

Grant Admin Consent for Microsoft Outlook

Depending on the setting in your Azure AD tenant it may be necessary for an administrator to grant consent to permissions on all users behalf in the organization.

Microsoft Outlook

To use the two-way synchronization, Plandisc needs permission to access the user's calendar data in Office 365.

With standard Azure AD settings the needed consent can be granted by the user herself / himself, but in some cases Azure AD has a more strict setting and an administrator must grant the necessary consent on behalf of the users in your organization.

Step-by-step guide

Follow these steps to grant admin consent.

Notice: *You must be administrator in your Office 365 organization to complete the steps*

1)

Go to the website: <https://create.plandisc.com/grant-admin-consent>

2)

Press the "Login with Microsoft" to identify yourself.



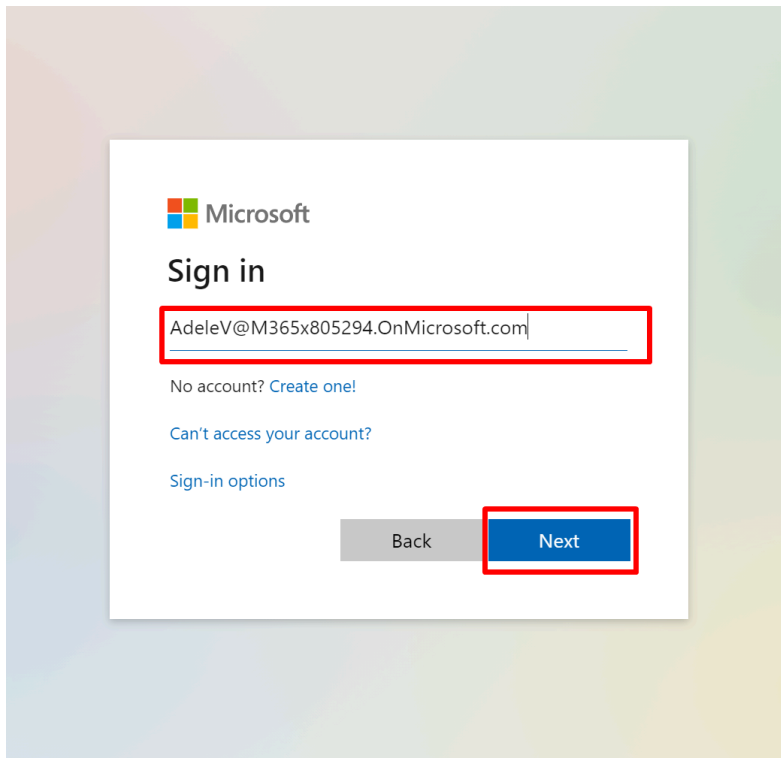
Grant Admin Consent

Some features in Plandisc need permission to access resources in your organization.
On this page you as an administrator can grant consent on behalf of the users in your organization.
To proceed you must login with a Microsoft account having a role as administrator for your organization

 Login with Microsoft

3)

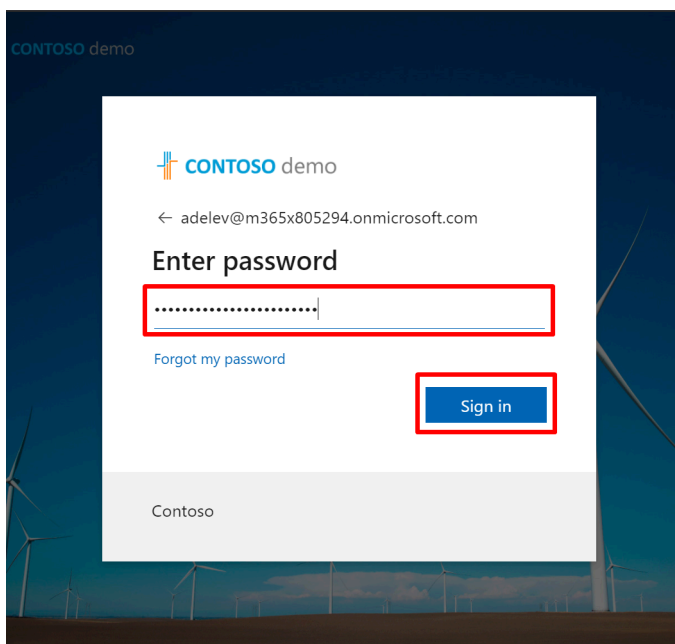
Enter your email and press “Next”



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "AdeleV@M365x805294.OnMicrosoft.com", which is highlighted with a red rectangular box. Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button highlighted by a red rectangular box.

4)

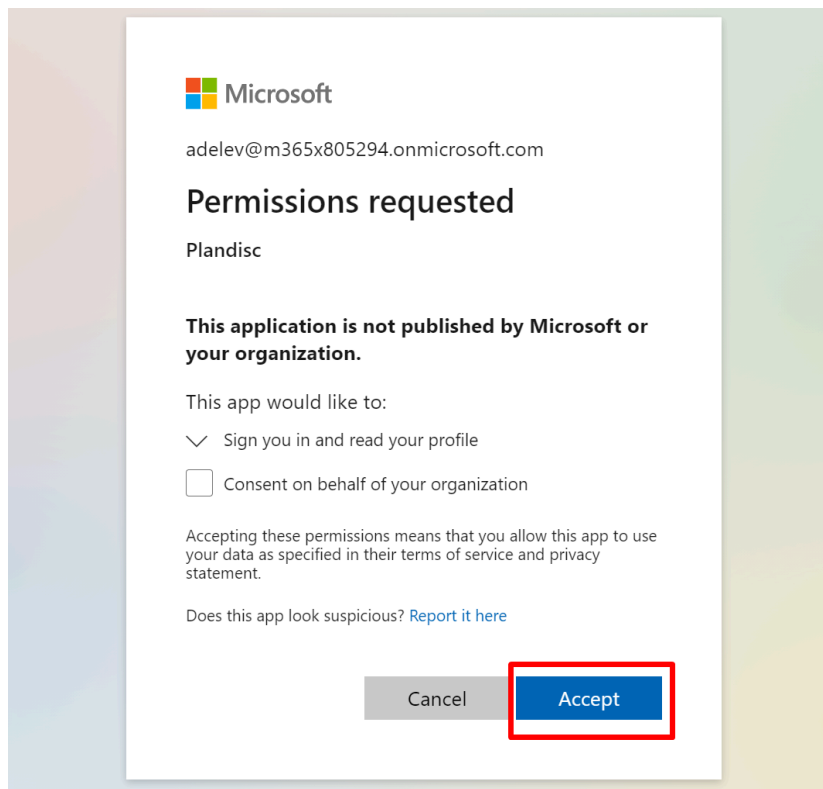
Enter your password and press “Sign in”



The image shows a password entry screen for a "CONTOSO demo" application. The background features a dark blue sky with wind turbines. The login form is white and contains the "CONTOSO demo" logo at the top. Below the logo, the email address "adelev@m365x805294.onmicrosoft.com" is displayed with a back arrow. The main heading is "Enter password". A password input field, represented by a series of dots, is highlighted with a red rectangular box. Below the input field is a link that says "Forgot my password". At the bottom right of the form is a blue "Sign in" button, also highlighted with a red rectangular box. The word "Contoso" appears at the very bottom of the page.

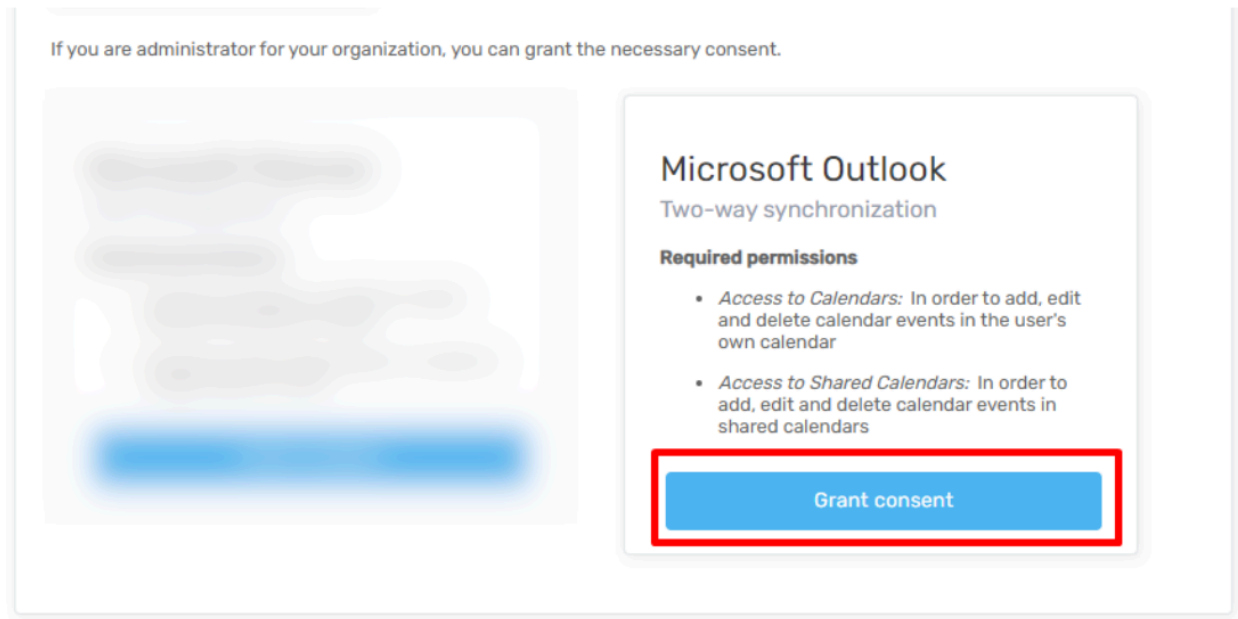
5)

Accept the following consent where we ask for your permission to read your profile information.



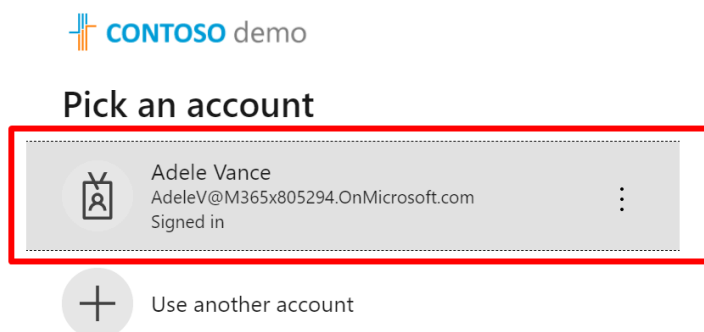
6)

After you have logged in, you are ready to grant consent by pressing one or both of the “Grant consent” buttons.



7)

On the following page you need to pick your account



8)

This is the consent you must grant by pressing the “Accept” button (The screenshot below belongs to the Planner consent. The Outlook consent will have other permission requests).



adelev@m365x805294.onmicrosoft.com

Permissions requested Review for your organization

Plandisc

This application is not published by Microsoft or your organization.

This app would like to:

- ✓ Read all users' full profiles
- ✓ Read and write all groups
- ✓ Maintain access to data you have given it access to

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement.

Does this app look suspicious? [Report it here](#)

Cancel
Accept

9)

If everything succeeded, you will see the confirmation page.



Grant Admin Consent

Permission granted

[Go to Plandisc front page](#)

[Go back to Grant Admin Consent page](#)