Connecting
Flexwhere and Microsoft

October 2024

Why sync Microsoft with Flexwhere

Connecting your organisation's Microsoft environment to Flexwhere, improves collaboration and productivity by seamlessly integrating employee and meeting rooms from Microsoft into the Flexwhere platform. Flexwhere allows you to connect via the Graph API.

Benefits of Microsoft Sync

- **Unified Access Control:** Syncing via Microsoft Graph API allows Flexwhere to leverage existing access control settings, ensuring a unified and secure user management experience.
- **Efficient User Management:** By synchronising user data, Flexwhere minimises manual input and streamlines the process of managing users.
- **Frequent and Real-time Updates:** Users added or removed in the Microsoft portal are updated in Flexwhere in each morning at 05:00 am, ensuring accurate and up-to-date information across both platforms. Meetingroom data will be updated in Real-time.
- **Collaboration Enhancement:** Seamless integration enables a smoother collaboration experience, as users in Flexwhere can easily correspond with their Microsoft Group counterparts.

Connecting Microsoft to Flexwhere

If you require any assistance on setting up this connection, please contact our support team.

Before syncing Flexwhere with your microsoft environment, make sure that you have the necessary administrative privileges in both Microsoft (Privileged Role Administrator or Global Administrator) and in Flexwhere (admin role)

Follow these steps to sync your Microsoft and Flexwhere accounts:

Step 1: Log in to Flexwhere.
Step 2: Navigate to the Organisation settings page.
Step 3: Click on the 'Connect to Microsoft Graph' button. You will be redirected to the Microsoft Login page.
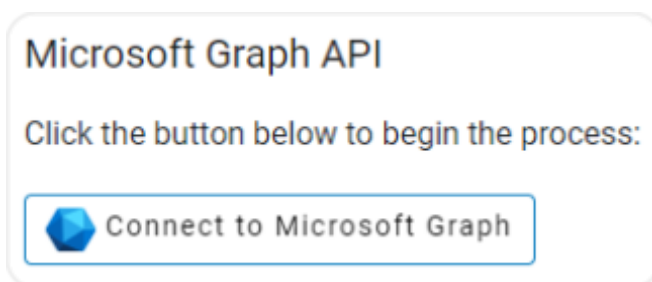
Step 4: Login to Microsoft with your credentials.
Step 5: You will be redirected to a content permissions page. Click on 'Accept' to grant the necessary permissions for the sharing of information between Microsoft and Flexwhere.
Step 6: Once the consent is accepted, you will be redirected back to Flexwhere, where you will see a pop up confirming the connection has been established.
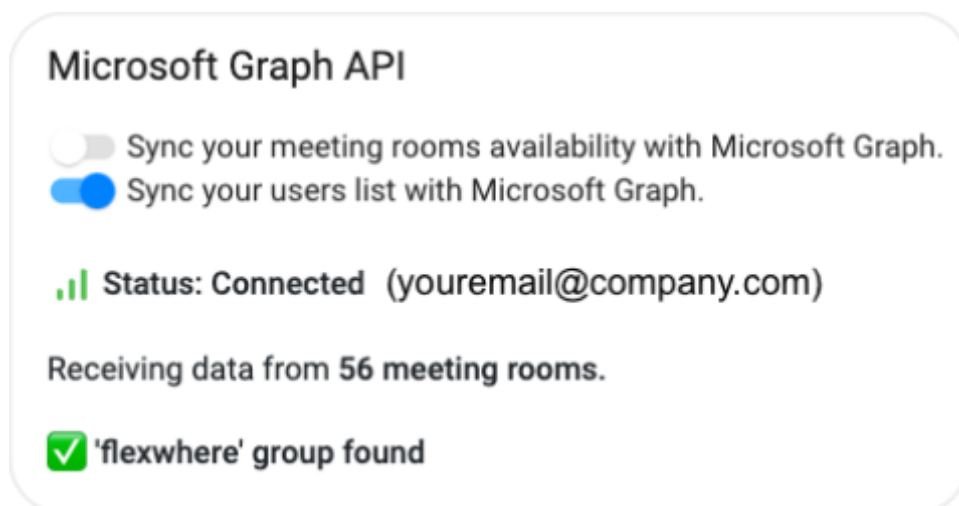
Setting up the connection for Users

Step 1: Create the 'flexwhere' group.
You will need to create a specific group in your Microsoft Active Directory called 'flexwhere' to serve as the synchronisation point. Adhering to this naming convention is **crucial** for successful synchronisation.

Step 2: Check your Flexwhere organisation settings for the connection.
Navigating to the Microsoft Graph API part in your Flexwhere organisation settings after successfully connecting to your Microsoft environment will show an overview like the example below. If the flexwhere user group has been found, you will see a green checkmark.

Microsoft Graph API

⚪ Sync your meeting rooms availability with Microsoft Graph.
🔵 Sync your users list with Microsoft Graph.

📶 **Status: Connected** (youremail@company.com)

Receiving data from **56 meeting rooms.**

✅ 'flexwhere' group found

Step 3: Turning on the Sync for users.
Turning the toggle on will start the synchronisation of users. This synchronisation will automatically take place each morning at 05:00 am (UTC+1) or can be forced in your Users tab by clicking the 'refresh icon'.

Please note that turning on the Flexwhere user sync, all users that are set as enabled in your Active Directory will be imported. Users that are not found will be deleted. Guest accounts and disabled accounts will not be imported.

User and group management

Flexwhere imports the following fields from your Active Directory:

| Used by Flexwhere	Read by Flexwhere (but not added to user profiles)
'mail', 'surname', 'jobTitle', 'givenName', 'department', 'mobilePhone', 'displayName','businessPhones', 'preferredLanguage'	*'id', 'userType','officeLocation', 'accountEnabled', 'createdDateTime', 'userPrincipalName',*

Setting up the connection for Meeting rooms

Step 1: Turning on the sync for Meeting rooms.
In your Flexwhere organisation settings you can turn on the toggle to import and export meeting room data for connected meeting rooms. Clicking on the amount of meeting rooms that are being received will open a pop-up displaying the information on the meeting rooms and their current connection status.

Step 2: Mapping your Meeting rooms.
The last step is to map the meeting rooms in Flexwhere. You can do this by navigating to your floor plan in the control centre and clicking on a meeting room. Navigate to the 'attributes/labels' tab. Here you can select the 'unique identifier'. If you have correctly set up the Graph connection, a dropdown menu will appear allowing you to choose your desired meeting room. The icon of the meeting room will now have a blue outline on the floor plan.

If you want to disconnect a meeting room in Flexwhere, simply select the meeting room and click on the unique identifier name from the drop down list once more. The outlined colour should turn back to red (unconnected).
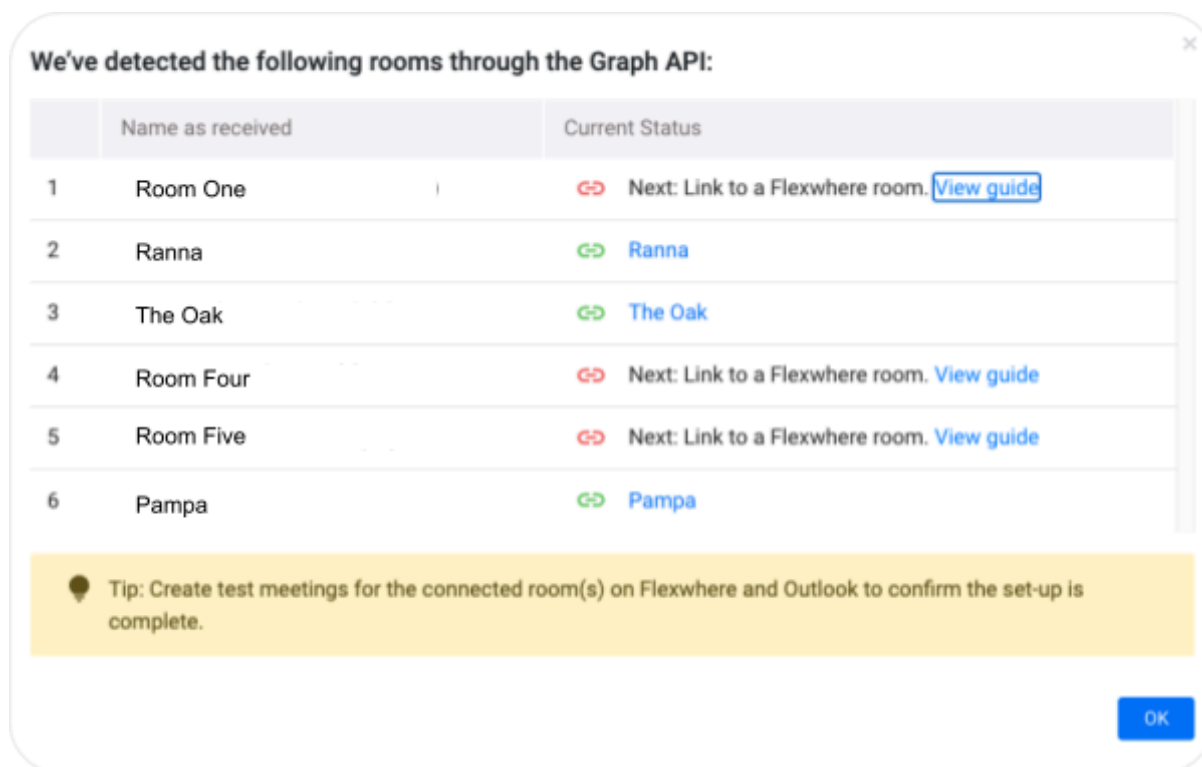
Example of a meeting room overview in Flexwhere.

Step 3: Checking the connection and synchronisation.
Navigate back to the Graph connector in your Flexwhere organisation settings. Click on the number of meeting rooms to open the pop-up once more. Meeting rooms that have been connected will now show a green link icon and the corresponding meeting room name. Meeting rooms that have not been connected yet will show the red link icon.
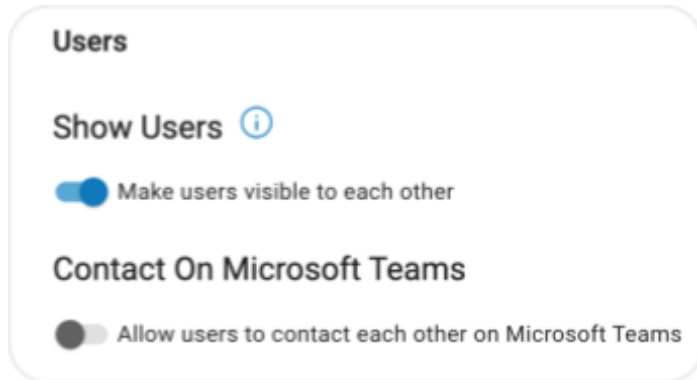
You can now start testing with the connected meeting room(s). Meetings that have been made in outlook will show up in the meetings list for the corresponding meeting rooms. This list will be updated every 5 minutes. Meetings that you create in Flexwhere will be sent instantly to your Outlook calendar for the connected meeting room.

Connect with Microsoft Teams

Flexwhere also enables you to quickly move to your MS Teams app directly from the Flexwhere app. You can find your colleagues on the Flexwhere floorplan, or through the colleague search, and then click on the MS Team button to be directed to that contact in your MS Teams app.

But - you will need to **turn this on**. To do this:

Go to the Organisation settings, Find Users, and toggle the Microsoft Teams button:

Users

Show Users ⓘ

Make users visible to each other

Contact On Microsoft Teams

Allow users to contact each other on Microsoft Teams

Empowering teams to connect and collaborate

Frequently Asked Questions:

Will changes I make to users in Flexwhere sync to my Active Directory?
No, changes made to a user in Flexwhere will be local and will be reverted once a resync has happened. If changes to a users profile need to be made, this has to be done from your AD.

How do I remove users from Flexwhere?
Adding and removing users from Flexwhere is done by updating your Active Directory. If Flexwhere can no longer find a user in the 'flexwhere' group, this user will be deleted during the nex synchronisation cycle. This goes for disabled and guest users as well.

Why can I only see today's meetings?
Flexwhere is currently only showing today's meetings from your outlook calendar. Our aim is to continue developing our features where one of our bullet points is to give users more insight in future happenings, like meetings, in your organisation.

Why do I not see my new meeting room in Flexwhere?
Microsoft takes time to make new meeting rooms fully accessible. Once the meeting room is fully accessible in your Microsoft environment, they should be visible in Flexwhere also.

Why does Flexwhere require extra permissions from Microsoft?
The Graph connector is used for both meeting rooms and users, this is why you might need to give extra permissions. Flexwhere however will only use the permissions based on whether you have activated the toggle for users sync or for meeting rooms sync (or both).

Contact Us

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