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.



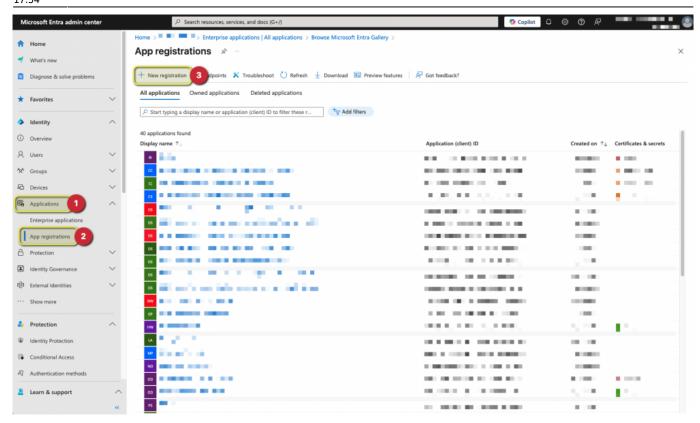
Please note that a Microsoft 365 Global Admin account is required to complete this configuration



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.

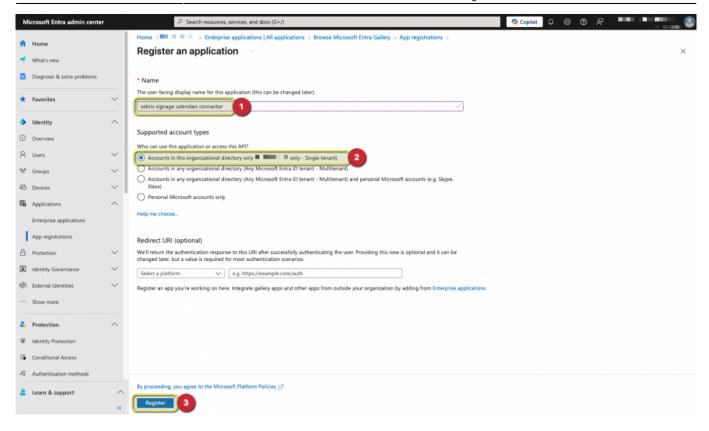
1. Accessing App Registrations

- 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.



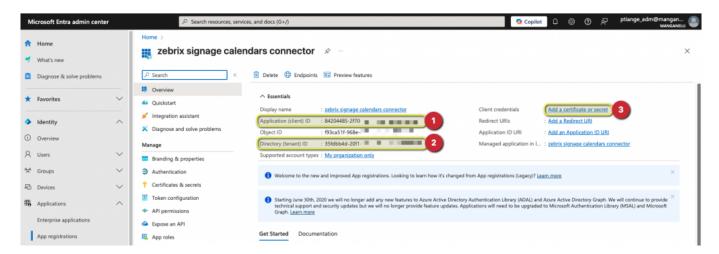
2. Registering the App

- 1. **Name**: Enter zebrix signage calendars connector (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.



3. Save details and create a Client Secret

- 1. Save the details that need to be provided to zebrix's technical team:
 - 1. Application (client) ID
 - 2. Directory (tenant) ID
- 2. Click on Add a certificate or secret.



- Add a description, for example zebrix connector secret.
- Set an appropriate expiration (24 months is recommended).

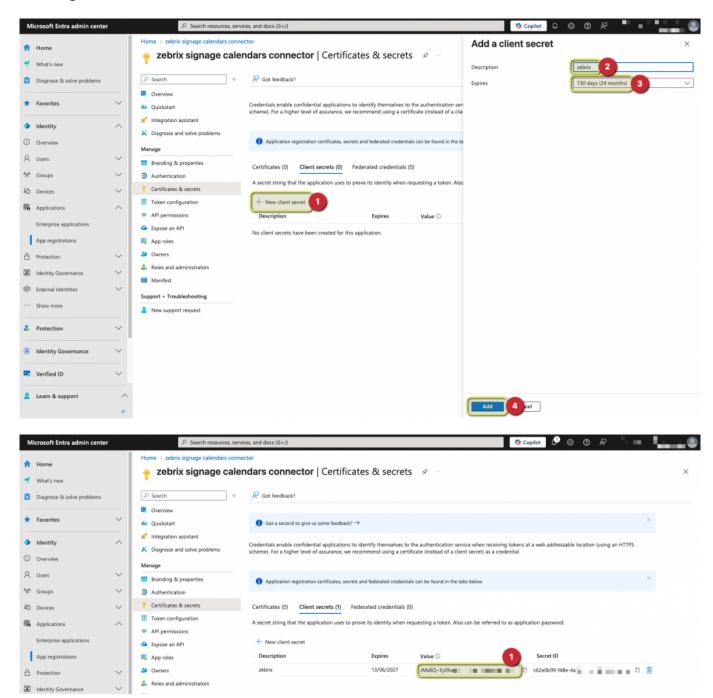


When the secret will expire, zebrix will not have access to your calendars anymore and display their details on screen. You'll have to create a new secret and provide it to zebrix. We invite you to create an event in your personal calendar at



the end of the validity period of the secret.

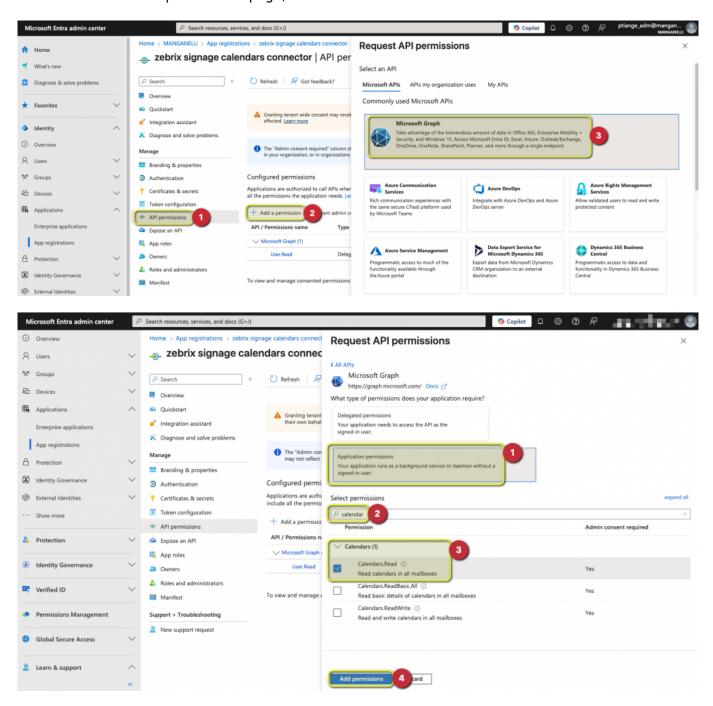
Click "Add" and copy the generated value immediately. You will not be able to retrieve it
again.



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:

- 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=1750089241



