

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 'All applications' tab is selected. A red circle with the number '1' is on the 'Applications' link in the sidebar. A red circle with the number '2' is on the 'App registrations' link in the sidebar. A red circle with the number '3' is on the 'New registration' button at the top of the list. The main table lists 40 applications, showing columns for 'Display name', 'Application (client) ID', 'Created on', and 'Certificates & secrets'.

2. Registering the App

- Name:** Enter zebrix signage calendars connector (you are free to choose the name you want)
- Supported account types:** Choose “Accounts in this organizational directory only” (default).
- Leave the **Redirect URI** empty.
- Click “**Register**” to create the application.

Microsoft Entra admin center

Home > Enterprise applications > Enterprise applications | All 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)
e.g. https://example.com/auth

By proceeding, you agree to the Microsoft Platform Policies 3

Register

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**.

Microsoft Entra admin center

Home > zebrix signage calendars connector

Overview

Essentials

Display name : zebrix.signage.calendars.connector
 Application (client) ID : 84204485-2f70 1
 Object ID : f93ca51f-968e-453a-833a-
 Directory (tenant) ID : 35fdbbd4-20f1 2
 Supported account types : My organization only

Client credentials
 Add a certificate or secret 3

Redirect URIs : Add a Redirect URI

Application ID URI : Add an Application ID URI

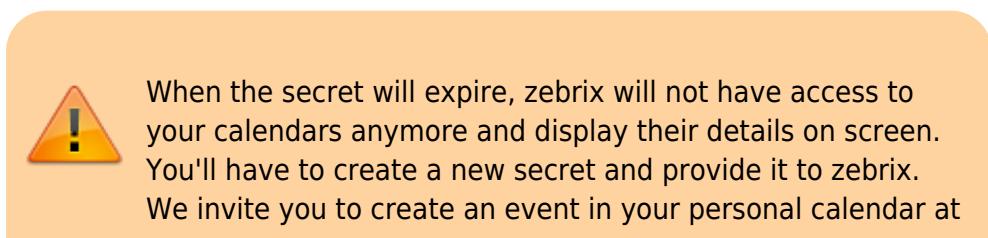
Managed application in ... : zebrix.signage.calendars.connector

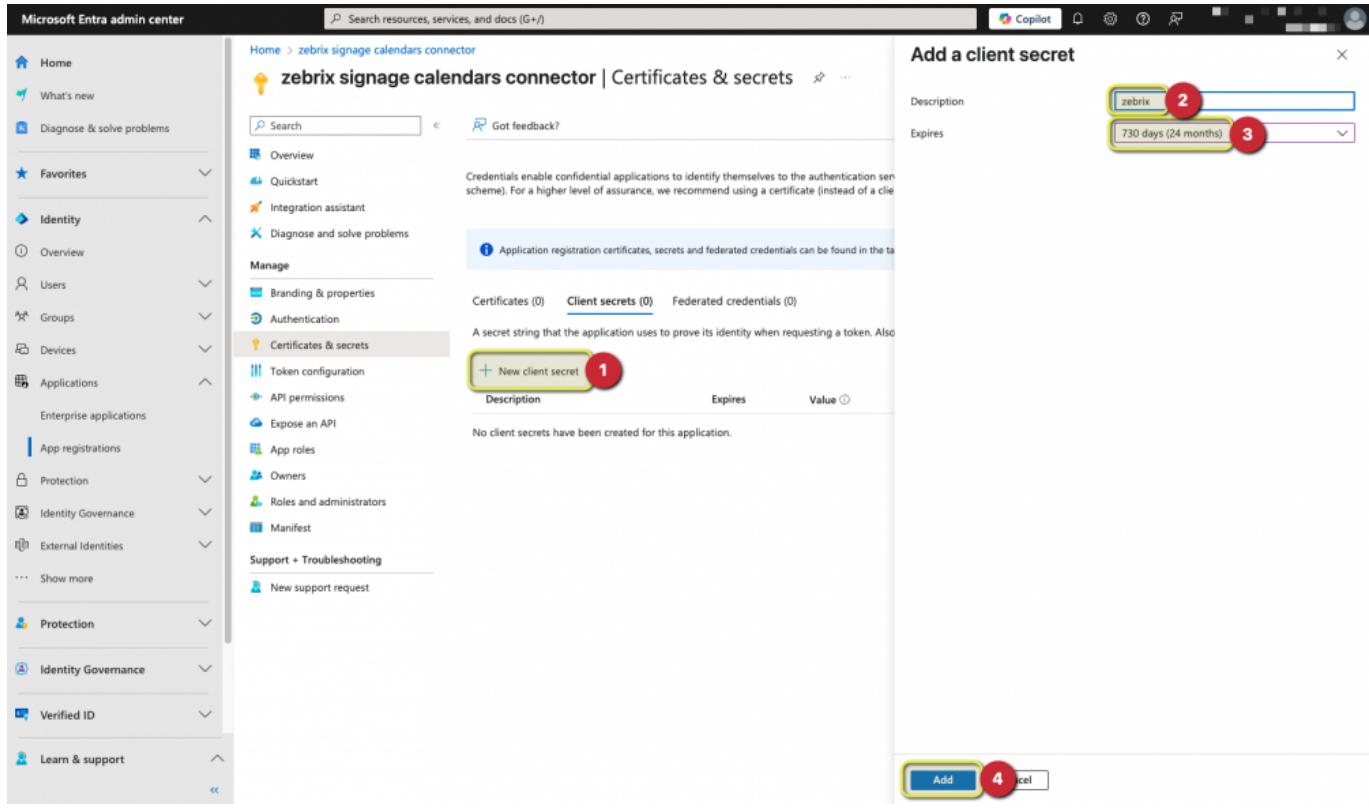
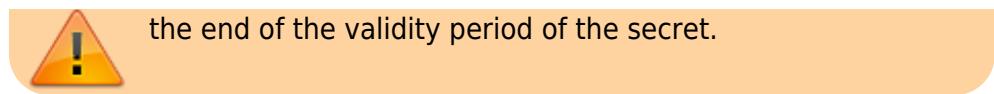
Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL) and Azure Active Directory Graph. We will continue to provide technical support and security updates but we will no longer provide feature updates. Applications will need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. [Learn more](#)

Get Started Documentation

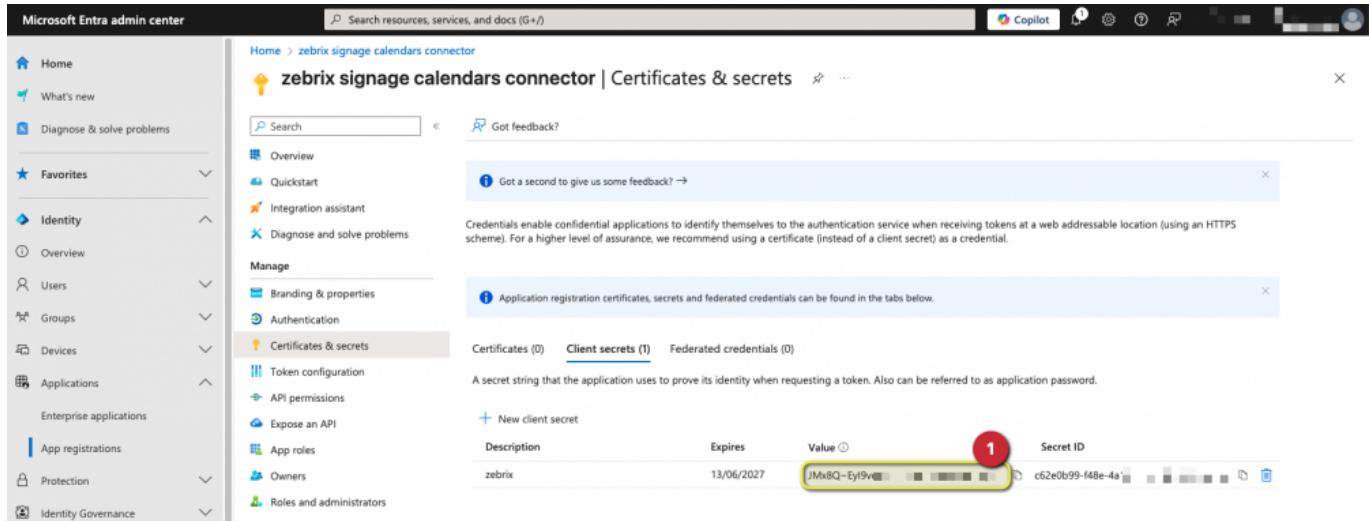
- Add a description, for example zebrix connector secret.
- Set an appropriate expiration (24 months is recommended).





The screenshot shows the Microsoft Entra admin center interface. The left sidebar is filled with various administrative options like Home, What's new, and Identity. The main content area is titled 'zebrix signage calendars connector | Certificates & secrets'. Under the 'Manage' section, the 'Certificates & secrets' tab is selected. A sub-section titled 'Client secrets' shows a table with one row. The first column is 'Description' (containing 'zebrix'), the second is 'Expires' (containing '730 days (24 months)'), and the third is 'Value' (containing a long, redacted string). A red box labeled '1' is on the 'New client secret' button. A red box labeled '2' is on the 'zebrix' description field. A red box labeled '3' is on the '730 days (24 months)' expiration field. A red box labeled '4' is on the 'Add' button.

- Click “**Add**” and copy the generated value and save it immediately. **You will not be able to retrieve it again.**



The screenshot shows the Microsoft Entra admin center interface. The left sidebar is filled with various administrative options like Home, What's new, and Identity. The main content area is titled 'zebrix signage calendars connector | Certificates & secrets'. Under the 'Manage' section, the 'Certificates & secrets' tab is selected. A sub-section titled 'Client secrets' shows a table with one row. The first column is 'Description' (containing 'zebrix'), the second is 'Expires' (containing '13/06/2027'), and the third is 'Value' (containing a long, redacted string). A red box labeled '1' is on the 'Value' field. A red box labeled '2' is on the 'Secret ID' field.

4. Adding API Permissions

- Go to “**API permissions**” in the left menu.
- Click “**Add a permission**”.
- Select **Microsoft Graph**.
- 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 image contains two screenshots of the Microsoft Entra admin center. Both screenshots show the 'zebrix signage calendars connector' app registration page.

Screenshot 1 (Top): Request API permissions

- Left Panel:** Shows the 'API permissions' section with a red circle labeled '1' on the 'Add a permission' button.
- Right Panel:** Shows the 'Configured permissions' section with a red circle labeled '2' on the 'User.Read' permission. It also shows a list of other Microsoft APIs with a red circle labeled '3' on the 'Microsoft Graph' card.

Screenshot 2 (Bottom): Request API permissions

- Left Panel:** Shows the 'API permissions' section with a red circle labeled '1' on the 'Application permissions' section.
- Right Panel:** Shows the 'Select permissions' section. A red circle labeled '2' is on the 'calendar' search input. A red circle labeled '3' is on the 'Calendars.Read' checkbox under the 'Calendars' section. A red circle labeled '4' is on the 'Add permissions' button.

5. Provide details to zebrix's technical team and get your UUID

- Please provide to zebrix's technical team the following details:
 - Application (client) ID
 - Directory (tenant) ID
 - Secret value
- We recommend using a secured channel to provide these details to our team.
- A UUID will be returned to you by the zebrix's technical team. These UUID has to remain secret

as it will give full access to all your resources and users calendars details.

6. Configure the widget

- Go to <https://widgets.zebrix.net>
- Choose the Microsoft 365 calendar widget that suits your needs
- Copy / Paste your UUID in the field
- Set the resource or user UPN (usually, the email address)
- Customize other options of the widgets
- Copy the generated URL and paster it in a web zone in the page editor.

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=1750089803

Last update: **2025/06/16 18:03**