

ThinkHub + Calendar Integration

How ThinkHub works with your calendaring system

OVERVIEW

ThinkHub supports one touch join calendar integration for software-based video conferencing applications like:

- Zoom
- Webex
- MS Teams
- Google Meet

KEY FEATURES

With calendar integration, users can schedule and host meetings from their ThinkHub Canvas.

- Schedule from your Google or Microsoft Outlook / O365 / Exchange calendar
- Scheduled meetings will appear on your ThinkHub idle screen
- Single tap to start - this will launch the ThinkHub Canvas and video conference at the same time
- Supports multiple video conferencing options (no need to standardize on a single platform in your meeting rooms; supports Zoom, Webex, MS Teams, Google Meet)

CALENDAR INTEGRATION REQUIREMENTS

To setup software VC calendar integration in ThinkHub you will need to provide **one** of the following:

- A standard user account in your calendaring system (Google, Microsoft Outlook / O365 / Exchange, etc.) that has read access to the details of any event scheduled in the room that the ThinkHub will be installed in
 - ◆ This approach makes the most sense if there is only one ThinkHub installed in the room/space
- A dedicated room resource account in your calendaring system that is created specifically for the ThinkHub
 - ◆ This approach makes the most sense if there are two or more ThinkHubs installed in the room/space OR if you want to be able to schedule events on the ThinkHub independently of events scheduled in the room/space the ThinkHub is installed in

For either of the above chosen options, the account's credentials should be set to never expire to avoid disrupting calendar functionality.

ADDITIONAL NOTES FOR O365 / EXCHANGE

For integration with O365 / Exchange calendars, it is required that all event details be visible to external calendar systems. The following example includes some of the permissions that may need to be set via PowerShell:

- Set-CalendarProcessing -Identity "calendar@domain.com" -DeleteAttachments \$False
-DeleteComments \$False -DeleteSubject \$False -AddOrganizertosubject \$False

Additionally, it is required that the account used for calendar integration be allowed to login to Apple Internet Accounts. To enable this, follow these steps:

- In Microsoft Entra admin center, navigate to Enterprise Applications | All applications > Apple Internet Accounts
- Ensure the calendar account is added under Manage > Users and groups
- Ensure “Enabled for users to sign-in?” is set to “Yes” in the Manage > Properties section

FINALIZING SETUP

Once you have one of the above setup, you simply need to share that information with support@t1v.com so they can finalize the calendar integration. Please provide the following details:

- Username
- Password
- Any Delegate Information
- Account Type (Google / MS / O365)