

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.



The screenshot shows the Microsoft Entra admin center interface. The left sidebar is collapsed, and the main content area is the 'App registrations' page. The page title is 'App registrations'. At the top, there is a toolbar with 'Search resources, services, and docs (G+)', 'Copilot', and other navigation icons. Below the toolbar, there are three tabs: 'All applications' (selected), 'Owned applications', and 'Deleted applications'. A search bar with the placeholder 'Start typing a display name or application (client) ID to filter these results...' and a 'Add filters' button are also present. The main table lists 40 applications, with columns for 'Display name', 'Application (client) ID', 'Created on', and 'Certificates & secrets'. The 'Display name' column shows various application names, and the 'Created on' column shows dates ranging from 2023-01-01 to 2024-06-16. The 'Certificates & secrets' column shows a mix of green and grey status indicators. A red circle with the number '1' is overlaid on the 'Applications' link in the sidebar, a red circle with '2' is on the 'App registrations' link, and a red circle with '3' is on the 'New registration' button at the top of the list.

2. Registering the App

1. **Name:** Enter zebrix signage calendars connector (you are free to choose the name you want)
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.

Microsoft Entra admin center

Home > Enterprise applications > Enterprise applications > Browse Microsoft Entra Gallery > App registrations > Register an application

Name: zebrix signage calendars connector (1)

Supported account types:

- Accounts in this organizational directory only (2)
- Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)
- Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- Personal Microsoft accounts only

Help me choose...

Redirect URI (optional): Select a platform: e.g. https://example.com/auth

By proceeding, you agree to the Microsoft Platform Policies

Register (3)

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.**

Microsoft Entra admin center

Home > zebrix signage calendars connector

Overview

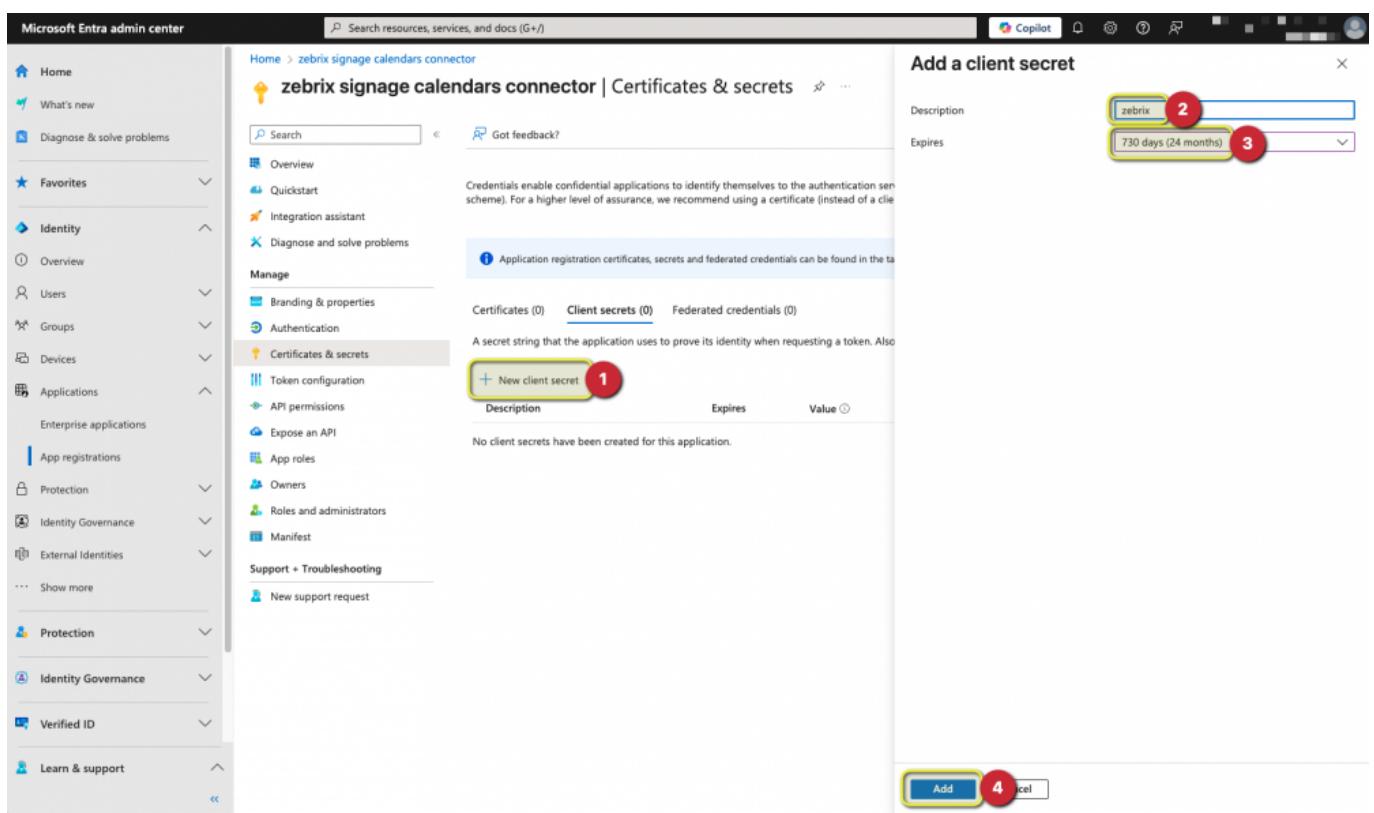
Essentials

Display name	: zebrix signage calendars connector
Application (client) ID	: 84204485-2f70-4...
Object ID	: f93ca51f-968e-4...
Directory (tenant) ID	: 35fdbb4d-20f1-4...

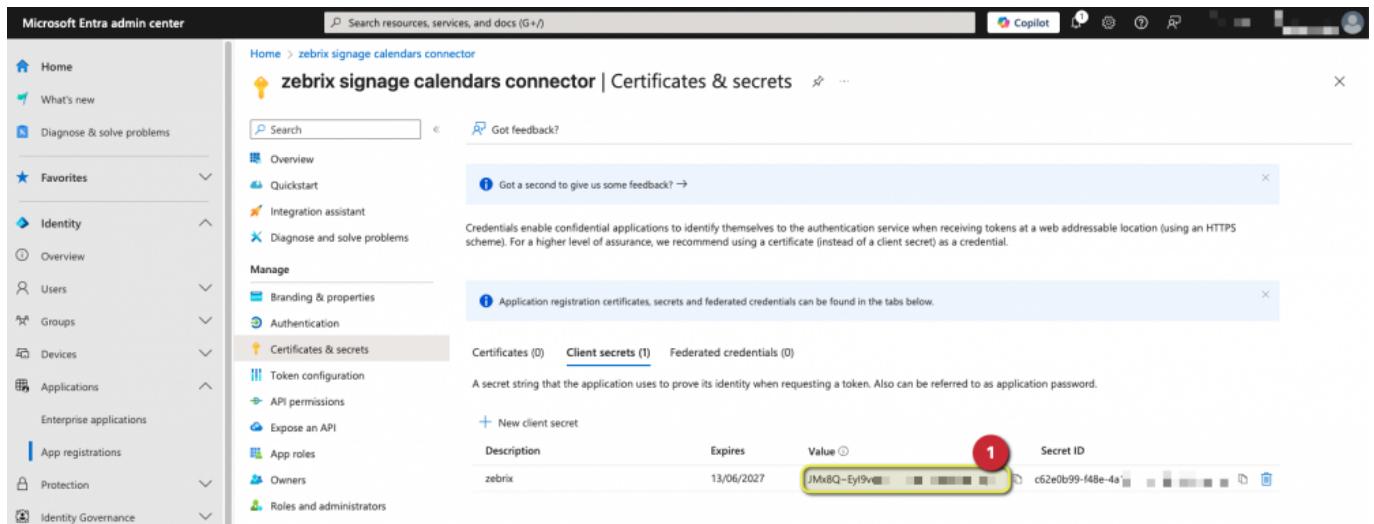
Client credentials: Add a certificate or secret (3)

Supported account types: My organization only

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The screenshot shows the Microsoft Entra admin center interface. The left sidebar is collapsed. The main area shows the 'Certificates & secrets' page for the 'zebrix signage calendars connector'. A modal window titled 'Add a client secret' is open. Step 1 (highlighted in red) is the 'New client secret' button. Step 2 (highlighted in red) is the 'zebrix' text in the 'Description' input field. Step 3 (highlighted in red) is the '730 days (24 months)' option in the 'Expires' dropdown. Step 4 (highlighted in red) is the 'Add' button at the bottom of the modal.



The screenshot shows the Microsoft Entra admin center interface. The left sidebar is collapsed. The main area shows the 'Certificates & secrets' page for the 'zebrix signage calendars connector'. A client secret is listed in the table: Description: 'zebrix', Expires: '13/06/2027', Value: 'JMx8Q-Ey9v...', Secret ID: 'c62e0b99-f48e-4a...'. Step 1 (highlighted in red) is the client secret value 'JMx8Q-Ey9v...'. The 'Client secrets (1)' link in the navigation bar is also highlighted.

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=1750088840

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