

TRAXO

Booking.com **business**

Setting up Traxo for Microsoft Exchange

Capturing all of your company's travel in your Booking.com for Business Dashboard, no matter what platform your employees use



All of your company's travel in one place

Business travel is happening everywhere, and it hasn't always been easy to know where your employees are booking travel, what exactly they're buying, or their expected locations in times of need. Now, with **Traxo**, you can oversee all of your employees' current and future travels, in real time on your Booking.com for Business Dashboard – even if they weren't booked with Booking.com for Business.

By adding unique forwarding rules to your Google Workspace mail service, **Traxo** provides a fully automated way to capture every travel booking made with a company email address, with no actions required by your travelers.

These instructions will add the forwarding rules to your organization's Microsoft Exchange mail service to get started.

 **Allow 25 minutes for set up.**



Note

Need the latest version of your Traxo Set Up Kit? Download it any time in your Traxo module Settings, via the “...” button.

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- 3** [Set Up Instructions for Microsoft Exchange mail services](#)
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Set up Traxo for Microsoft Exchange

You'll need the following to get started:

- An email address at your workplace's domain
- Terminal access for your mail service as an Exchange administrator
- Your unique Traxo Mailbox Address (provided in this Set Up Kit, e.g. "mailbox.txt")
- The Traxo Filter Rules for Microsoft Exchange (provided in this Set Up Kit, e.g. "traxo-filter-rules-exchange-[date].csv")

If you don't have administrator access to Exchange through a Terminal, forward your Traxo set up instructions to your IT administrator.

Part I: Sign up for Traxo

Traxo is available in your **Booking.com for Business Dashboard**. If you've already received a Traxo welcome email, or have received a forwarded email from a colleague, you can skip ahead to Part II.

1. Log into your [Booking.com for Business Dashboard](#) and, in the Traxo module, select **Get Started**
2. Agree to the Traxo Terms of Service
3. Confirm your workplace email address. Traxo requires an email address at your workplace's domain.
4. Check your workplace email inbox for a welcome email and a link to your **Traxo Set Up Kit**, which includes your **Traxo Mailbox Address** and your **Traxo Forwarding Rules**. You can also download your Set Up Kit from the Traxo module in your Booking.com for Business Dashboard.

Part II: Add a Dynamic Distribution Group

Next, we'll create a Dynamic Distribution Group, which will forward only verified booking confirmations to your Traxo Mailbox Address.



Note

Pasting copied text from PDF documents usually results in hard line breaks where the text wraps. This prevents the full command from executing as desired. We suggest pasting the commands below into a text editor first to remove any line breaks before pasting into your Terminal application.

To get started in Windows 10 and above:

1. Open a Terminal window and sign into your Microsoft Exchange server, then create a new Dynamic Distribution Group using the command:

```
New-DynamicDistributionGroup -Name "Traxo for Booking DDG"  
-RecipientFilter {CustomAttribute15 -like 'Traxo FILTER*'}
```

2. Hide this group from your company's address book with the command:

```
Set-DynamicDistributionGroup -Identity "Traxo for Booking DDG"  
-HiddenFromAddressListsEnabled $true -Notes "Contact your  
travel administrator regarding questions"
```

Part III: Add a Mail Flow Rule

Next, we'll create a new Mail Flow Rule that checks for members of the new Dynamic Distribution Group. For this step, you will need the **Traxo Mailbox Address** address that is provided in your Traxo Set Up Kit ("mailbox.txt").

Insert your **Traxo Mailbox Address** into the following command and execute:

```
New-TransportRule "Traxo for Booking DDG Rule" -FromMemberOf  
"Traxo for Booking DDG" -SenderAddressLocation header  
-BlindCopyTo "{{unique Traxo Mailbox Address provided by your  
Set Up Kit}}"
```

Example:

```
New-TransportRule "Traxo for Booking DDG Rule" -FromMemberOf  
"Traxo for Booking DDG" -SenderAddressLocation header  
-BlindCopyTo "plans+01234567890@traxo.com"
```

Part IV: Add External Contacts

Finally, we'll add the **Traxo Filter Rules** in CSV format, which is provided in your Set Up Kit and ensures only travel bookings from verified sources are forwarded to your **Traxo Mailbox Address**.

Each record contains a CustomAttribute15 value which automatically adds them to the new Dynamic Distribution Group.

Note

Any conflicts between an existing external contact record in Exchange and those contained in the Filter list will result in adding additional parameters to the existing contact. If you think there may be a potential conflict, you may want to perform a check first, using “-WhatIf.”

1. Insert the local path to your Booking Agent List CSV file to add it as a “filter_rules” variable using the following command:

```
$bookingagent_rules = Import-CSV {{Traxo Filter csv file path}}
```

2. Then, create new hidden contacts for each row in the CSV file using the command:

```

$bookingagent_rules | ForEach {New-MailContact -Name $_.Name
-DisplayName $_.Name -ExternalEmailAddress
$_.ExternalEmailAddress -FirstName $_.FirstName -LastName
$_.LastName; Set-MailContact $_.Name
-HiddenFromAddressListsEnabled $true -CustomAttribute14
$_.CustomAttribute14 -CustomAttribute15 $_.CustomAttribute15;
Set-Contact $_.Name -Company $_.Company -Notes $_.Notes}

```

Importing your **Traxo Filter Rules** may take up to 20 minutes. Your Terminal will return to your user prompt when completed.

- Return to your **Booking.com for Business Dashboard** and select **I've completed set up and I'm ready to continue** and then select **Continue**. If you are not the administrator of your Booking.com for Business account, please inform your administrator that set up is completed and to return to their Dashboard.

NEW TRAXO All of your company's travel in one place

Set Up Kit sent to yourself@yourcompany.com

Set up Traxo

Capture all business travel, no matter where employees book

The Set Up Kit for your organization has been sent to yourself@yourcompany.com. Please follow the attached instructions to complete your set up and return here to confirm and continue.

- Don't have administrative access to your mail server? No problem. Forward your Traxo instructions email to your IT administrator to complete your set up.

My set up is completed and I'm ready to continue

[Continue →](#) Verify my set up with an email to yourself@yourcompany.com

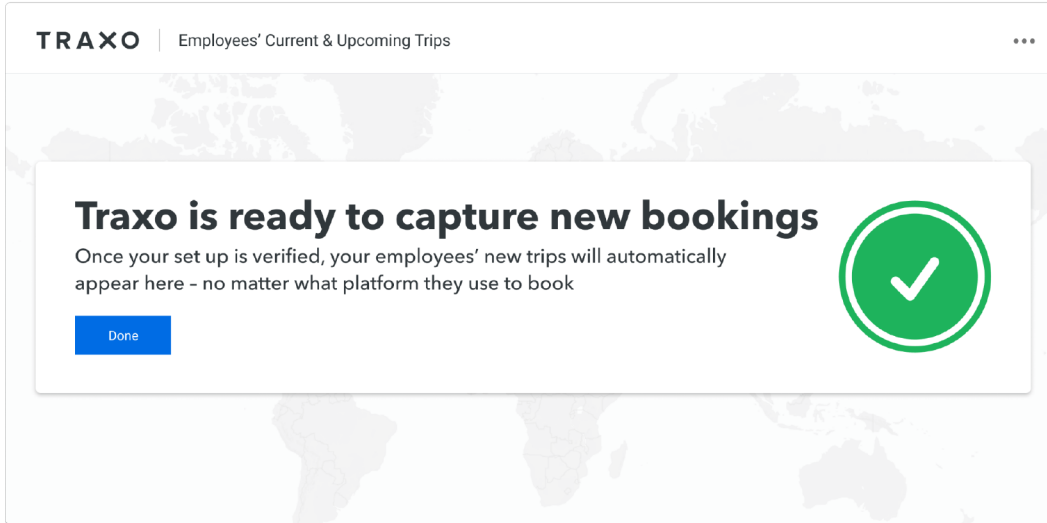
[Cancel Set Up](#)

Your Company's Set Up Kit

[Download Set Up Kit ↓](#)

You can also download your Set Up Kit here, which includes installation instructions created for your organization.

Traxo will verify your setup. Select **Done** to view your booking map.



Your set up is complete

New bookings will appear in your Traxo map within minutes of booking, no matter where they are booked.



Experiencing Issues?

If set up could not be completed, or the Traxo set up test did not succeed, [click here](#) for assistance.

Deactivating Traxo in Microsoft Exchange

If you wish to deactivate Traxo at any time, follow these instructions to disable the Traxo module in your Booking.com for Business Dashboard, and remove the Mail Flow Rule for your Microsoft Exchange server.



Note

Traxo capture can be resumed at any time by following the set up instructions again, but deactivation cannot be undone. Existing bookings made outside of Booking.com

for Business will no longer be viewable, and any new bookings made outside of Booking.com for Business will not be received.

Part I: Deactivate Traxo in your Booking.com for Business Dashboard

1. In the Traxo module of your Booking.com for Business Dashboard, select the Settings button in the top right, indicated by the “...” symbol.
2. Under ‘Deactivate Traxo’ select **Deactivate**.
3. Please note provided cautions. If you wish to continue, select **Yes, deactivate Traxo**
4. Select Done.

Part II: Remove the Mail Flow Rule, Dynamic Distribution Group, and External Contacts for Microsoft Exchange

1. Open a Terminal window and sign into your Microsoft Exchange server
2. Run the following command to delete the Mail Flow Rule:

```
Remove-TransportRule -Identity "Traxo for Booking DDG Rule"  
-Confirm:$False
```

3. Run the following command to delete the Dynamic Distribution Group:

```
Remove-DynamicDistributionGroup -Identity "Traxo for Booking  
DDG"
```

4. Create a variable containing a specific value for CustomAttribute15:

```
$delete_contacts = Get-MailContact -Filter {CustomAttribute15  
-like '*Traxo FILTER*'}
```

5. Run the following command to delete the external contacts:


```
$delete_contacts | ForEach {Remove-MailContact -Identity  
$_.Name -Confirm:$False}
```

Deactivation is complete

Your Exchange server will no longer forward booking confirmations to Booking.com for Business. To resume Traxo at any time, follow the Traxo Set Up Instructions for Microsoft Exchange again.