



TDM - How To configure Office365  
room properties with PowerShell

# Introduction

In some occasions it may happen that the subject value is showing the organizer or that information from private meetings is shown on the displays. These kind of room properties can only be configured using PowerShell, this manual explains how this can be configured.

Please note that the commands which need to be entered into PowerShell are bold to clearly indicate what needs to be entered into PowerShell.

# Requirements

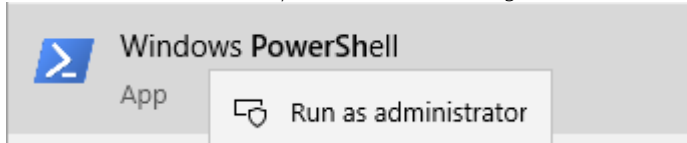
If you want to configure room properties using PowerShell you need to meet the following requirements:

- Administrator permissions for your Office365 environment
- Basic knowledge of PowerShell

# How to configure Office365 room properties with PowerShell

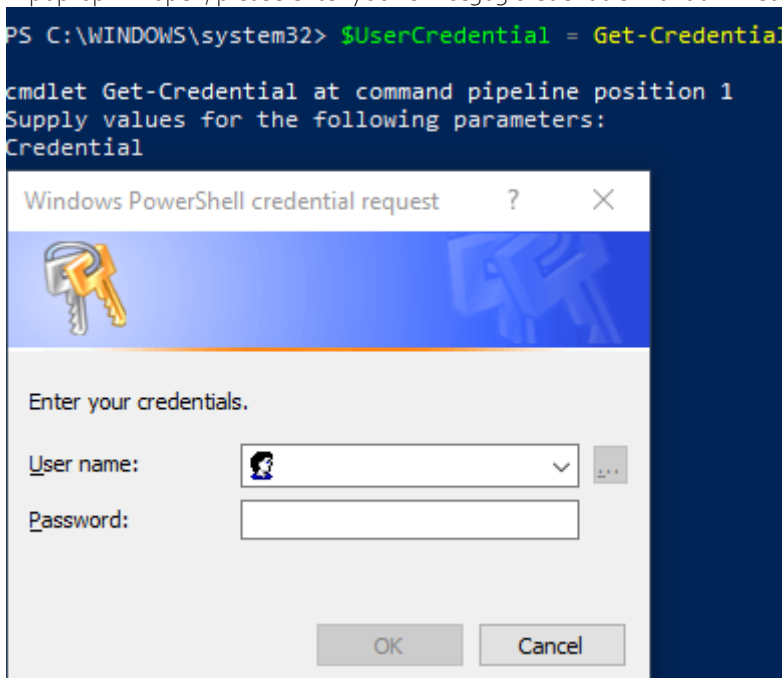
## Quick guide

1. Search for PowerShell on your local machine, right mouse click the icon and run it as an administrator



2. Enter the following command:  
*`$UserCredential = Get-Credential`*

A pop-up will open, please enter your Office365 credentials with administrator permissions.



3. Enter the following command:  
*`$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential -Authentication Basic -AllowRedirection`*
4. Afterwards enter the following command:  
*`Import-PSSession $Session -DisableNameChecking`*

5. Now you are able to look into the properties of your rooms. To check the properties please use the following

command: *Get-CalendarProcessing -Identity <EmailAddressOfTheRoom> | FL*

You will see the following screen:

```
PS C:\WINDOWS\system32> Get-CalendarProcessing -Identity [REDACTED] | FL

RunspaceId           : e003771c-8f28-4cf9-8fb4-af93ceb1dc3f
AutomateProcessing   : AutoAccept
AllowConflicts       : False
BookingType          : Standard
BookingWindowInDays : 180
MaximumDurationInMinutes : 1440
AllowRecurringMeetings : True
EnforceSchedulingHorizon : True
ScheduleOnlyDuringWorkHours : False
ConflictPercentageAllowed : 0
MaximumConflictInstances : 0
ForwardRequestsToDelegates : True
DeleteAttachments    : True
DeleteComments       : False
RemovePrivateProperty : False
DeleteSubject        : False
AddOrganizerToSubject : False
DeleteNonCalendarItems : True
TentativePendingApproval : True
EnableResponseDetails : True
OrganizerInfo        : True
ResourceDelegates    : [REDACTED]
RequestOutOfPolicy   : {}
AllRequestOutOfPolicy : False
BookInPolicy         : {}
AllBookInPolicy      : True
RequestInPolicy      : {}
AllRequestInPolicy   : False
AddAdditionalResponse : False
AdditionalResponse    :
RemoveOldMeetingMessages : True
AddNewRequestsTentatively : True
ProcessExternalMeetingMessages : False
RemoveForwardedMeetingNotifications : False
MailboxOwnerId       : [REDACTED]
Identity             : [REDACTED]
IsValid              : True
ObjectState          : Changed
```

6. To configure the room correctly please use the following command (please change the <EmailAddressOfTheRoom> with the proper name of the room):

```
Set-CalendarProcessing -Identity <EmailAddressOfTheRoom> -DeleteSubject $false -AddOrganizerToSubject $false -DeleteComments $false -RemovePrivateProperty $false
```

**-DeleteSubject:** If this option is enabled it will remove the original subject from the appointments.

**-AddOrganizerToSubject:** if this option is enabled it adds the organizer to the subject value.

**-DeleteComments:** Disabling this option guarantees that the description for the appointment is retained.

**-RemovePrivateProperty:** If this option is enabled it will remove the private property from the appointments, making the contents visible again.