign in info along with other useful application data. [View insights](#)

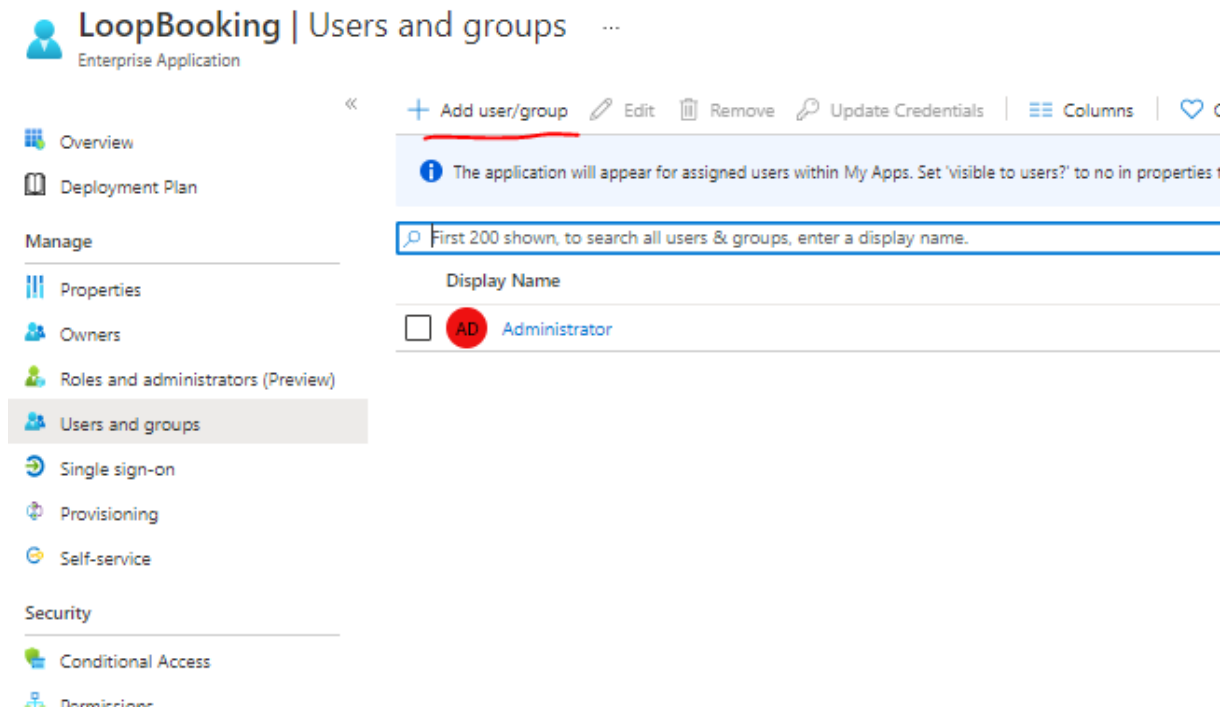
 **Delete Application has moved to Properties**

You can now delete your application from the Properties page. [View properties](#)

 **Getting started has moved to Overview**

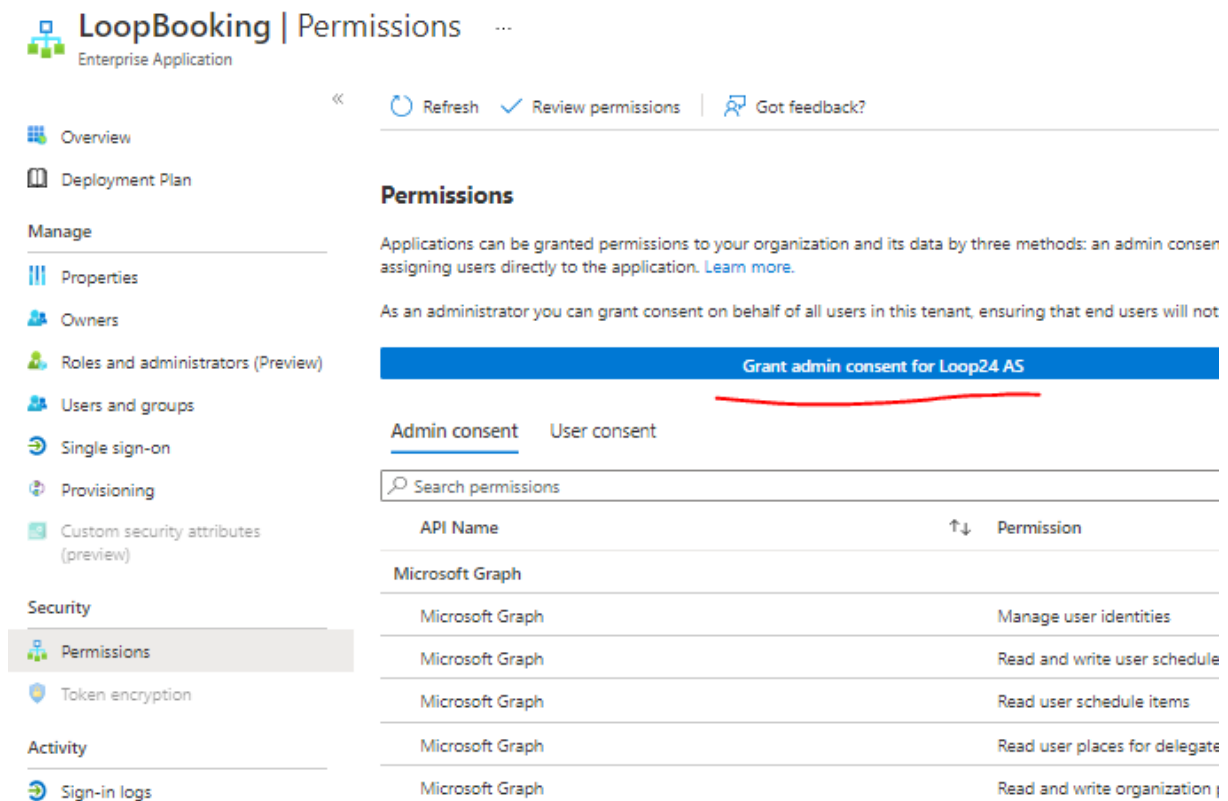
The Getting Started page has been replaced by the steps above

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



The screenshot shows the 'Users and groups' management page for the 'LoopBooking' enterprise application. The left sidebar contains navigation options: Overview, Deployment Plan, Manage (Properties, Owners, Roles and administrators (Preview), Users and groups, Single sign-on, Provisioning, Self-service), Security (Conditional Access, Permissions), and Activity (Sign-in logs). The main content area has a toolbar with '+ Add user/group', 'Edit', 'Remove', 'Update Credentials', 'Columns', and a heart icon. A blue information banner states: 'The application will appear for assigned users within My Apps. Set 'visible to users?' to no in properties'. Below this is a search bar with the text 'First 200 shown, to search all users & groups, enter a display name.' A table with the header 'Display Name' contains one entry: 'AD Administrator' with a red 'AD' icon and a checkbox.

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



The screenshot shows the 'Permissions' management page for the 'LoopBooking' enterprise application. The left sidebar is similar to the previous screenshot but with 'Permissions' selected. The main content area has a toolbar with 'Refresh', 'Review permissions', and 'Got feedback?'. The 'Permissions' section explains that applications can be granted permissions to the organization and its data by three methods: admin consent, user consent, or assigning users directly. It notes that as an administrator, you can grant consent on behalf of all users. A prominent blue button labeled 'Grant admin consent for Loop24 AS' is highlighted with a red underline. Below this are tabs for 'Admin consent' and 'User consent'. A search bar is present above a table of permissions. The table has columns for 'API Name' and 'Permission'. The permissions listed are all from 'Microsoft Graph': 'Manage user identities', 'Read and write user schedule', 'Read user schedule items', 'Read user places for delegate', and '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 reseller or an Loop24 representative. The sync and mapping of rooms will be configured by Loop24.