

# 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.



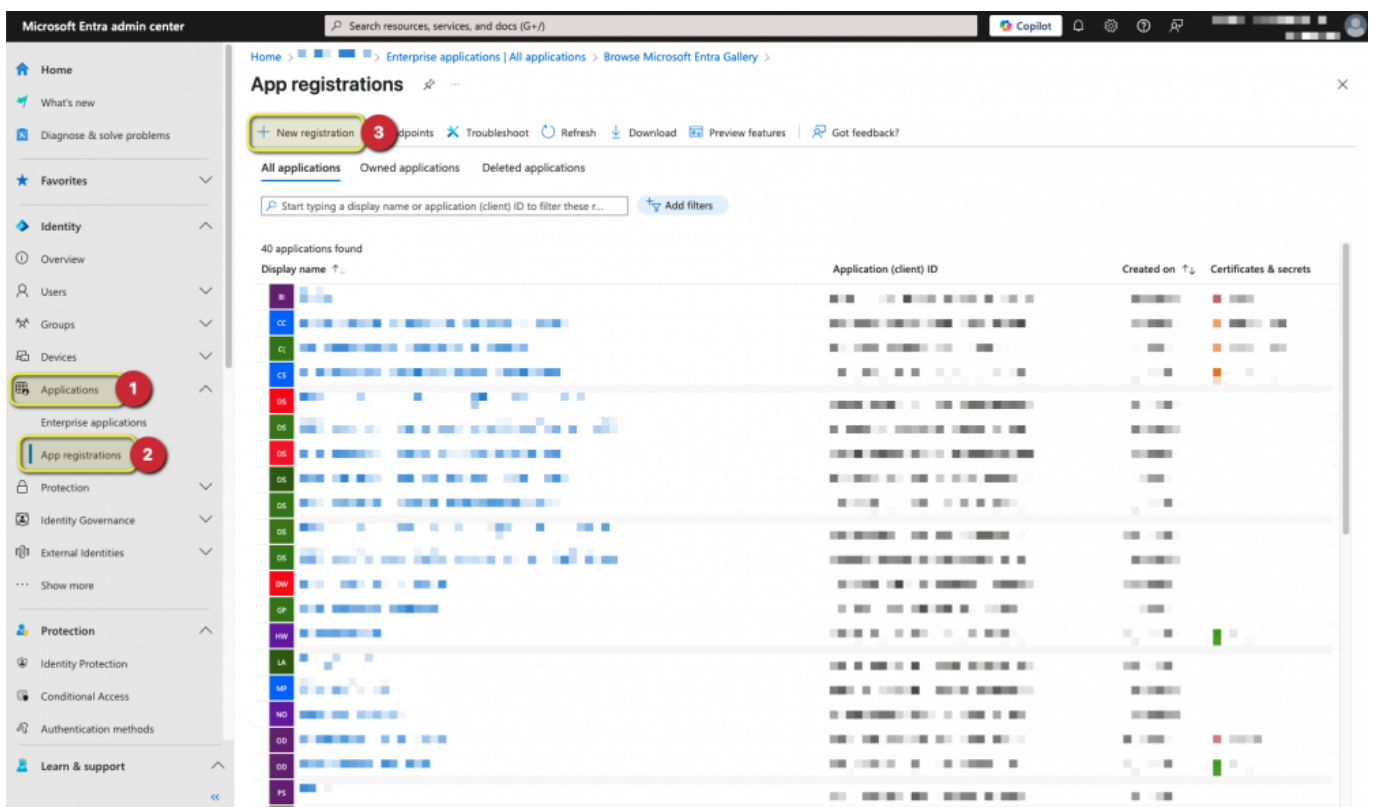
Please note that a Microsoft 365 Global Admin account is required to complete this configuration



This tutorial is a straightforward approach that grants application-wide **permissions to all resources and users calendars**. It is the easiest to implement this, using only the Microsoft Entra Admin Center, making it suitable for quick setups. However, **restricting permissions to specific resources** by scoping them to groups is an approach that is **more secured and recommended**. It involves combining the Microsoft Entra Admin Center for initial setup with PowerShell commands to apply scoping that will not be covered in this tutorial.

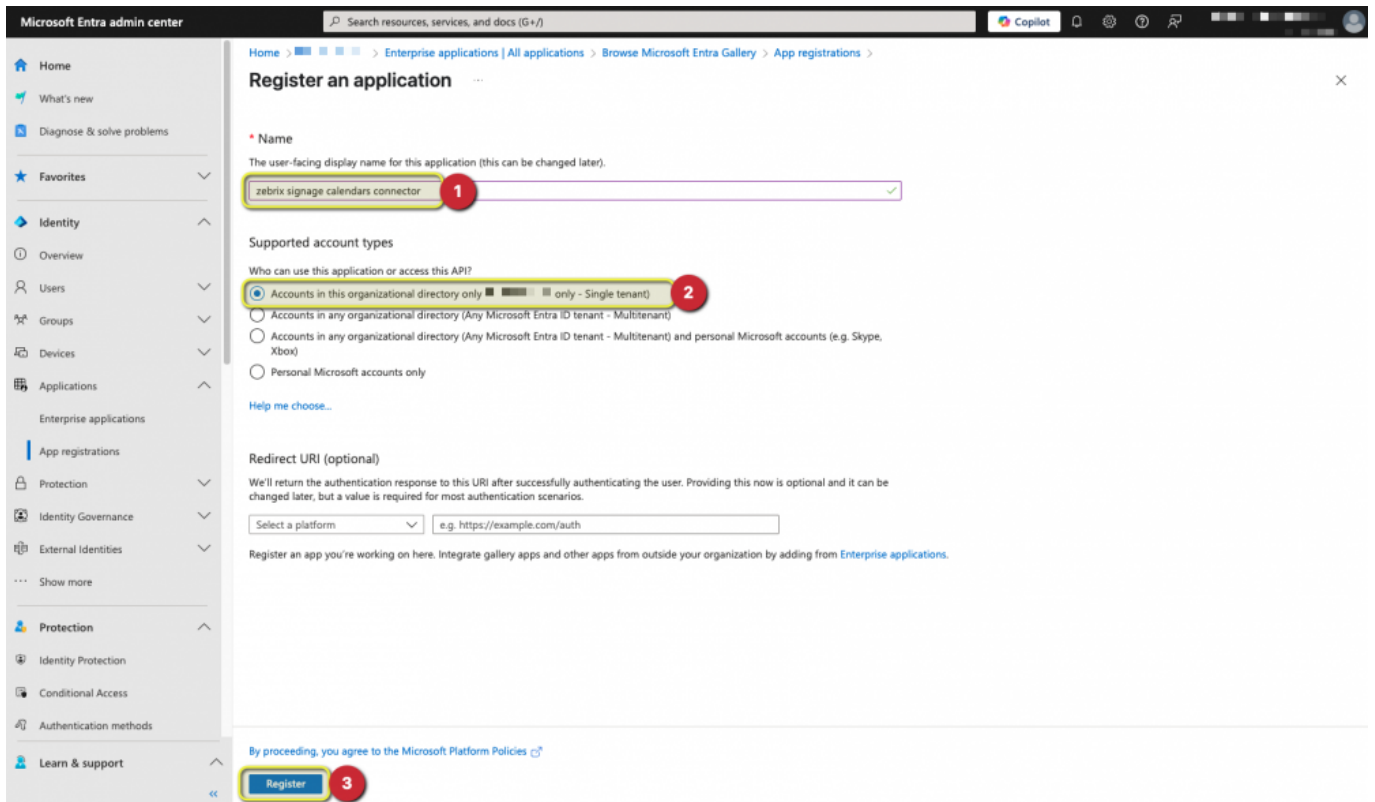
## 1. Accessing App Registrations

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.



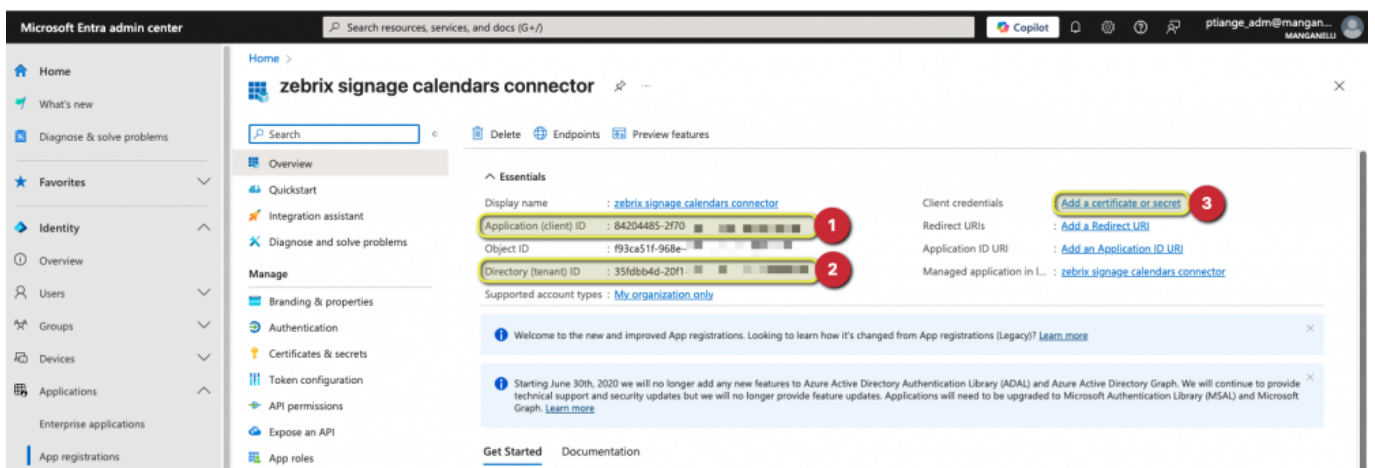
## 2. Registering the App

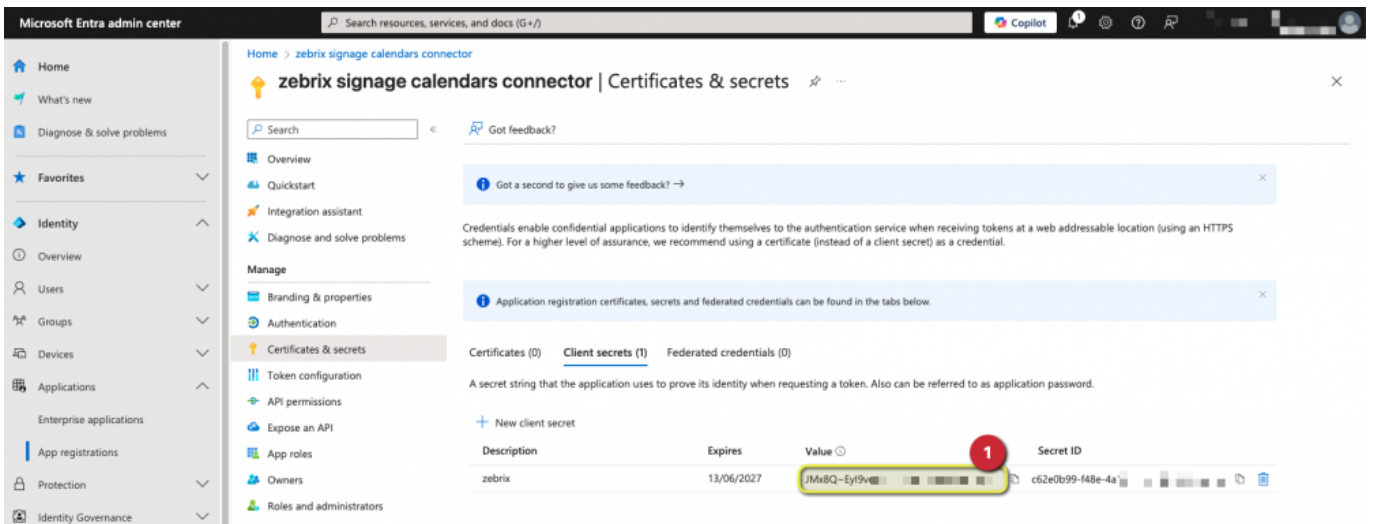
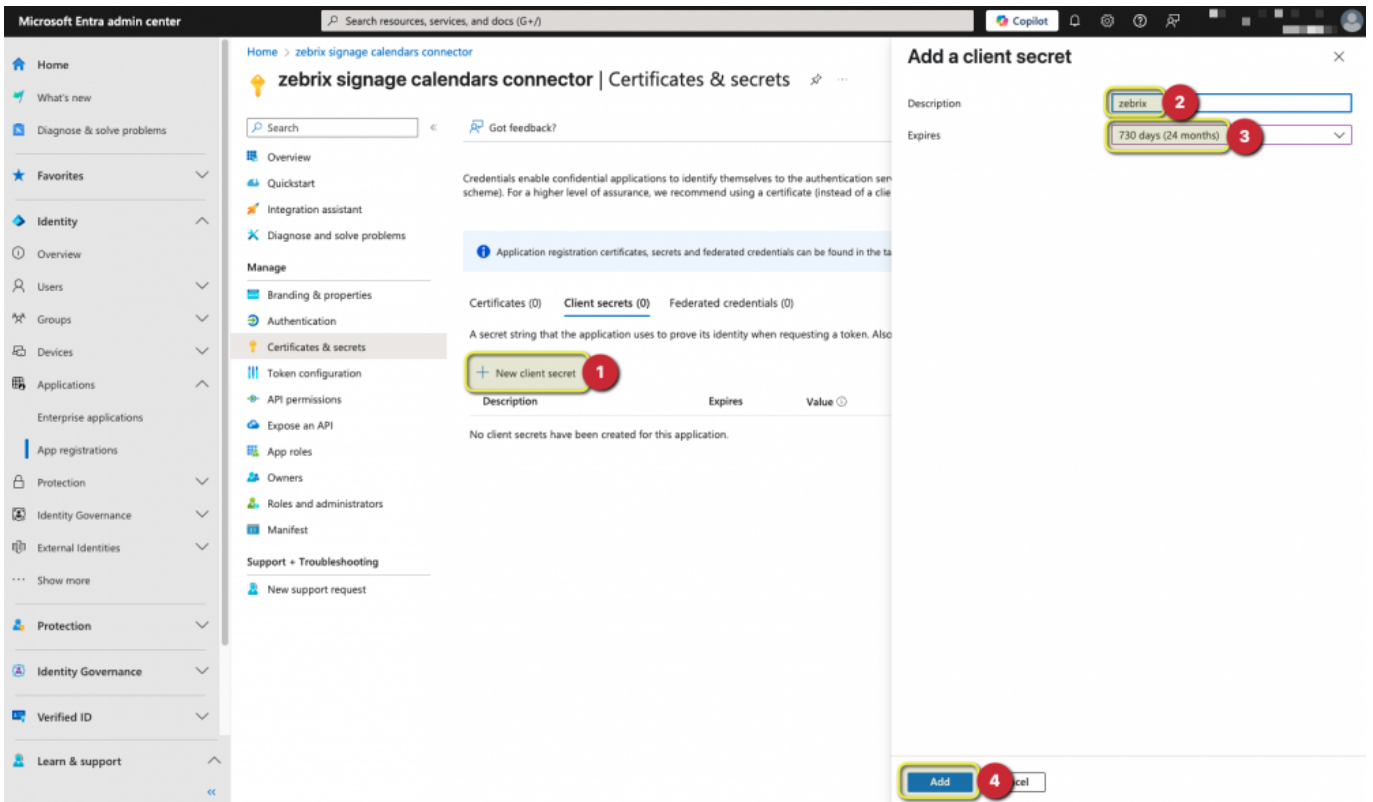
1. **Name:** Enter zebrix signage calendars connector
2. **Supported account types:** Choose “**Accounts in this organizational directory only**” (default).
3. Leave the **Redirect URI** empty.
4. Click “**Register**” to create the application.



### 3. Creating a Client Secret

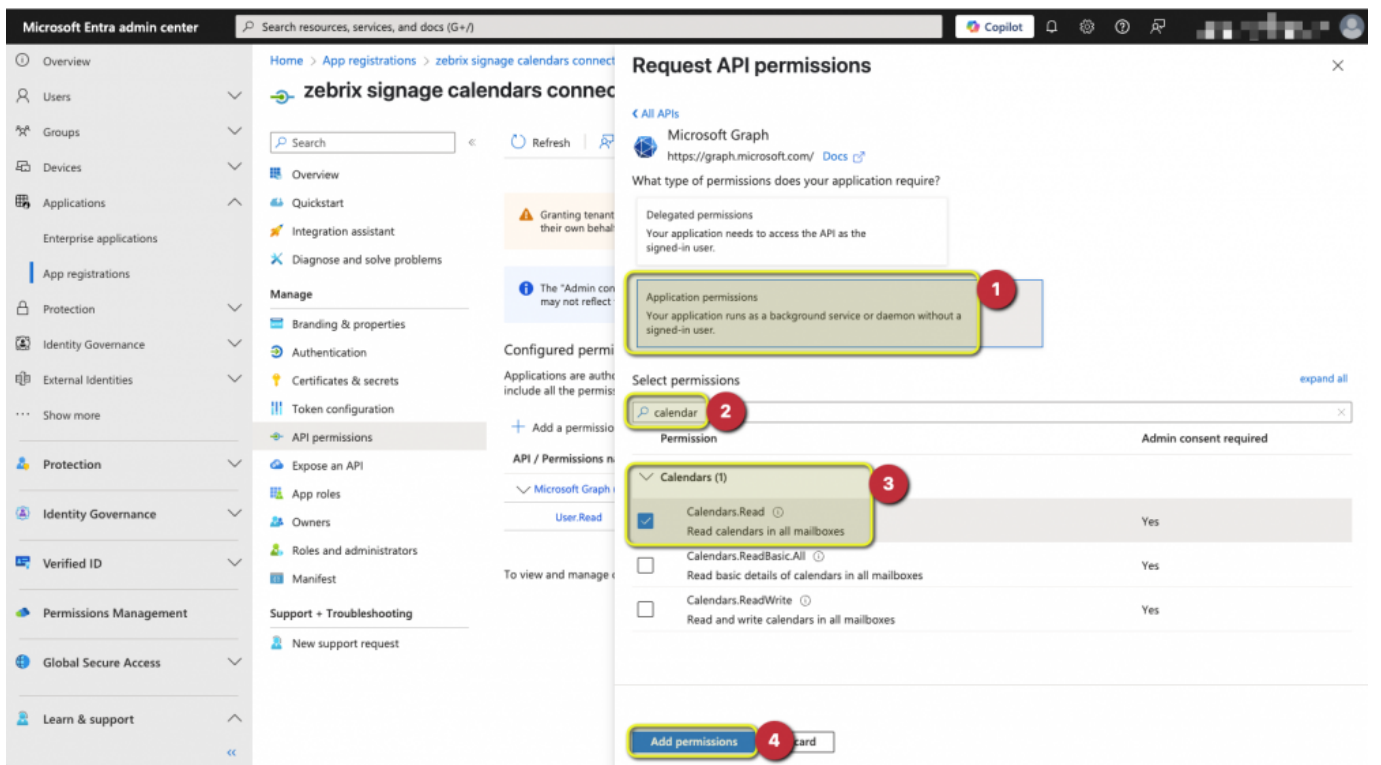
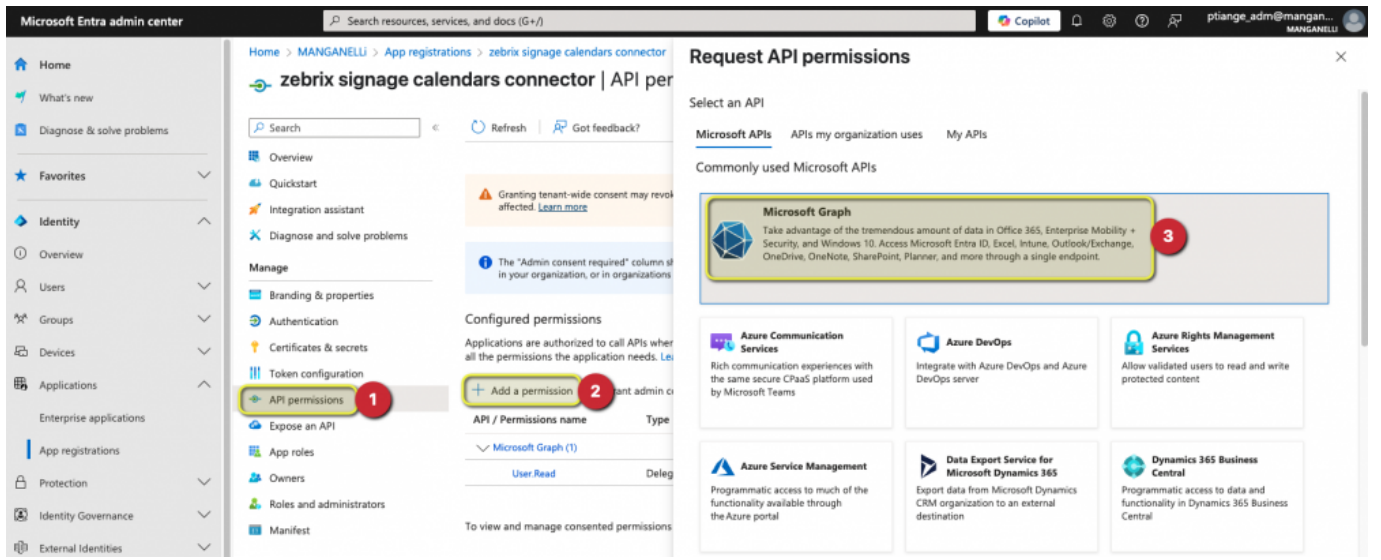
1. In the app overview, select **“Certificates & secrets”**.
2. Under **Client secrets**, click **“New client secret”**.
3. Add a description, for example `zebrix connector secret`.
4. Set an expiration (recommended: 6 or 12 months).
5. Click **“Add”** and copy the generated value immediately. **You 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.

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