

Enable users to view calendar information of Room mailboxes

Description

Show the user and the subject on a resource calendar instead of just busy/free

Resolution

Enable users to view calendar information of Room mailboxes

On Exchange Online Room mailboxes do not share calendar information by default. You will only be able to see if the Room is busy or not. This blog describe how you enable the Room's calendar to show more information to all users.

First we need to connect to Exchange Online with PowerShell. If you don't know how to connect, please read this blog post (<https://blog.ctglobalservices.com/bfa/managing-office-365-with-powershell/>).

Start setting the Room calendar to show more details by default, to do so type in this PowerShell command.

```
Set-CalendarProcessing -Identity Meetingroom -AddOrganizerToSubject $true -DeleteComments $false -DeleteSub
```

```
Set-MailboxFolderPermission -Identity Meetingroom:\calendar -User default -AccessRights LimitedDetails
```

To enable Room calendar to show subject of the meetings, please use this PowerShell command.

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