



Planner

Configuration for Microsoft Exchange
and Microsoft Office 365

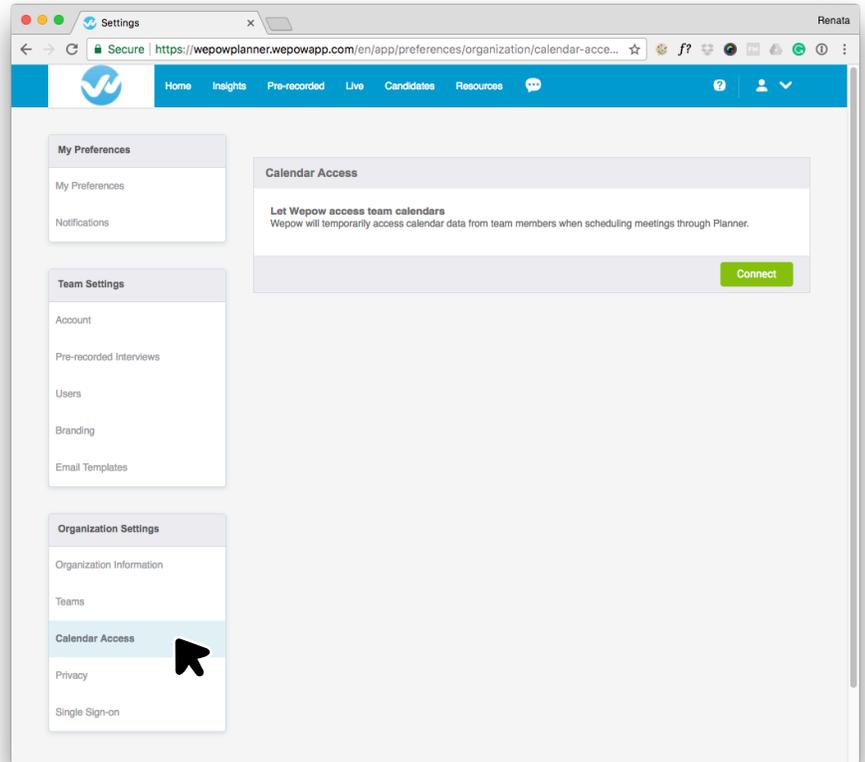


Open your Organization settings

1. Go to Organization Settings and select “Calendar Access”.

Click “Connect” to start configuring your calendar service.

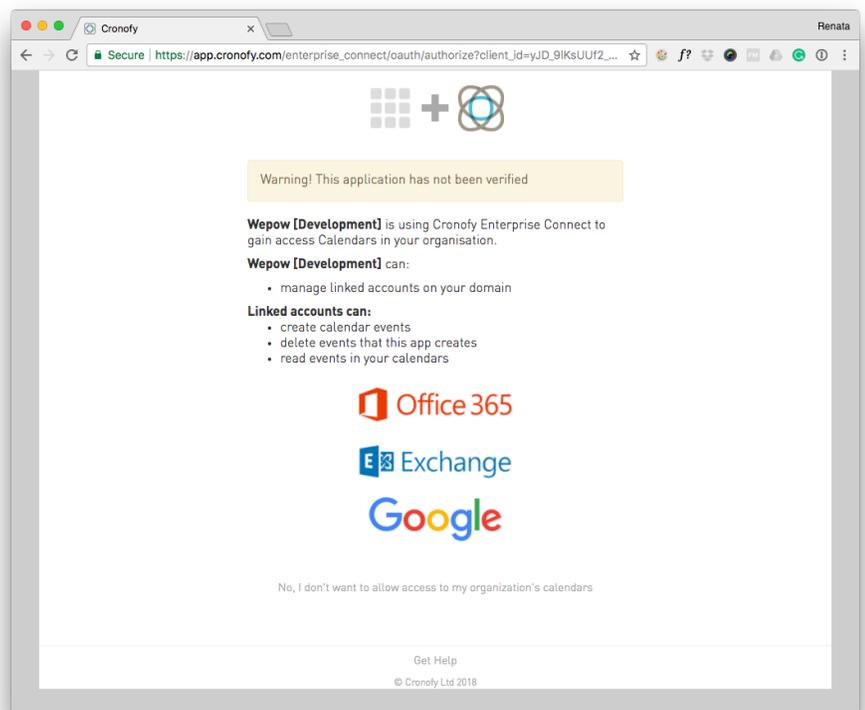
NOTE: Only Wepow OWNERS can edit organization settings



Choose your Calendar Service

2. After clicking “Connect”, you will be redirected to our partner’s website, Cronify.

This connection process is hosted by Cronofy and it allows us to gain access





Configure your service

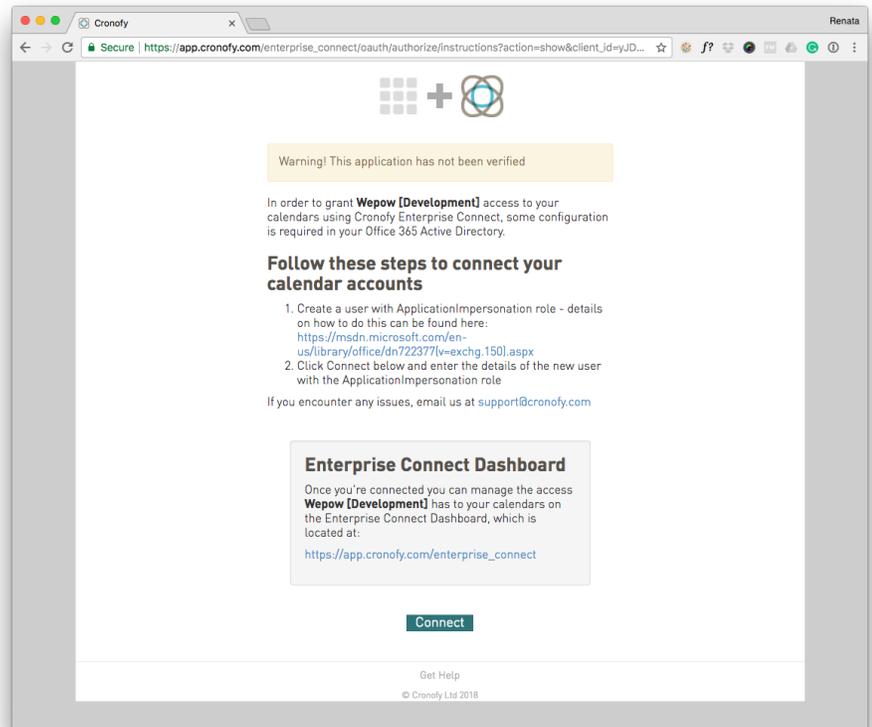
3. First create a user with

ApplicationImpersonation role.

Details on how to do this can be found in this link:

[https://msdn.microsoft.com/en-us/library/office/dn722377\(v=exchg.150\).aspx](https://msdn.microsoft.com/en-us/library/office/dn722377(v=exchg.150).aspx)

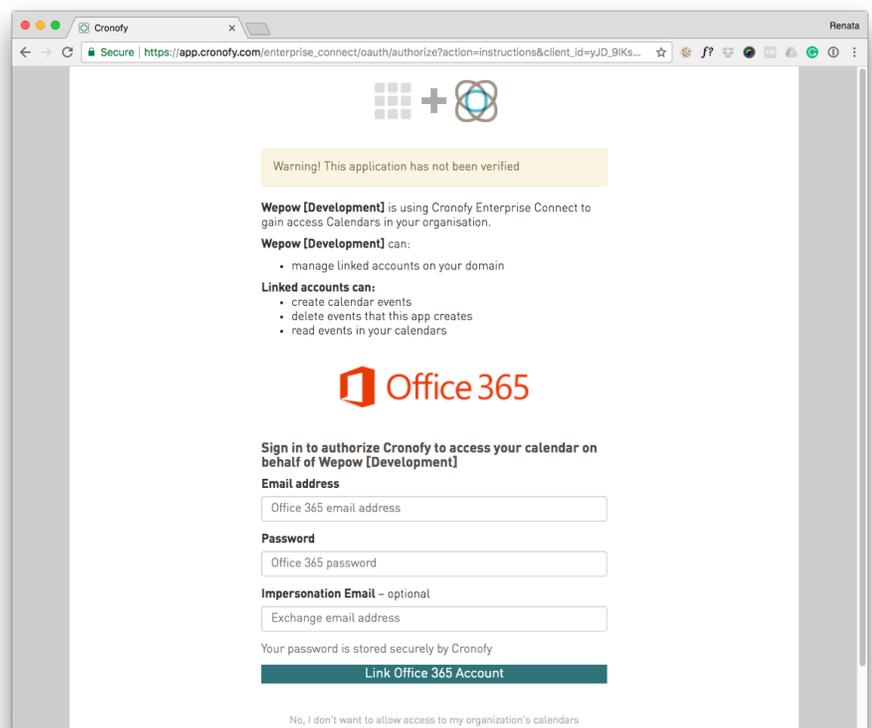
This role can be assigned to allow access to a subset of users and or the entire organization as desired.



Login to your calendar service

4.1 Login to Office 365

Click Connect and enter the details of the new user with the **ApplicationImpersonation** role





Login to your calendar service

4.2 Login to Microsoft Exchange

Click Connect and enter the details of the new user with the **ApplicationImpersonation** role

Warning! This application has not been verified

Wepow [Development] is using Cronofy Enterprise Connect to gain access Calendars in your organisation.

Wepow [Development] can:

- manage linked accounts on your domain

Linked accounts can:

- create calendar events
- delete events that this app creates
- read events in your calendars

Exchange

Sign in to authorize Cronofy to access your calendar on behalf of Wepow [Development]

Email address

Password

Exchange Server URL - optional
eg. mail.yourcompany.com

Username - optional
eg. YOURDOMAIN\yourusername

Impersonation Email - optional
Exchange email address

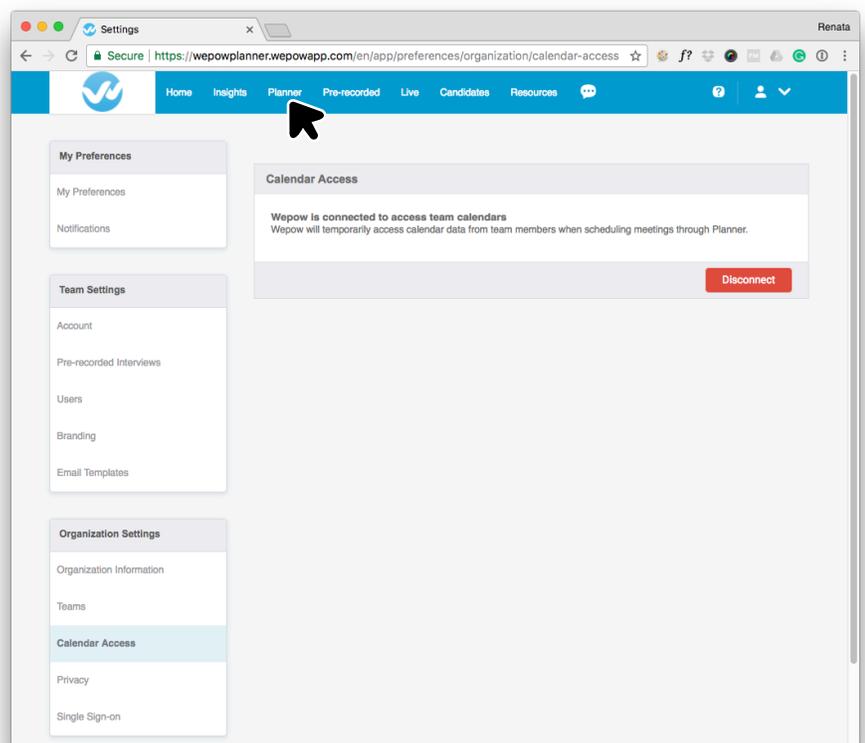
Your details are stored securely by Cronofy

[Link Exchange Account](#)

You're ready to create your first Planner

5. After login and connecting successfully you will be sent back to Wepow.

Planner will be added to your navigation Menu.





If you have any questions we're always here to help.

support@wepow.com

Happy interviewing!