

Configuration of Microsoft 365 for Calendars access

You expect to display your meeting rooms planning on your screen running with zebrix signage ?

This guide explains how to register a new application in Microsoft 365 for use with calendar integrations in **zebrix signage**. You will create an app, add a client secret, and assign it the **Calendars.Read** application permission. Then, you'll share the required details to the zebrix technical team and finally a secret UUID will be returned to you to be used in the widget configuration.



Please note that a Microsoft 365 Global Admin account is required to complete this configuration

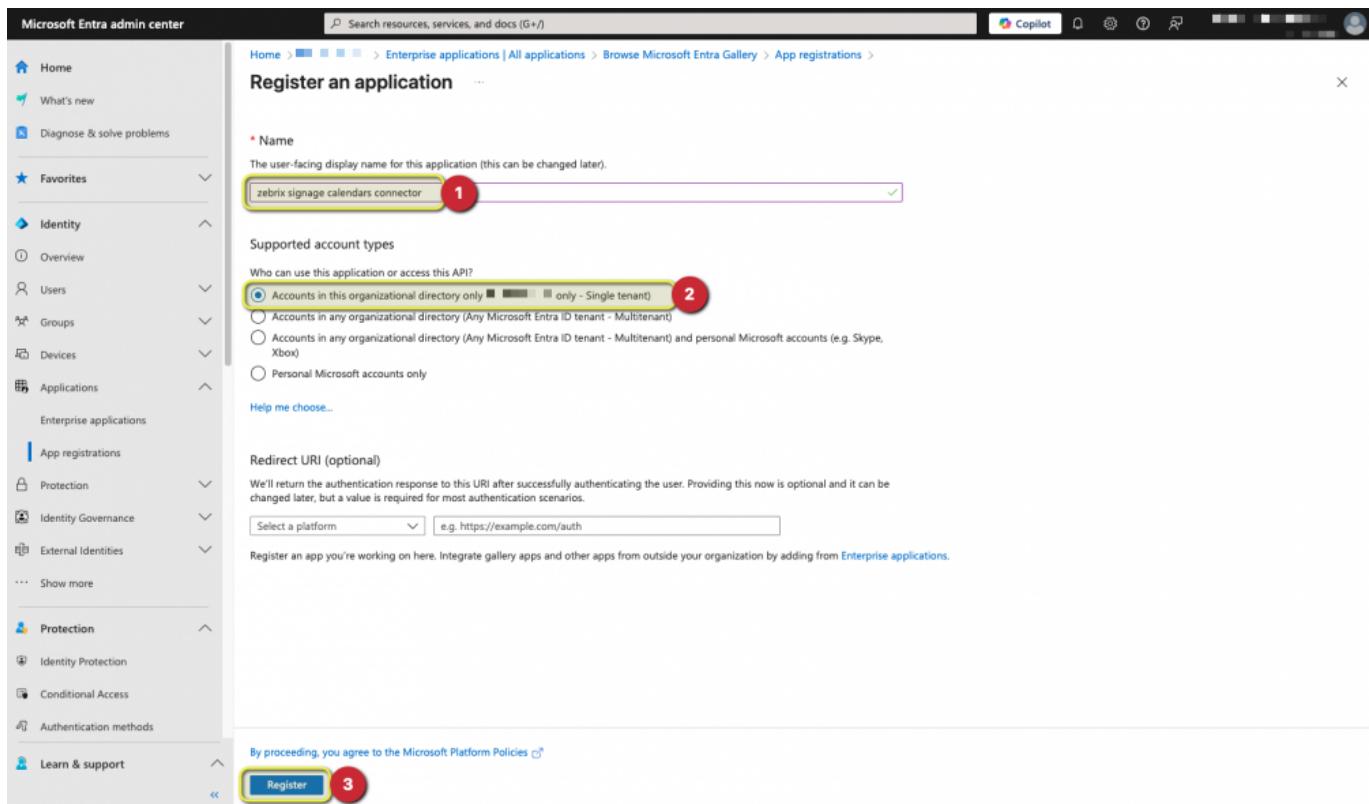
1. Accessing App Registrations

1. Go to the Microsoft Entra admin center: <https://entra.microsoft.com/>
2. In the left menu, select **“Applications”** > **“App registrations”**.
3. Click **“New registration”** at the top of the page.

The screenshot shows the Microsoft Entra admin center interface. The left sidebar is collapsed, showing the 'Applications' (marked with a red circle with '1') and 'App registrations' (marked with a red circle with '2') sections. The main page displays the 'App registrations' list with a red circle with '3' on the 'Endpoints' button. The list includes columns for Display name, Application (client) ID, Created on, and Certificates & secrets. The 'All applications' tab is selected.

2. Registering the App

1. **Name:** Enter zebrix signage calendars connector
2. **Supported account types:** Choose “Accounts in this organizational directory only” (default).
3. Leave the **Redirect URI** empty.
4. Click “**Register**” to create the application.



3. Creating a Client Secret

1. In the app overview, select “**Certificates & secrets**”.
2. Under **Client secrets**, click “**New client secret**”.
3. Add a description, for example zebrix connector secret.
4. Set an expiration (recommended: 6 or 12 months).
5. Click “**Add**” and copy the generated value immediately. **You will not be able to retrieve it again.**

zebrix signage calendars connector

Display name: zebrix signage calendars connector

Client credentials: [Add a certificate or secret](#) (3)

Application (client) ID: 84204485-2f70-4... (1)

Object ID: f93ca51f-968e-4... (2)

Redirect URIs: [Add a Redirect URI](#)

Application ID URI: [Add an Application ID URI](#)

Managed application in L...: zebrix signage calendars connector

Supported account types: My organization only

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Add a client secret

Description: zebrix (2)

Expires: 730 days (24 months) (3)

New client secret (1)

Add (4)

Certificates (0) Client secrets (1) Federated credentials (0)

Description: zebrix

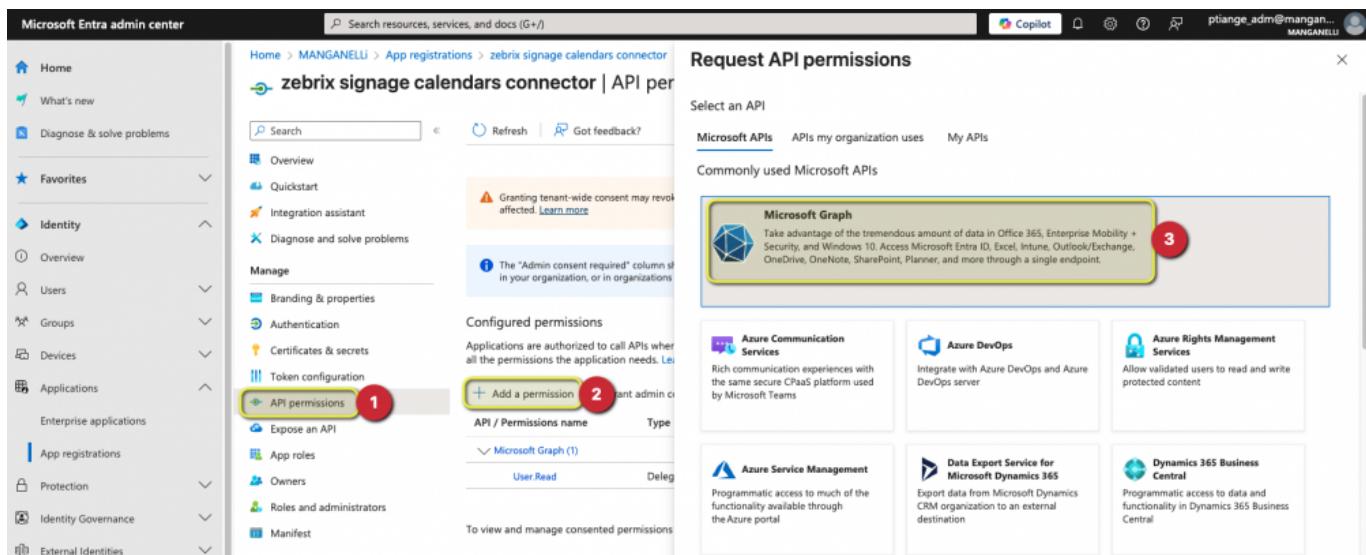
Expires: 13/06/2027

Value: JMX8Q-EyI9v... (1)

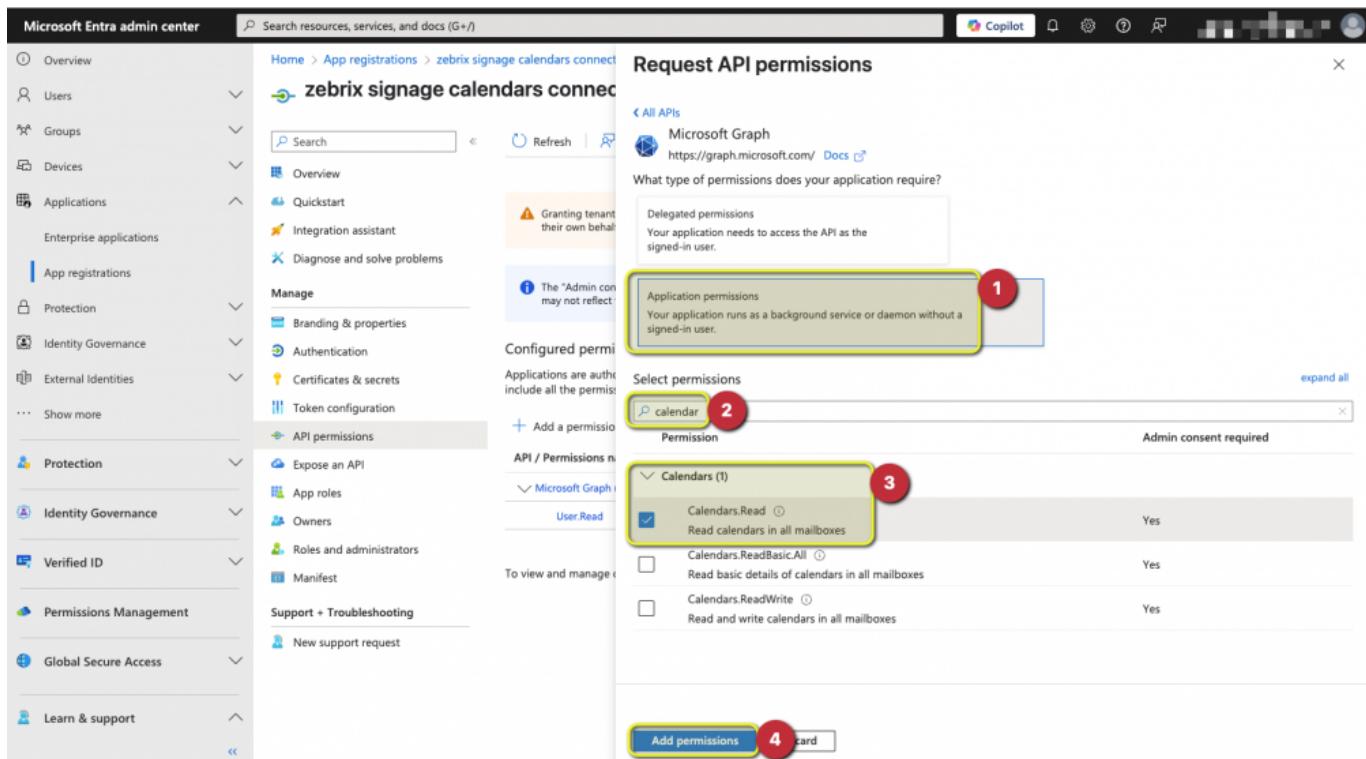
Secret ID: c62e0b99-f48e-4a...

4. Adding API Permissions

1. Go to “**API permissions**” in the left menu.
2. Click “**Add a permission**”.
3. Select **Microsoft Graph**.
4. Choose **Application permissions**.
5. In the search bar, type `Calendars.Read`.
6. Check **Calendars.Read** under the **Calendars** section.
7. Click “**Add permissions**”.
8. Back on the API permissions page, click “**Grant admin consent**” and confirm.



The screenshot shows the Microsoft Entra admin center interface. On the left, the navigation menu is visible with various sections like Home, What's new, Diagnose & solve problems, Favorites, Identity, Overview, Users, Groups, Devices, Applications, Enterprise applications, App registrations, Protection, Identity Governance, and External identities. The 'API permissions' menu item under Applications is highlighted with a red circle (Step 1). On the right, the 'Request API permissions' page for the 'zebrix signage calendars connector' app is displayed. It shows the 'Microsoft Graph' API selected (Step 3). The 'Configured permissions' section shows 'User.Read' as a delegated permission. The 'Select permissions' section shows 'Calendars.Read' under the 'Calendars' category checked (Step 3). The 'Add permissions' button is highlighted with a red circle (Step 4).



The screenshot shows the Microsoft Entra admin center interface, similar to the previous one but with a different focus. The 'API permissions' menu item under Applications is highlighted with a red circle (Step 1). The 'Select permissions' section shows the 'calendar' search term in the search bar (Step 2). The 'Calendars' category is expanded, showing the 'Calendars.Read' permission checked (Step 3). The 'Add permissions' button is highlighted with a red circle (Step 4).

5. Summary

You now have:

1. Registered an application named **“zebrix signage calendars connector”**.
2. Generated a client secret to authenticate your backend app.
3. Granted **Calendars.Read** application-level permission to access calendars in your organization.

Next Steps

Use the **Application (client) ID**, **Directory (tenant) ID**, and **Client secret** in your integration code to authenticate using the OAuth 2.0 client credentials flow.

From:
<https://documentation.zebrix.net/> - zebrix documentation



Permanent link:
https://documentation.zebrix.net/doku.php?id=en:m365_graphapi_calendars_read&rev=1750088439

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