

RoomAvailabilityM365

SharePoint Room Availability Widget Customer Documentation Pack

Website: <https://roomavailabilitym365.com>

Support: support@roomavailabilitym365.com

Document purpose: Customer-facing product documentation, prerequisites, installation guide, configuration guide, and deployment instructions for SharePoint Online.

Version 2.2

1st Floor Meeting Rooms

Meeting Room A101
North Wing

Free

CURRENT STATUS
Free

NEXT RESERVATION
2:30 PM–3:30 PM

Last updated: 03:00:49 PM

Meeting Room B204
Innovation Lab

Free

CURRENT STATUS
Free

NEXT RESERVATION
4:00 PM–5:00 PM

Last updated: 03:00:49 PM

Meeting Room C306
Collaboration Suite

Occupied

CURRENT STATUS
Occupied until 4:15 PM

NEXT RESERVATION
4:15 PM–5:00 PM

Last updated: 03:00:49 PM

Meeting Room D402
Executive Boardroom

Occupied

CURRENT STATUS
Occupied until 5:00 PM

NEXT RESERVATION
5:00 PM–6:00 PM

Last updated: 03:00:49 PM

Meeting Room E501
Training Room

Free

CURRENT STATUS
Free

NEXT RESERVATION
1:30 PM–2:30 PM

Last updated: 03:00:49 PM

Meeting Room F602
West Wing

Occupied

CURRENT STATUS
Occupied until 3:30 PM

NEXT RESERVATION
3:30 PM–4:30 PM

Last updated: 03:00:49 PM

1. Product Overview

RoomAvailabilityM365 is a lightweight SharePoint Framework (SPFx) web part for SharePoint Online that displays real-time meeting room availability based on Microsoft 365 room mailboxes and Microsoft Graph free/busy information. The widget is designed for organizations already using Exchange Online room mailboxes and Outlook /Teams room booking and who want to surface room status on modern SharePoint pages. The product is intended as a simple visibility layer—not a complete workplace platform. It focuses on current room state, “busy until”, and next reservation visibility, while keeping meeting content private and avoiding exposure of detailed calendar data.

2. What the Widget Does

- Shows whether a room is currently **Free** or **Occupied**.
- Displays how long the current occupied slot lasts (“busy until”).
- Displays the next reserved slot when the room is currently free.
- Can show room metadata such as room name, building, floor, and capacity when those attributes are available.
- Supports English and Czech localization.
- Supports configurable UI colors in the full version.
- Can display the widget version in the UI for rollout and support visibility.

3. Intended Use Cases

- SharePoint intranet homepage room status tile
- Reception or front-desk SharePoint page
- Facility or office operations dashboard
- Building overview or department portal pages
- Microsoft 365 partner delivery as a reusable SharePoint component

4. Technical and Commercial Prerequisites

4.1 Customer Environment Requirements

- Microsoft 365 tenant
- SharePoint Online
- Exchange Online room mailboxes configured for the rooms to be shown
- Modern SharePoint pages
- Tenant App Catalog available in SharePoint Online
- Administrative rights to upload and deploy a SharePoint Framework package

4.2 Development / Packaging Requirements (only if building from source code)

- Node.js **v22.x LTS**
- npm (included with Node.js)
- A supported code editor such as Visual Studio Code
- SharePoint Framework v1.22+ / Heft-based toolchain project

4.3 Required Microsoft Graph Permissions

- **Calendars.ReadBasic** – required to retrieve free/busy room availability.
- **Place.Read.All** – required only if room metadata such as building, floor, or capacity is used.

5. Website, Package, and Branding Information

Official product website: <https://roomavailabilitym365.com>

Support contact: support@roomavailabilitym365.com

Recommended deployable package path inside the solution: **sharepoint/solution/room-occupancy.sppkg**
The above .sppkg package is the file that must be uploaded to the SharePoint App Catalog during deployment.

6. Step-by-Step SharePoint Installation Guide

6.1 Step 1 – Confirm prerequisites

Before installation, verify that SharePoint Online is enabled in your tenant, an App Catalog exists, the room mailboxes are already configured in Exchange Online, and the administrator performing the deployment has sufficient permissions to upload packages and approve API permissions.

6.2 Step 2 – Open the SharePoint Admin Center

Open your SharePoint Admin Center using the tenant admin URL pattern:

<https://<your-tenant>-admin.sharepoint.com>

Example: <https://contoso-admin.sharepoint.com>

6.3 Step 3 – Open the Apps / App Catalog area

In the **SharePoint Admin Center**, go to **More features** ☐ **Apps** ☐ **Open**. This takes you to the Apps management area where custom packages can be uploaded and managed.

6.4 Step 4 – Upload the .sppkg package

On the Manage Apps / Apps site page, use **Upload** or drag and drop the file **room-occupancy.sppkg** into the Apps for SharePoint library.

(The file can be located in the folder sharepoint/solution/room-occupancy.sppkg)

When prompted, review the package information and confirm deployment. If your deployment policy allows it, you may also make the solution available to all sites in the organization.

6.5 Step 5 – Approve API permissions

If the solution requests Microsoft Graph permissions, SharePoint will create pending permission requests. These must be approved by an administrator.

Open the direct API access page using the tenant admin URL pattern:

https://<your-tenant>admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/webApiPermissionManagement

Review the pending permissions and approve: **Calendars.ReadBasic** and, if applicable, **Place.Read.All**.

The application must be allowed either for entire tenant or for specific Share Point website where you want to use it.

6.6 Step 6 – Add the widget to a SharePoint page

- Open a modern SharePoint page.
- Select **Edit**.
- Choose **Add web part**.
- Find **Room Occupancy**
 - If you do not find the application you may need to refresh (F5) the browser or open the browser in Incognito window, it may take some time to get the app visible
- Insert the web part into the page.
- Open the property panel and configure the room mailbox and display settings.
- Publish or republish the page.

6.7 Step 7 – Validate the installation

- The widget loads without error.
- The room name is displayed correctly.
- The room shows as Free or Occupied.
- The “busy until” or next reservation information appears as expected.
- The trial label appears only if using the trial edition.
- The configured colors are applied in the full version.

7. Configuration Guide

7.1 Property Panel Settings

- **Room mailbox email** – email address of the Exchange Online room mailbox.
- **Business start hour** – start of the displayed working day range.
- **Business end hour** – end of the displayed working day range.
- **Primary color** – main accent color (full version).
- **Free color** – status color for available rooms (full version).
- **Busy color** – status color for occupied rooms (full version).
- **Background color** – card background color (full version).
- **Text color** – main text color (full version).

7.2 Trial Version Behavior

- The trial version uses fixed, intentionally bold colors.
- The trial version shows a visible “Trial version” label inside the widget.
- Color customization **is not available** in the trial version.
- The trial version is intended for evaluation before purchase.

7.3 Localization

The widget supports English and Czech. Additional languages can be added through the SPFx localization structure if required.

8. Recommended Links for SharePoint Administrators

Purpose Link / Path

SharePoint Admin Center <https://<tenant>-admin.sharepoint.com>

Apps / Manage Apps area SharePoint Admin Center > More features > Apps > Open

Likely App Catalog site URL <https://<tenant>.sharepoint.com/sites/appcatalog>

9. Support, Website, and Customer Contact

Product website: <https://roomavailabilitym365.com>

Support contact: support@roomavailabilitym365.com

Recommended support information to provide when raising a ticket:

- Widget version
- Screenshot of the issue
- Affected room mailbox email address
- Tenant environment context
- Whether the issue reproduces in InPrivate / Incognito mode

10. Limitations and Notes

- The widget does not book rooms directly.
- The widget does not expose meeting subject lines or meeting body content.
- The widget depends on approved Microsoft Graph permissions and the customer's tenant policy model.
- Like other client-side SharePoint solutions, browser and SharePoint caching can delay immediate visibility of newly deployed UI changes.

11. Summary

RoomAvailabilityM365 is a simple and practical Microsoft 365-native way to surface meeting room availability in SharePoint Online. It is designed for enterprises that already use Exchange Online room mailboxes and want a low-friction room visibility experience without introducing a broader workplace platform or dedicated room-side hardware.