

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

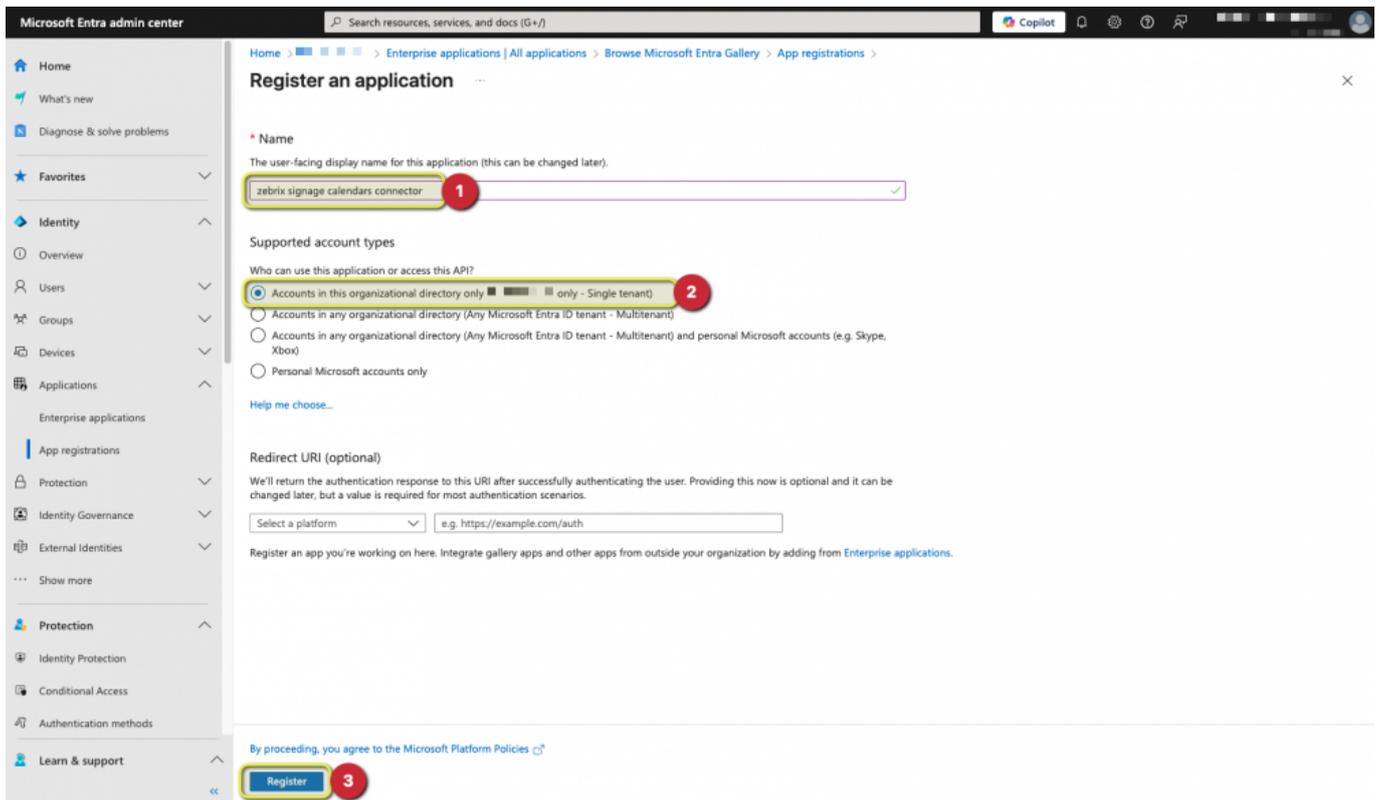
1. Accessing App Registrations

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 displays the Microsoft Entra admin center interface. The left-hand navigation pane shows the 'Applications' menu item highlighted with a red circle and the number '1'. Below it, the 'App registrations' sub-menu item is also highlighted with a red circle and the number '2'. The main content area is titled 'App registrations' and shows a table of 40 applications. At the top of this area, the '+ New registration' button is highlighted with a red circle and the number '3'. The table has columns for 'Display name', 'Application (client) ID', 'Created on', and 'Certificates & secrets'. The table contains various application entries with their respective details.

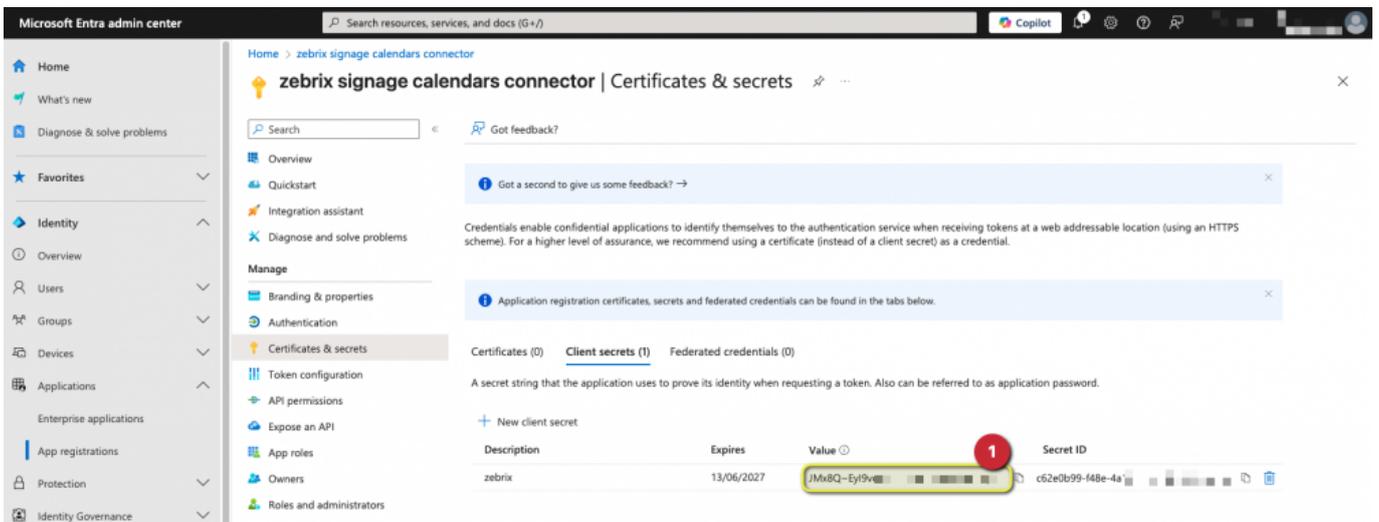
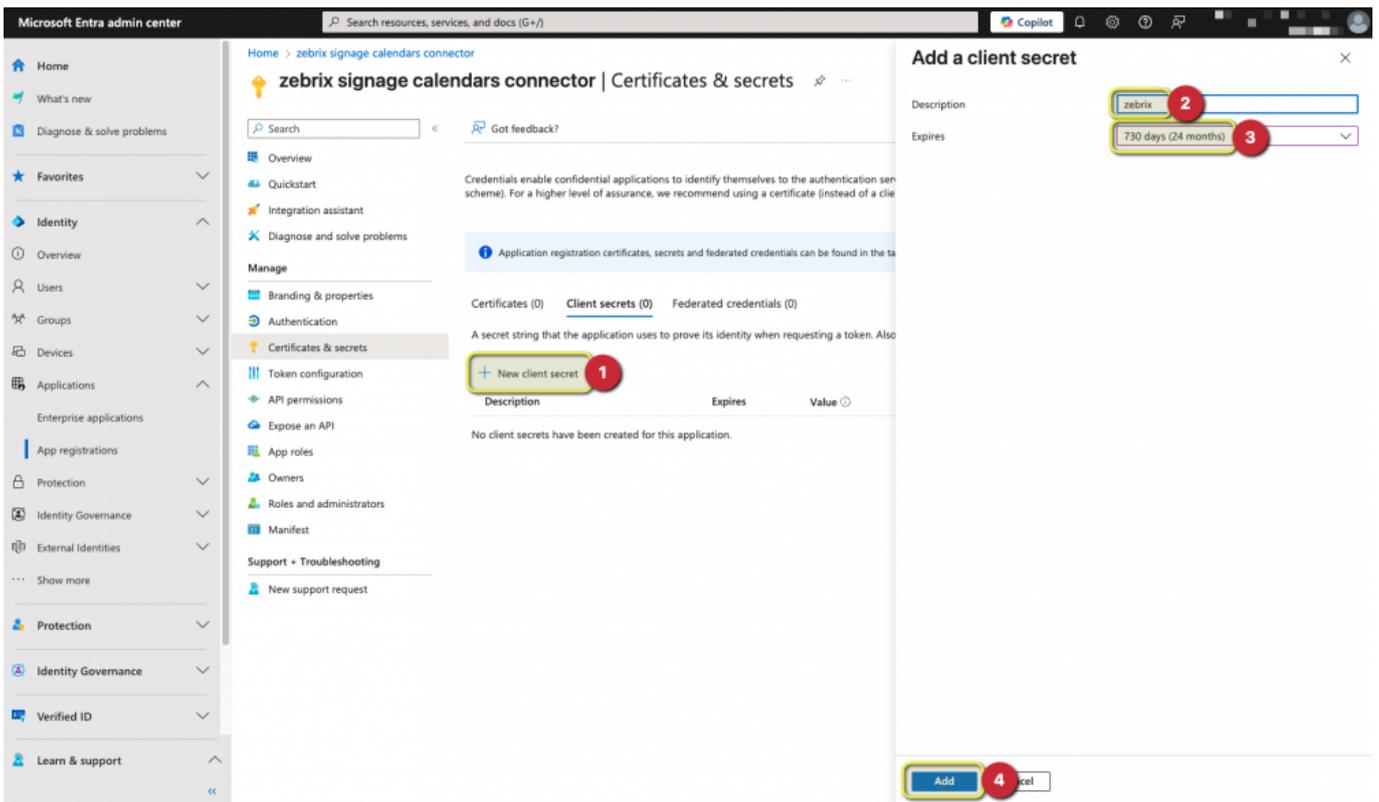
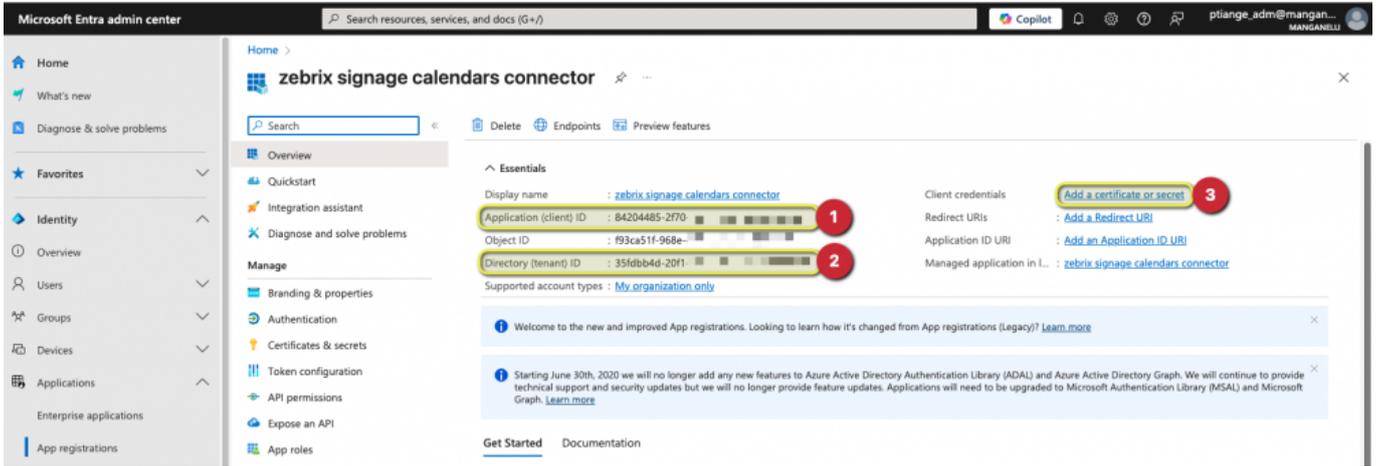
2. Registering the App

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.



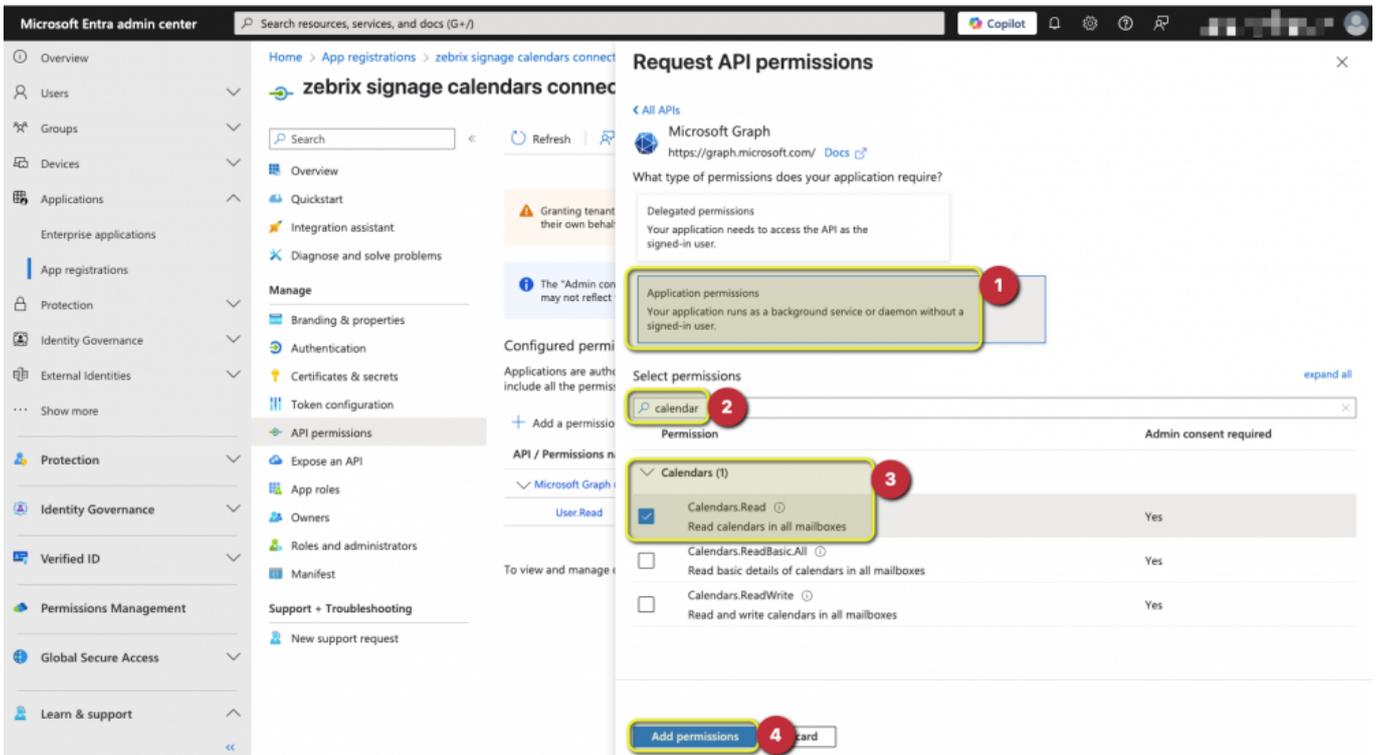
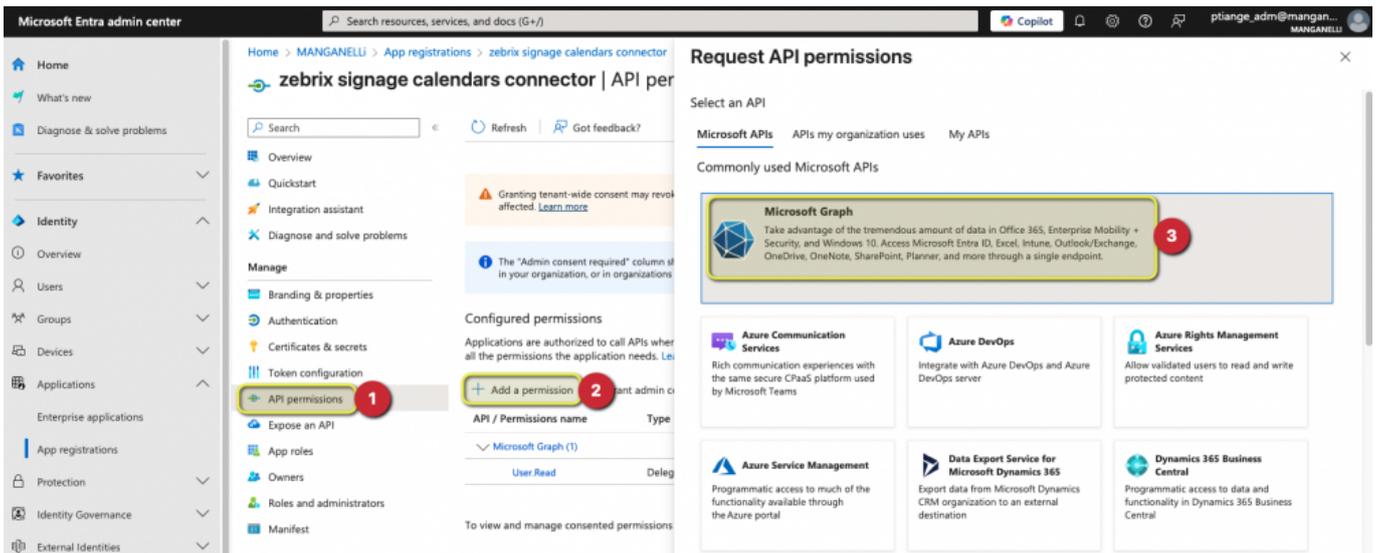
3. Creating a Client Secret

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.**



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.



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

Last update: **2025/06/16 17:40**

