

# Setting up an Outlook Calendar Integration

Requires

CALENDAR  
INTEGRATIONS

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## Prompt

Learn how to connect an Outlook Calendar in order to display its events on a page.

## Outcome

After [installing Briket Calendar Integrations](#), the next step is to connect to an existing Microsoft Outlook Calendar. This guide will lead you through creating an application in Azure, adding credentials, connecting a calendar, and displaying it on a page using the [Outlook Calendar Events Browser Macro](#).



Briket Calendar Integrations version 1.2 and above uses the Microsoft Graph integration instead of the Outlook Exchange Server (EWS). This means that one must first configure a Graph-accessible application using Microsoft Azure. Please follow the instructions and links below to do so.

## Steps

### Determine if you have System Administrator privileges

In order to configure an Outlook Calendar, you must be a [System Administrator](#) in Confluence and you must have access to the Microsoft Azure environment for the user/organization account associated with the calendar.

### Create a new Enterprise Application using the Azure Active Directory Portal

Follow Microsoft's documentation called [Use the portal to create an Azure AD application and service principal that can access resources](#). For the name of your enterprise application, use "Briket Calendar Integrations" with the homepage URL set to "<https://www.briket.com/calendar-integrations>".

When selecting the right Authentication method, choose Option 2, "Create a new Application Secret".

### Note the Application configuration data

Temporarily copy and save the following Azure application information:

- User ID (aka "userPrincipalName")
- Application (client) ID
- Client Secret
- Tenant ID

### Grant the application Microsoft Graph permissions

Add the following permissions to your application:

- **Calendars.Read** - read calendars in all mailboxes
- **User.Read.All** - read all users' full profiles

Be sure to "grant admin consent" for the organization. For more information about these permissions, please see [Microsoft Graph Calendar Permissions](#).

### Navigate to the Briket Calendar Integrations configuration page.

In your Confluence environment, a site administrator can configure the app by navigating as follows:

1. Clicking on the **Confluence Administration** icon 
2. Selecting **General Configuration**
3. In the sidebar menu, under the heading Briket Calendar Configurations, click **Outlook**

### Add a credential

1. Click the +Add Credential button
2. Enter the configuration data noted above (User ID, Application ID, Client Secret, and Tenant ID)
3. Click Save

### Test credentials

You should see a green check mark under the heading 'authentication status'. If not, double check to see that your credentials are correct. If you are still receiving an error, check back on your Azure configuration to ensure all the steps were followed and permissions allowed.

### Add a calendar

Once your credentials are authenticated, you may now add the Calendar or Calendars associated with this account.

1. Click the +Add Calendar button.
2. Enter a name for the Calendar (optional).
3. Select the credential from the dropdown.
4. Select a calendar from the dropdown or leave blank to select the default calendar.
5. Type the name of a color to help associate and differentiate this calendar from any others you may add, for example goldenrod.
6. Click Save

## Navigate to a page and edit it

You are now ready to add a macro to a Confluence page and start displaying Calendar events.

## Add the Outlook Calendar Events Browser Macro

[Add the macro to the page](#), then click the macro and Edit it. In the first macro parameter, be sure to use the same Calendar ID as displayed in the configuration table from the step above, it should have the pattern "user ID" or "user ID:calendar name". Configure any other parameters as you see fit. Click save in the Macro window, then Save the edits to the page.

The [Outlook Calendar Events Browser Macro](#) displays events as a scrollable list. If you'd like to see the events in a traditional monthly calendar view, add the [Outlook Calendar Events Month View Macro](#).

## View the calendar on the page

Your connected Calendar should now be displaying events on the page as a list (or, if there are no events, then it should display the No Events Message).

## Note

### Tip



#### What time is it?

BrikIt Calendar Integrations retrieves events from the connected Outlook Calendar and then displays them **according to the timezone of the user viewing the calendar**. However, your timezone in Confluence may not have been updated to reflect your current timezone (it defaults to the timezone setting of the server on which Confluence is installed).

To update your timezone, and display calendar events relative to your current time, read [Changing Your Timezone](#).

## Warning

### Info

### Related

- [Outlook Calendar Events Browser Macro](#)
- [Outlook Calendar Events Month View Macro](#)
- [Displaying Resource Availability With Calendar Integrations](#)