



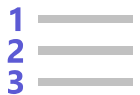
Microsoft Teams Rooms resource account



Learn how what a resource account is



Understand how to create one using
Microsoft 365 admin center and PowerShell



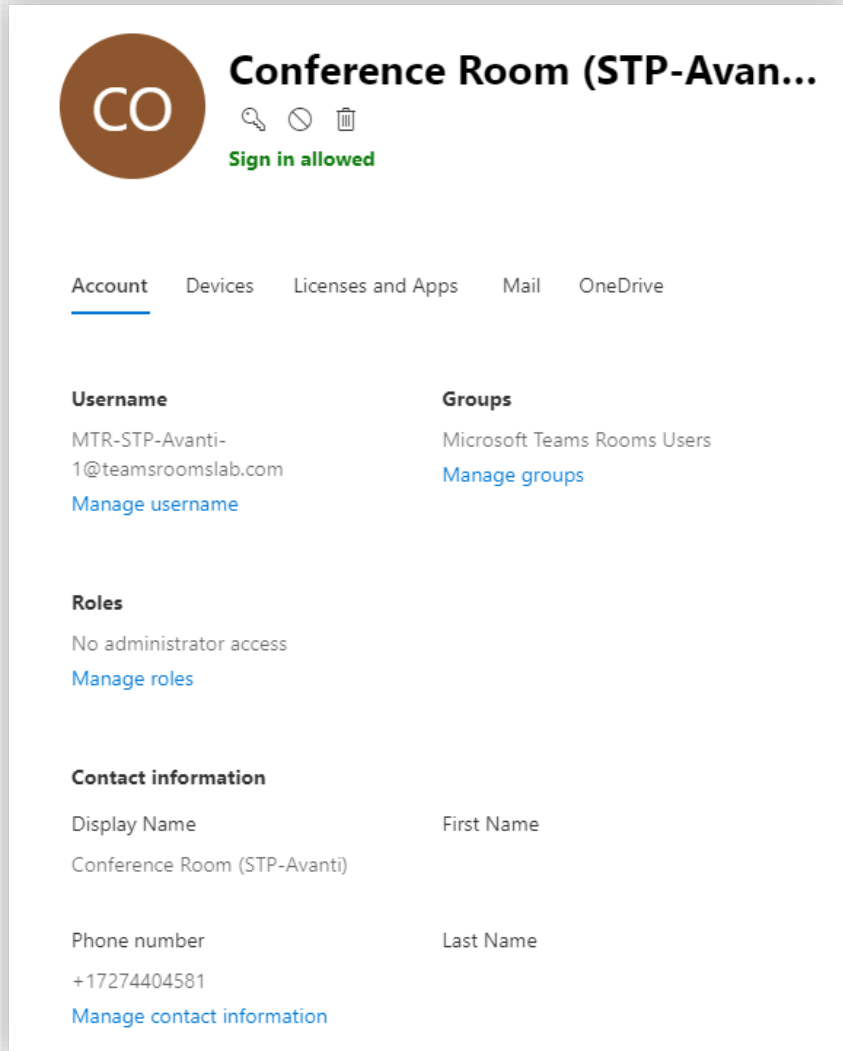
Know how to configure additional options
and secure the resource account

Objectives

Teams Rooms Resource
account



Resource account



The screenshot shows the profile page for a resource account named 'Conference Room (STP-Avan...)' in Microsoft Teams. The profile includes a circular logo with 'CO', a status 'Sign in allowed', and navigation tabs for Account, Devices, Licenses and Apps, Mail, and OneDrive. The 'Account' tab is active, displaying the following information:

Username	Groups
MTR-STP-Avanti-1@teamsroomslab.com	Microsoft Teams Rooms Users
Manage username	Manage groups

Roles
No administrator access
Manage roles

Contact information	
Display Name	First Name
Conference Room (STP-Avanti)	
Phone number	Last Name
+17274404581	
Manage contact information	

This is the account that **signs into** Teams Rooms

Can be an **Active Directory** or **Azure Active Directory** account

Must be **Microsoft Teams** or **Skype** enabled

This is the account that you **invite** to your meetings

Establish a **naming convention**

Resource account

Every Teams Rooms device requires its own **unique account**.
Same account signs in on Teams Panels.

Create the account **in advance** of hardware installation

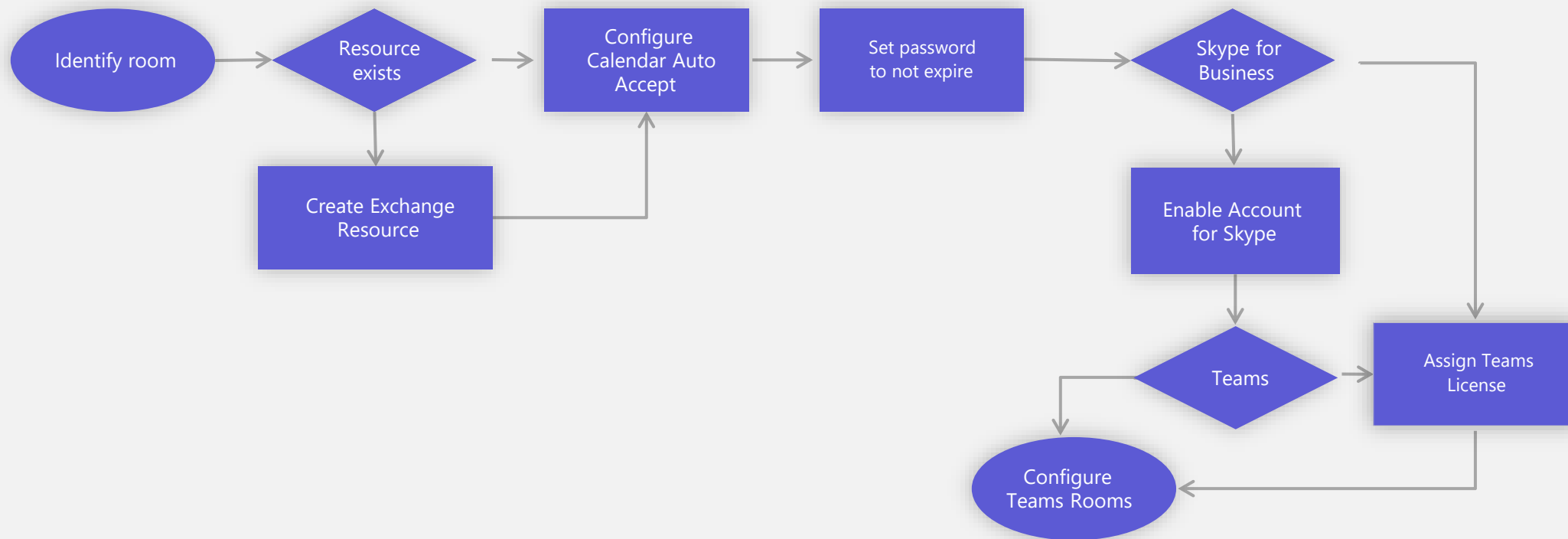
You can create them via:

- [Microsoft 365 Admin Center](#)
- [PowerShell](#)
- [Active Directory Users and Computers](#)

Skype for Business Control Panel

Use naming **standards**

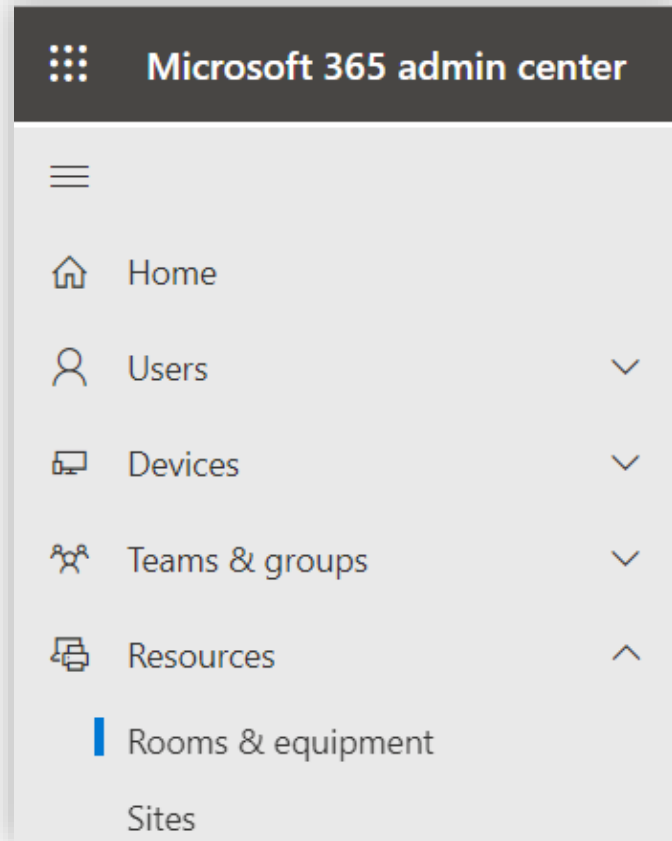




Microsoft 365 admin center

Sign in to: <https://admin.Microsoft.com>

Navigate to [Resources](#) → [Rooms & equipment](#)



Microsoft 365 admin center

See and edit current room inventory

Click the **+Add** resource button to create a new room

Home > Rooms & equipment

Rooms & equipment

+ Add resource

Refresh

	Name		Email	Type
☐	Conference Room 01	⋮	mtr-conferenceroom01@teamsdeviceslab.com	Room
☐	St. Petersburg Conference Room 1	⋮	MTR-STP-ConferenceRoom1@teamsdeviceslab.com	Room
☐	St. Petersburg Conference Room 2	⋮	MTR-STP-ConferenceRoom2@teamsdeviceslab.com	Room



Microsoft 365 admin center

Fill in appropriate values

Add resource

Create a mailbox for things like a conference room, company car, or equipment that everyone needs to use, so that those resources are reservable.

[Learn more about resource types](#)

Resource type

Room

Name *

Indianapolis Small Conference Room 1

The resource name appears in the address book, and in the To and From lines in meeting invitations and responses.

Email *

mtr-ind-smallconf04

Domains

@teamsdeviceslab.com

The email address is used to send meeting invitations to the resource.

Capacity

4

The number of people who can fit in the room or use the equipment at the same time.

Location

Phone number



Microsoft 365 admin center

Acknowledgement that the room has been created

You've created a new mailbox for your Room and can now use the email address to book the resource.

Default booking options have been applied, such as allowing repeating meetings and automatically accepting meeting invites. You can change these at any time.

Next Steps

[Edit booking options](#)

[Add another resource](#)



Microsoft 365 admin center

Available scheduling options

Edit booking options

- ☒ Allow repeating meetings
- ☐ Allow scheduling only during work hours
- ☒ Automatically decline meetings outside of limits

Booking window (days)

Booking duration (hours)

- ☒ Auto accept meeting requests

Set to 'Off' if you want to specify users who want to accept meetings manually

Microsoft 365 admin center

Navigate to [Users](#) -> [Active Users](#)

Click on name

Home	
Users	^
Active users	
Contacts	
Guest users	
Deleted users	
Devices	^
Teams & groups	^

☐	Display name ↑		Username
☐	Indianapolis Small Conference Roo...	:	mtr-ind-smallconf04@teamsdeviceslab.com
☐	Irvin Sayers	:	IrvinS@teamsdeviceslab.com
☐	Isaiah Langer	:	IsaiahL@teamsdeviceslab.com
☐	Johanne Lorenz	:	JohanneL@teamsdeviceslab.com
☐	Joni Sherman	:	JoniS@teamsdeviceslab.com

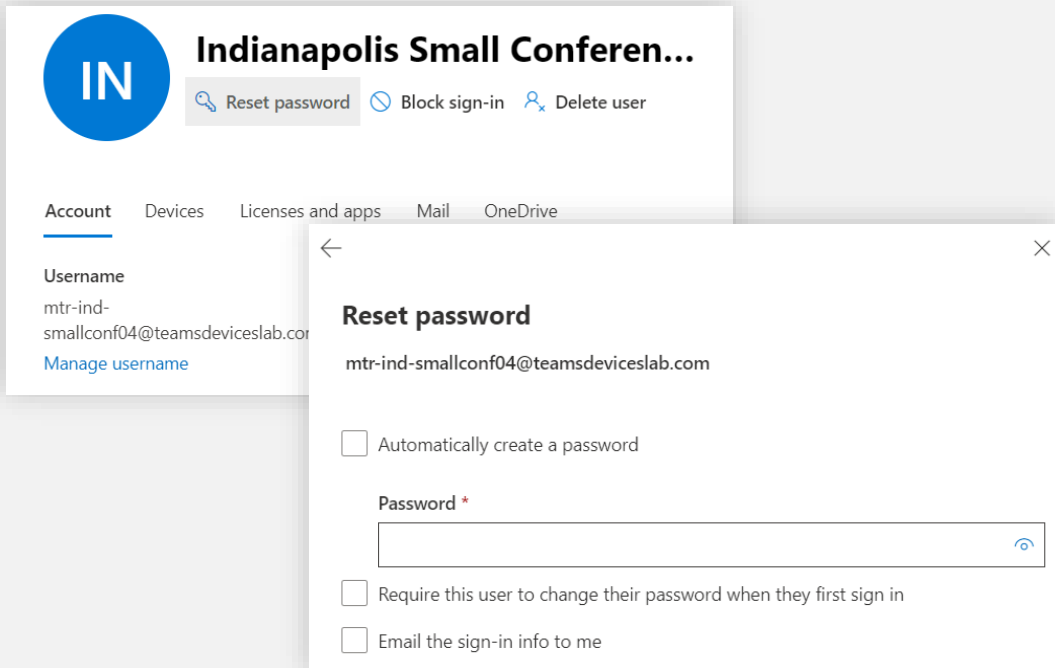


Microsoft 365 admin center

Click on [Reset password](#)

Type in new password

Do **not** tick the box to require a password change.



The screenshot shows the Microsoft 365 admin center interface. At the top, there is a user profile for 'Indianapolis Small Conferen...' with a blue circular profile picture containing the letters 'IN'. Below the profile picture are three action buttons: 'Reset password' (highlighted), 'Block sign-in', and 'Delete user'. Below these buttons is a navigation bar with tabs: 'Account' (selected), 'Devices', 'Licenses and apps', 'Mail', and 'OneDrive'. Under the 'Account' tab, the 'Username' section displays 'mtr-ind-smallconf04@teamsdeviceslab.com' with a 'Manage username' link. A 'Reset password' dialog box is open in the foreground. The dialog has a title bar with a back arrow and a close 'X' button. The title of the dialog is 'Reset password'. Below the title, the username 'mtr-ind-smallconf04@teamsdeviceslab.com' is displayed. There are three checkboxes: 'Automatically create a password' (unchecked), 'Require this user to change their password when they first sign in' (unchecked), and 'Email the sign-in info to me' (unchecked). A 'Password' field with an asterisk is present, with a text input box and a toggle icon (an eye) to its right.

Indianapolis Small Conferen...

[Reset password](#) [Block sign-in](#) [Delete user](#)

Account Devices Licenses and apps Mail OneDrive

Username
mtr-ind-smallconf04@teamsdeviceslab.com
[Manage username](#)

Reset password

mtr-ind-smallconf04@teamsdeviceslab.com

☐ Automatically create a password

Password *

☐ Require this user to change their password when they first sign in

☐ Email the sign-in info to me

Microsoft 365 admin center

Click on [License and apps](#)

**Indianapolis Small Conferen...**

 Reset password  Block sign-in  Delete user

[Account](#) [Devices](#) [Licenses and apps](#) [Mail](#) [OneDrive](#)



Microsoft 365 admin center

Assign the appropriate license



Boardroom Bell

- ☐ **Power Automate per user plan**
Er zijn geen productlicenties meer beschikbaar voor dit abonnement. U bent niet gemachtigd om extra licenties aan te schaffen.
- ☐ **Power BI (gratis)**
Onbeperkt aantal licenties beschikbaar
- ☐ **Power BI Pro**
4 van 73 licenties zijn beschikbaar
- ☐ **PowerApps per app baseline access**
9903 van 10000 licenties zijn beschikbaar
- ☐ **Proefabonnement Microsoft Stream**
Onbeperkt aantal licenties beschikbaar
- ☐ **Project Abonnement 3**
1 van 11 licenties zijn beschikbaar
- ☒ **Teams Rooms Premium**
0 van 3 licenties zijn beschikbaar

Manually provisioning user

PowerShell can expedite resource account provisioning as well as add users in bulk.

Prerequisites

- Azure Active Directory PowerShell for Graph module

```
Install-Module -Name AzureAD
```

- Exchange Online PowerShell Module

```
Install-Module -Name ExchangeOnlineManagement
```

- (Optional) Microsoft Teams PowerShell Module

```
Import-Module -Name MicrosoftTeams
```



Determine license to assign

You need to assign at least 1 license to the provisioned user

Use `Get-AzureADSubscribedSku` to list your available licenses

```
C:\> Connect-AzureAD
C:\> Get-AzureADSubscribedSku | Select -Property Sku*,ConsumedUnits -
ExpandProperty PrepaidUnits | Where {($_.SkuPartNumber -like "Meeting*"
-or $_.SkuPartNumber -like "MTR*")}
```

```
SkuId      : 03070f91-cc77-4c2e-b269-4a214b3698ab
SkuPartNumber : MTR_PREM_US_CAN
ConsumedUnits : 1
Enabled     : 100
Suspended   : 0
Warning     : 0
```

```
SkuId      : 6070a4c8-34c6-4937-8dfb-39bbc6397a60
SkuPartNumber : MEETING_ROOM
ConsumedUnits : 8
Enabled     : 25
Suspended   : 0
Warning     : 0
```

PowerShell variables

Variables will make provisioning easier, especially if a script is used to provision resource accounts in bulk

Account name

```
$acctUpn='mtr-focusroom1@contoso.com'
```

The unique name of the mailbox

```
$MailBoxName='focusroom'
```

Specify the Exchange alias (also known as the mail nickname) for the recipient

```
$MailBoxAlias='focusroom'
```

Password for the account

```
$Password='ThisIs1ReallyLongPassword!'
```

License to assign

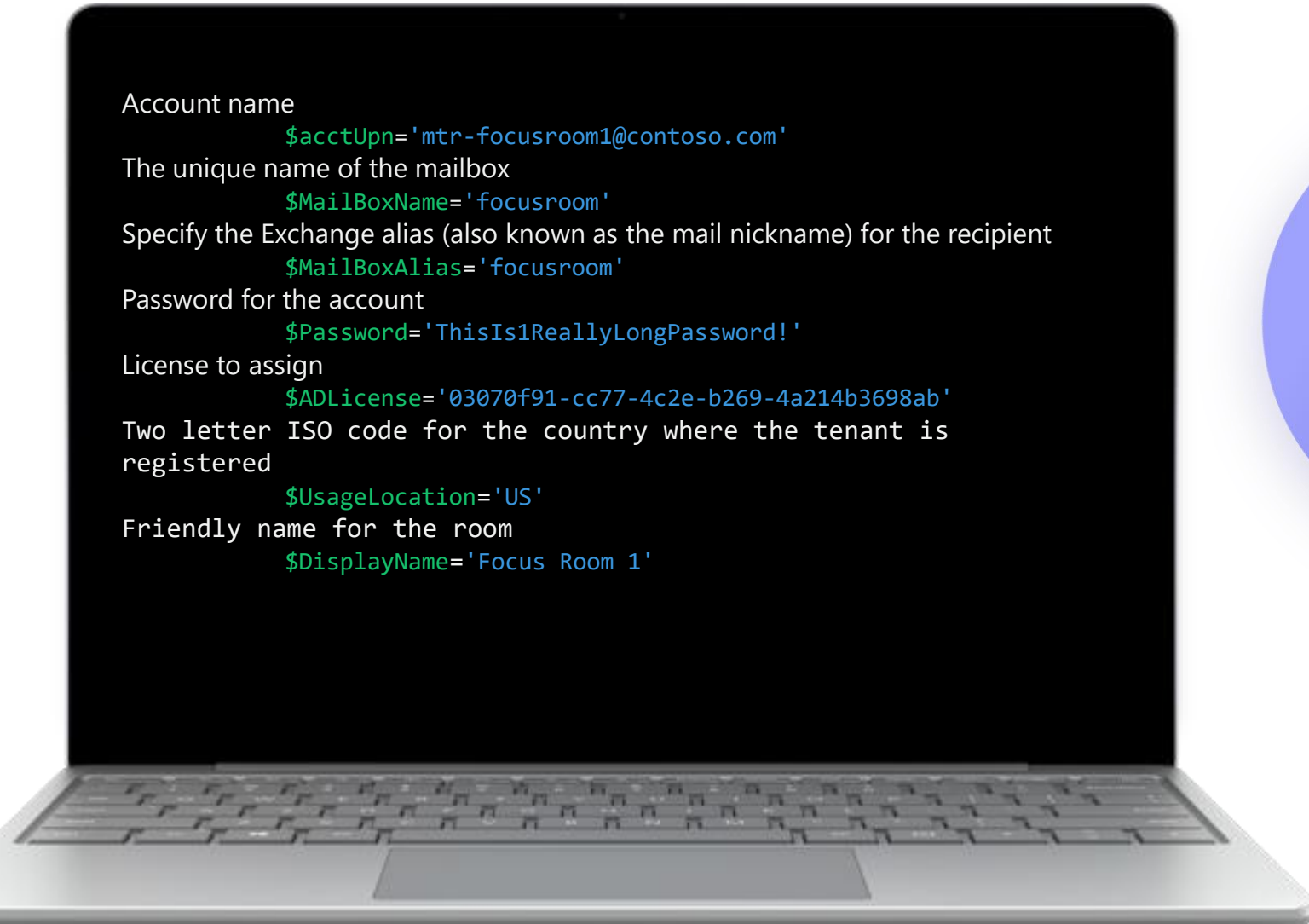
```
$ADLicense='03070f91-cc77-4c2e-b269-4a214b3698ab'
```

Two letter ISO code for the country where the tenant is registered

```
$UsageLocation='US'
```

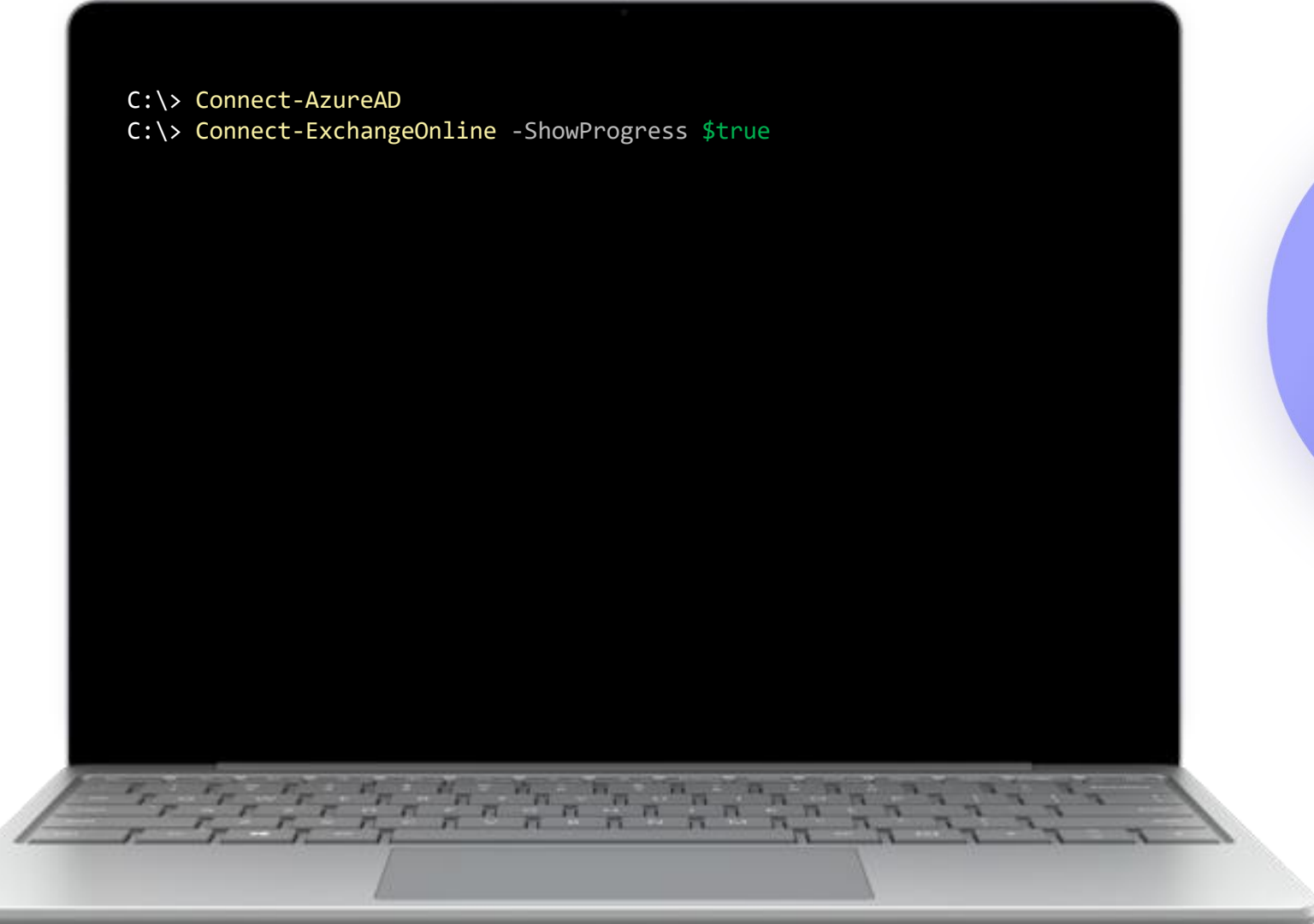
Friendly name for the room

```
$DisplayName='Focus Room 1'
```



Provisioning a single user

Connect to [Azure AD](#) and [Exchange Online](#)

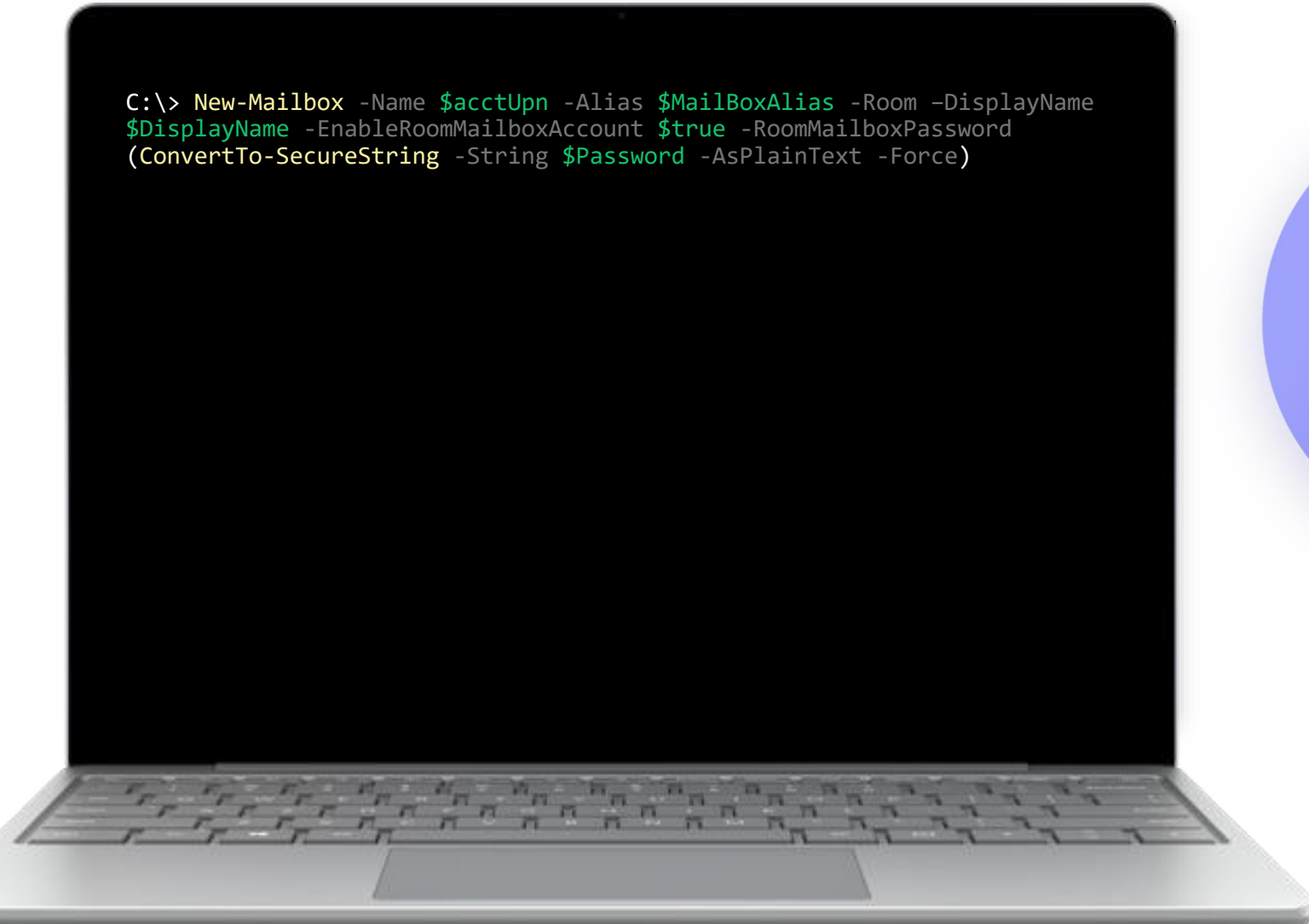


```
C:\> Connect-AzureAD  
C:\> Connect-ExchangeOnline -ShowProgress $true
```

Provisioning a single user

Create **room** Mailbox

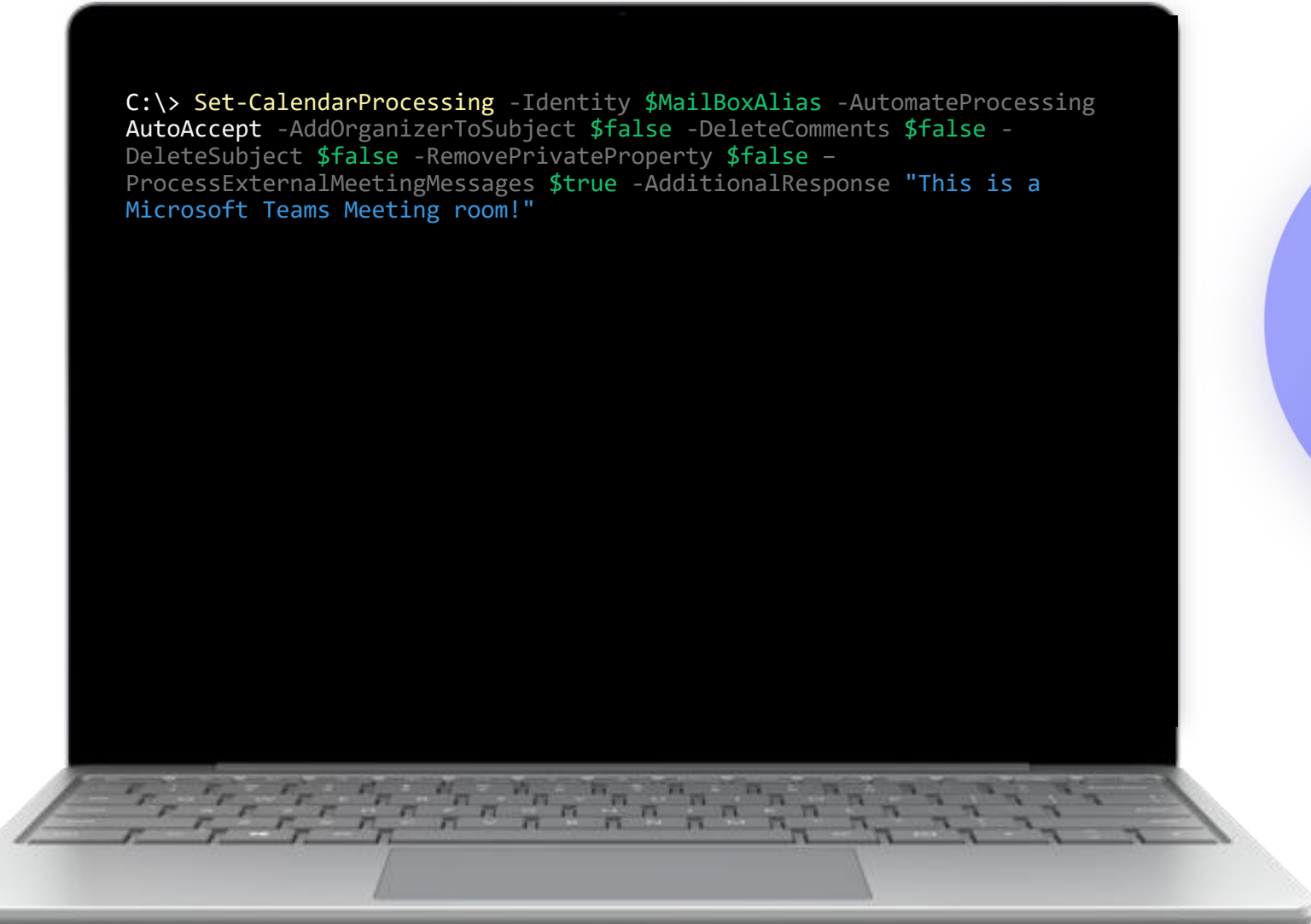
```
C:\> New-Mailbox -Name $acctUpn -Alias $MailBoxAlias -Room -DisplayName  
$DisplayName -EnableRoomMailboxAccount $true -RoomMailboxPassword  
(ConvertTo-SecureString -String $Password -AsPlainText -Force)
```



Provisioning a single user

Set Outlook to **auto-accept** meeting invites and add **additional response**

```
C:\> Set-CalendarProcessing -Identity $MailBoxAlias -AutomateProcessing  
AutoAccept -AddOrganizerToSubject $false -DeleteComments $false -  
DeleteSubject $false -RemovePrivateProperty $false -  
ProcessExternalMeetingMessages $true -AdditionalResponse "This is a  
Microsoft Teams Meeting room!"
```



Provisioning a single user

Set the password for the account to **never expire** and set **usage location**

```
C:\> Set-AzureADUser -ObjectId $acctUpn -PasswordPolicies  
DisablePasswordExpiration  
  
C:\> Set-AzureADUser -ObjectId ConferenceRoom01@contoso.com -  
UsageLocation 'US'
```

Assign **license**

```
#Create an object for a single license type  
C:\> $License = New-Object -TypeName  
Microsoft.Open.AzureAD.Model.AssignedLicense  
C:\> $License.SkuId = $ADLicense  
  
#Create an object for a multiple license type  
C:\> $Licenses = New-Object -TypeName  
Microsoft.Open.AzureAD.Model.AssignedLicenses  
  
#Add the single license object to the multiple license object  
C:\> $Licenses.AddLicenses = $License  
  
#Assign the license to the resource account  
C:\> Set-AzureADUserLicense -ObjectId  
ConferenceRoom01@contoso.com -AssignedLicenses $Licenses
```

Bulk user provisioning

You can create a [script](#) which can [automate](#) account creation

For example, create a CSV file with all the necessary information

	A	B	C	D	E	F	G	H	I	J	K	
1	acctUpn	MailBoxName	MailBoxAlias	DisplayName	Password	AdditionalResponse	PhoneNumber	UsageLocation	LocationID	ADLicense	VoiceLicense	
2	mtr-ind-keystone-1@mtrindkeystone1	mtrindkeystone1	mtrindkeystone1	Indianapolis Keystone	Change_This_Password	Your meeting is now	13175551212	US	dc0c17f9-7060-4d77-8000-000000000000	teamsroomslab:MEE	teamsroomslab:MCOPSTN1	
3	mtr-ind-keystone-2@mtrindkeystone2	mtrindkeystone2	mtrindkeystone2	Indianapolis Keystone	Change_This_Password	Your meeting is now	13175551213	US	dc0c17f9-7060-4d77-8000-000000000000	teamsroomslab:MEE	teamsroomslab:MCOPSTN1	
4	mtr-stp-avanti-5@mtrstpavanti5	mtrstpavanti-5	mtrstpavanti-5	St. Petersburg Avanti	Change_This_Password	Your meeting is now	17275551212	US	14e3cbe3-c3ee-4fcb-8000-000000000000	teamsroomslab:MEE	teamsroomslab:MCOPSTN1	
5	mtr-stp-avanti-6@mtrstpavanti5	mtrstpavanti-5	mtrstpavanti-5	St. Petersburg Avanti	Change_This_Password	Your meeting is now	17275551213	US	14e3cbe3-c3ee-4fcb-8000-000000000000	teamsroomslab:MEE	teamsroomslab:MCOPSTN1	

Then read the CSV file and loop through the entries

```
$path="c:\temp\teamsrooms.csv"
$csv=Import-Csv -path $path
ForEach($Room in $csv)
{
    #Set variables
    $acctUpn=$Room.AccountUpn
    $MailBoxName=$Room.MailBoxName
    $MailBoxAlias=$Room.MailBoxAlias
    $DisplayName=$Room.DisplayName
    $Password=$Room.Password
    $AdditionalResponse=$Room.AdditionalResponse
    $PhoneNumber=$Room.PhoneNumber
    $UsageLocation=$Room.UsageLocation
    #Get Location ID via Get-CsOnlineLocation
    $LocationID=$Room.LocationID
```

Skype for Business

If you are using Skype for Business

- Enable a user
- Convert to a Meeting Room (Optional)

A Skype meeting room account differs from a Skype user account in **three ways**

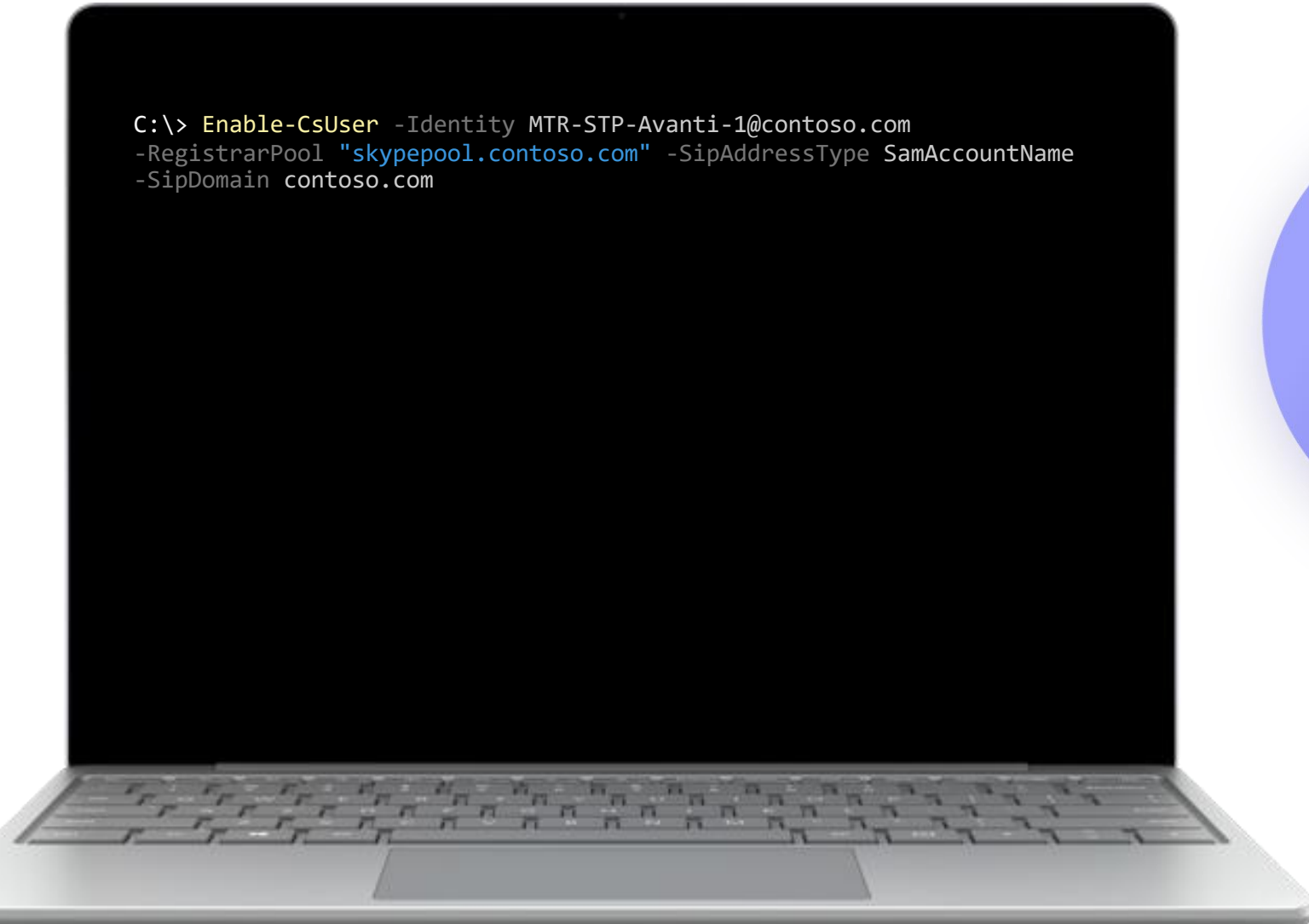
- Teams Rooms always joins via **lobby**
- Teams Rooms **asks attendees** if they are in the room and if they want to mute their devices
- Must use **Get-CsMeetingRoom** to list room accounts



Skype for Business

Enable for Skype for Business

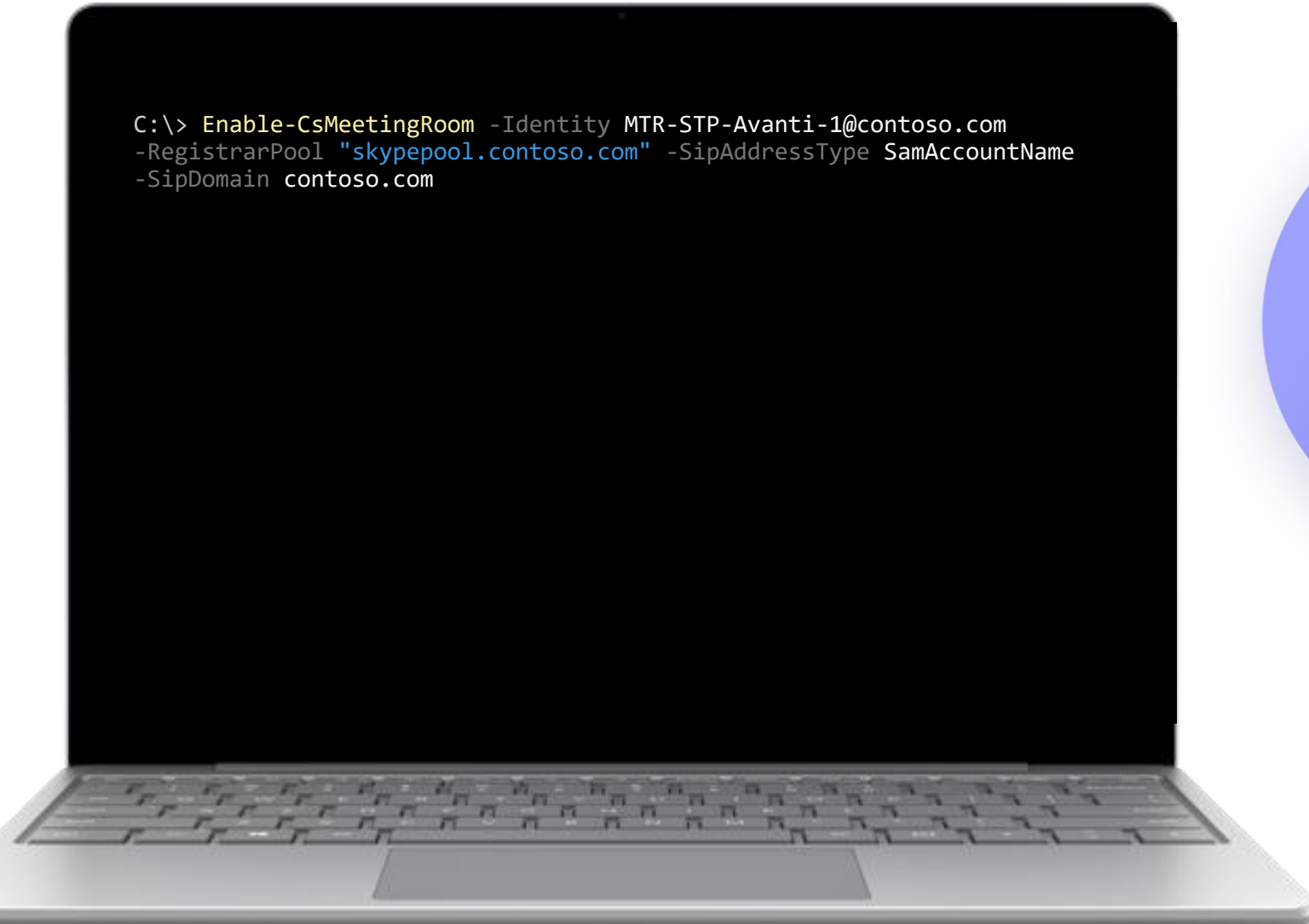
```
C:\> Enable-CsUser -Identity MTR-STP-Avanti-1@contoso.com  
-RegistrarPool "skypepool.contoso.com" -SipAddressType SamAccountName  
-SipDomain contoso.com
```



Skype for Business meeting room (Optional)

Enable for Skype for Business

```
C:\> Enable-CsMeetingRoom -Identity MTR-STP-Avanti-1@contoso.com  
-RegistrarPool "skypepool.contoso.com" -SipAddressType SamAccountName  
-SipDomain contoso.com
```



Advanced resource account options



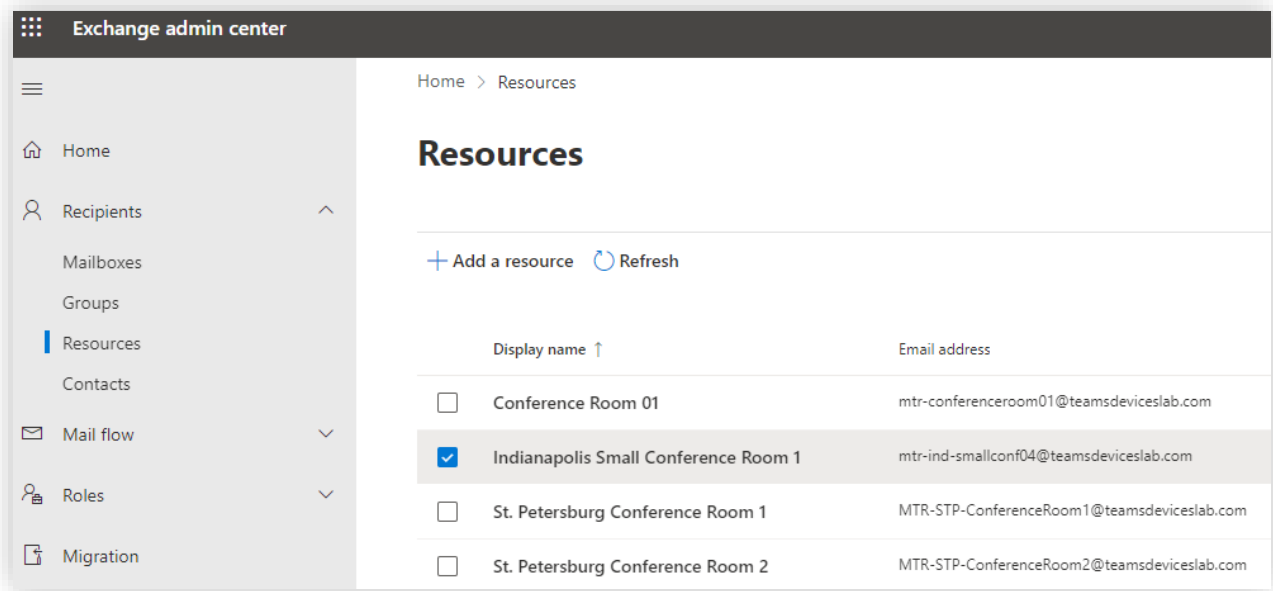
Edit Mailbox settings

Edit Room

Open Exchange Admin Center

Click on recipients/resources

Select room to edit



Optional settings

MailTips

Informative messages displayed to users in the InfoBar in Outlook

You can create custom MailTips for all types of recipients

The screenshot shows the Outlook 'New Meeting' dialog box. At the top, there is a ribbon with tabs: Undo, Actions, Teams Meeting, OneNote, Attendees, and Options. The 'Attendees' tab is active, showing a list of attendees. A MailTip is displayed above the attendees list, stating: "Indianapolis Small Conference Room 1: This room is equipped to support Microsoft Teams meetings". Below the MailTip, there is a message body area with a 'Send' button. The message body contains the following information:

- Title: Weekly Status Report
- Required: Indianapolis Small Conference Room 1
- Optional: (empty)
- Start time: Wed 2/9/2022, 8:00 AM
- End time: Wed 2/9/2022, 8:30 AM
- Location: Indianapolis Small Conference Room 1

```
Set-Mailbox -Identity $MailBoxAlias  
-MailTip "This room is equipped to  
support Microsoft Teams meetings"
```

Optional settings

Additional Responses

Additional information to be included in responses to meeting requests

```
$AdditionalResponse=@"  
<hr style="font-family: Calibri, Arial, Helvetica, sans-serif;  
font-size: 12pt; color: rgb(0, 0, 0);"><p align="center"></p><p align="center">This room is equipped with One Touch  
Join – Did you make this a Microsoft Teams or Skype for Business  
meeting?</p><p align="center">Become a meeting ninja – <a  
href="https://aka.ms/TeamsRoomVideo">watch this short  
video</a>!  
</p><p align="center"><br></p><hr>  
"@
```

```
Set-CalendarProcessing -Identity $MailBoxAlias  
-AddAdditionalResponse $true -AdditionalResponse  
$AdditionalResponse
```

Accepted: Gym

When Wednesday, March 11, 2020 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

Location Microsoft Teams Meeting

 Conference Room (STP-Avantij)(15) has accepted this meeting.

Your request was accepted.



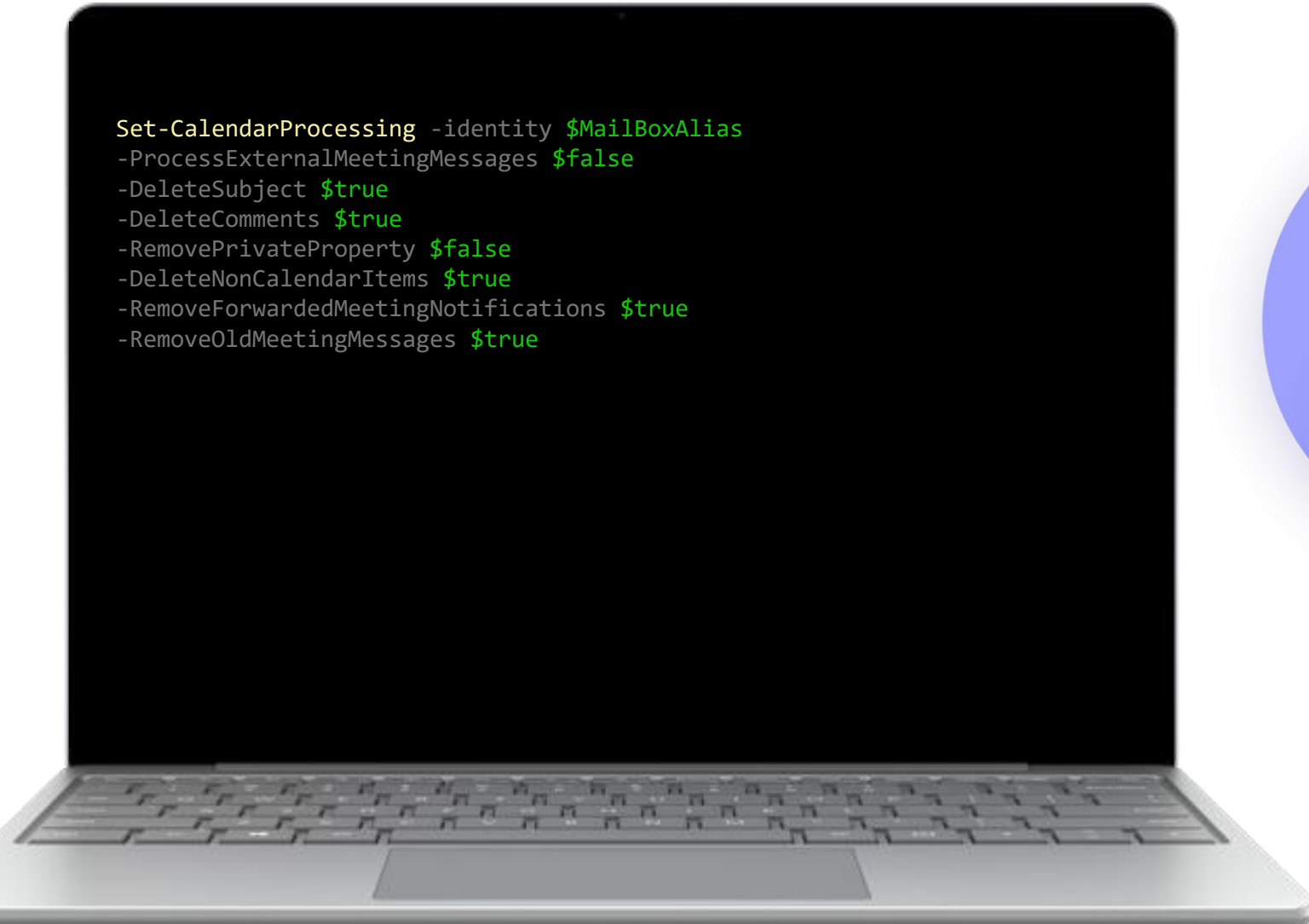
This room is equipped with One Touch Join – Did you make this a Microsoft Teams or Skype for Business meeting?

Become a meeting ninja – [watch this short video!](https://aka.ms/TeamsRoomVideo)

Optional settings

Security related

```
Set-CalendarProcessing -identity $MailBoxAlias  
-ProcessExternalMeetingMessages $false  
-DeleteSubject $true  
-DeleteComments $true  
-RemovePrivateProperty $false  
-DeleteNonCalendarItems $true  
-RemoveForwardedMeetingNotifications $true  
-RemoveOldMeetingMessages $true
```



Optional settings

Display name

By default, the mailbox name is shown as the name of the room

Add a Display Name

- Makes the room name more readable
- Add extra information, such as a room name, room number, or room size

Conference Room (STP-Avanti) (15)



Optional settings

Display name

Open [Microsoft 365 Admin Center](#)

Expand [Users/Active Users](#)

Find the Conference Room

Click on the room name and [Manage contact information](#)

Edit the [Display name](#) field

First name

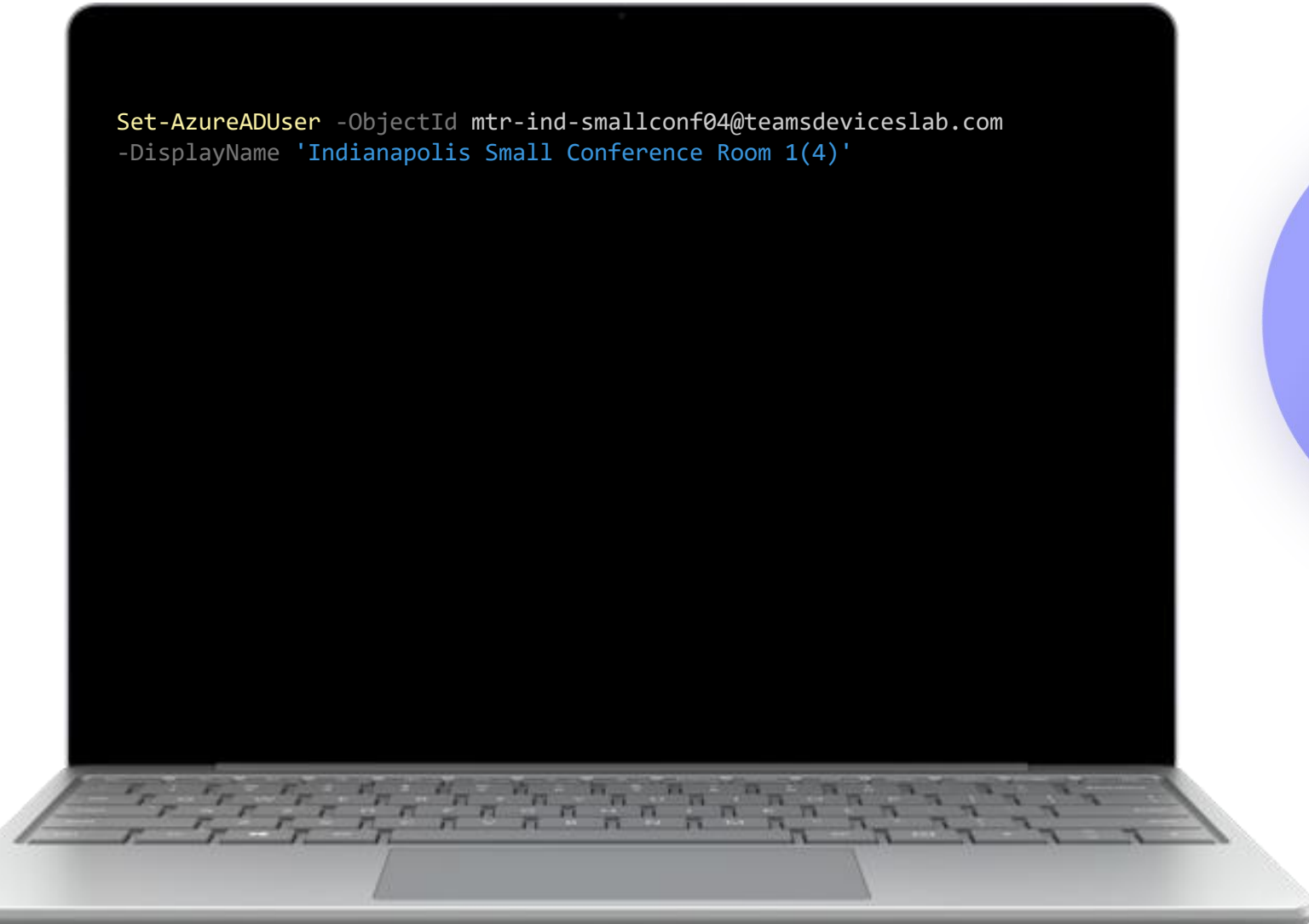
Last name

Display name *

Optional settings

Display name

```
Set-AzureADUser -ObjectId mtr-ind-smallconf04@teamsdeviceslab.com  
-DisplayName 'Indianapolis Small Conference Room 1(4)'
```



Optional settings

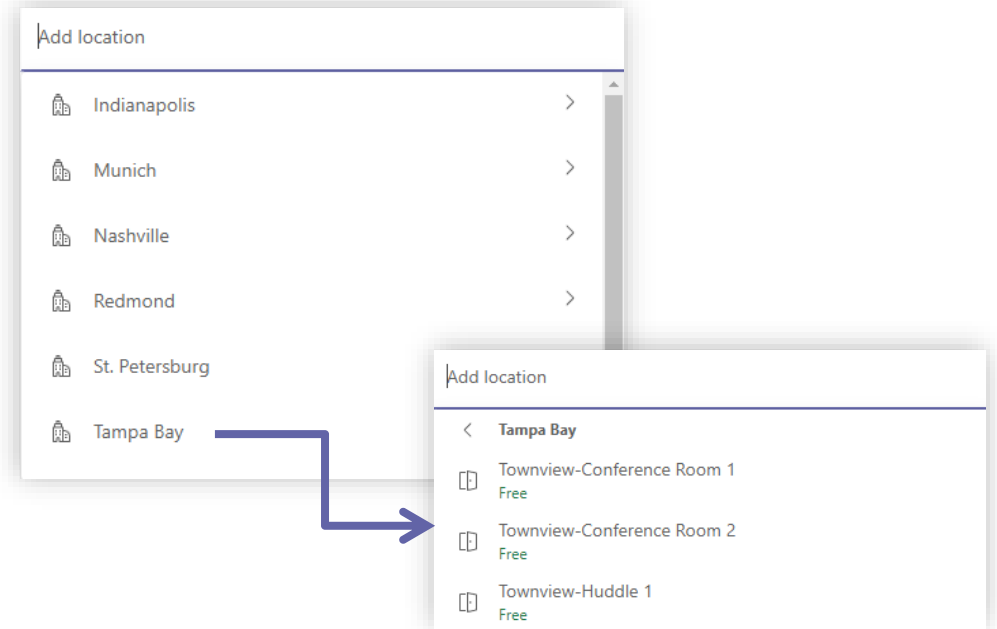
Room lists

Room lists organize your rooms

You can organize based on location, city, campus, building, etc.

Underneath that location you list all available Teams Rooms systems

Microsoft Teams calendar



Optional settings

Room lists

Create a Distribution Group

```
New-DistributionGroup -Name "Tampa Bay"  
-Roomlist
```

Add Teams Rooms devices to group

```
Add-DistributionGroupMember -Identity 'Tampa Bay'  
-Member 'MTR-TVW-Conference1'
```

```
Add-DistributionGroupMember -Identity 'Tampa  
Bay' -Member 'MTR-TVW-Conference2'
```

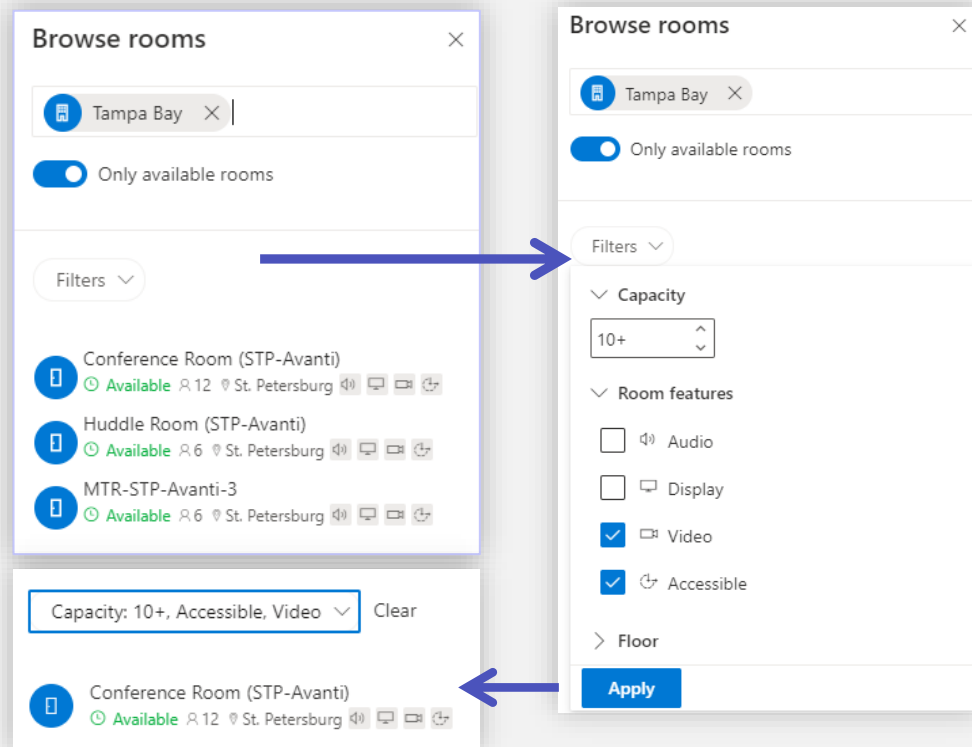


Optional settings

Places

You can add additional criteria to rooms

- Wheelchair accessibility
- In-room hardware
- Address
- Capacity
- Floor and floor label
- Building name
- Tags



Optional settings

Places

```
Set-Place 'MTR-TVW-Conference'  
-IsWheelChairAccessible $true -Capacity 12  
-DisplayDeviceName $True
```

More complex example:

```
Set-Place 'MTR-TVW-  
Conference1@teamsdeviceslab.com'  
-IsWheelChairAccessible $true -AudioDeviceName  
'EPOS Adapt' -Building 'Townview' -Floor 4 -City  
'St. Petersburg' -State 'FL' -CountryOrRegion  
'US' -Capacity 4 -Street '201 4th Ave  
S' -PostalCode 33701 -VideoDeviceName 'Logi  
Rally' -Displaydevicename 'Single Monitor' -Label  
'B17'
```



Assigning phone number



Assigning phone number

Calling plans

Permit Teams Rooms to **call** external users and conference bridges

For USA and Canada, you must create an emergency location first

Edit

+1 727 555 4582

Number status

Unassigned

Number type

Users

Assigned to

Select a person that you want to assign this phone number to

F3

Focus Room 3 (STP-A...

×

Emergency location

Select a location within the country or region where emergency services must arrive when a call comes from this phone number.

[Add an emergency location](#) if you want to create a one.

AP

Avanti, St. Petersburg
201 4th Street South, Saint
Petersburg FL 33701, US

×

Assigning phone number

PowerShell

```
C:\> $acctUpn='MTR-SEA-FocusRoom1@teamsroomslab.com'
```

```
C:\> $PhoneNumber='+14255553223'
```

```
#Get Location ID via Get-CsOnlineLisLocation
```

```
C:\> $LocationID='c04255ef-0aac-4cc8-b5fe-510c4578f792'
```

```
C:\> Set-CsPhoneNumberAssignment -Identity $AcctUPN -PhoneNumber  
$PhoneNumber -LocationID $LocationID -PhoneNumberType CallingPlan
```

Optional settings

```
C:\> New-CsTeamsCallingPolicy -Identity NoVoiceMail  
-Description "Do not permit user to have voice mail"  
-AllowVoicemail AlwaysDisabled  
  
C:\> Grant-CsTeamsCallingPolicy -Identity MTR-TVW-Conference1  
-PolicyName NoVoiceMail
```

Voice mail on shared accounts is
rarely monitored

Helps prevent filling up mailbox
with **unnecessary** voice mail

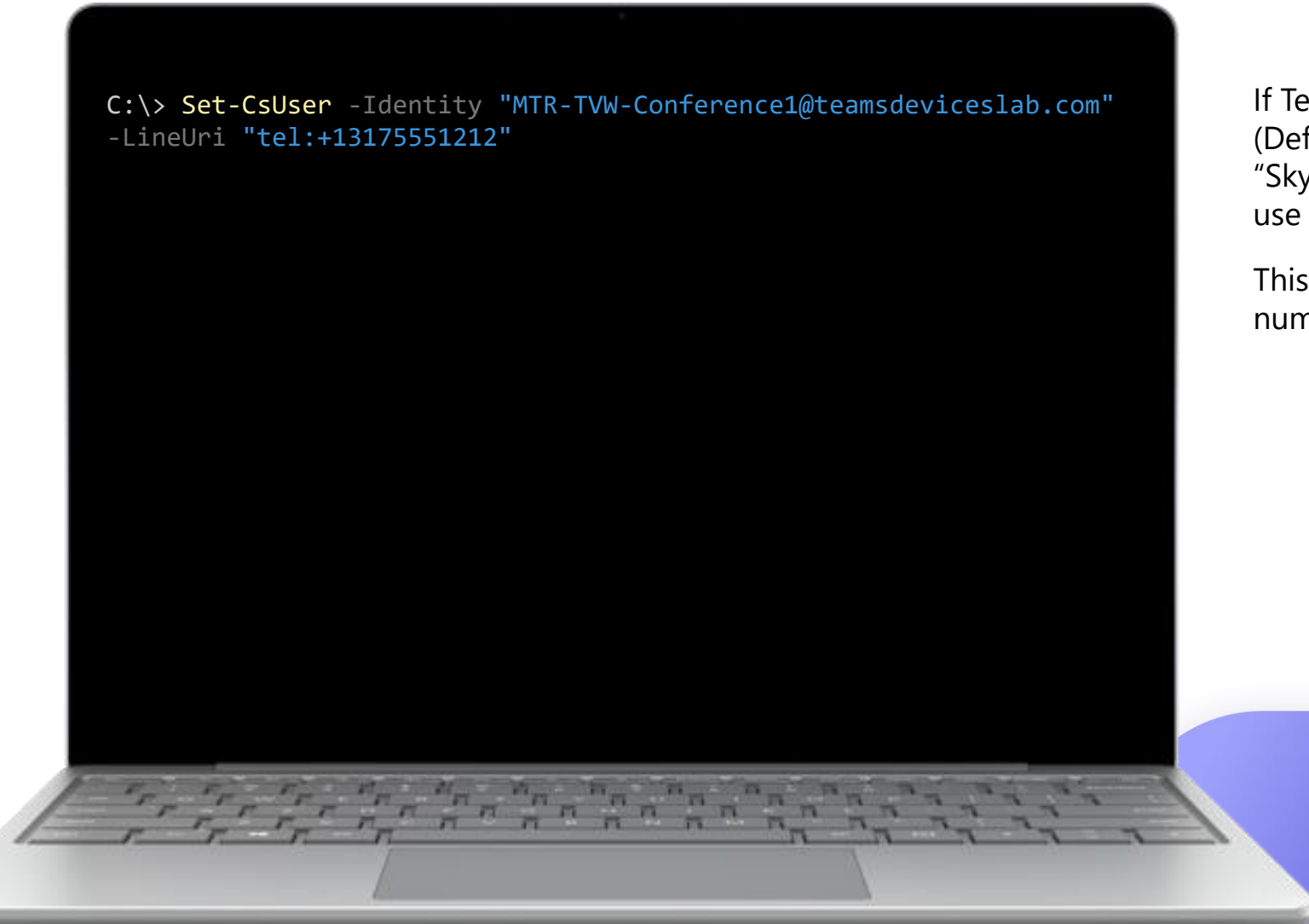
Assigning phone number

Skype for Business

```
C:\> Set-CsUser -Identity "MTR-TVW-Conference1@teamsdeviceslab.com"  
-LineUri "tel:+13175551212"
```

If Teams Rooms is in "Skype for Business (Default) and Microsoft Teams" mode or "Skype for Business Only" mode, you can use on-premise or hybrid-connected voice

This lets you pass a Skype EV phone number to the MTR



Summary





We saw how to provision a resource account



Showed how to implement optional features and security to resource accounts.

Objectives

Questions?

