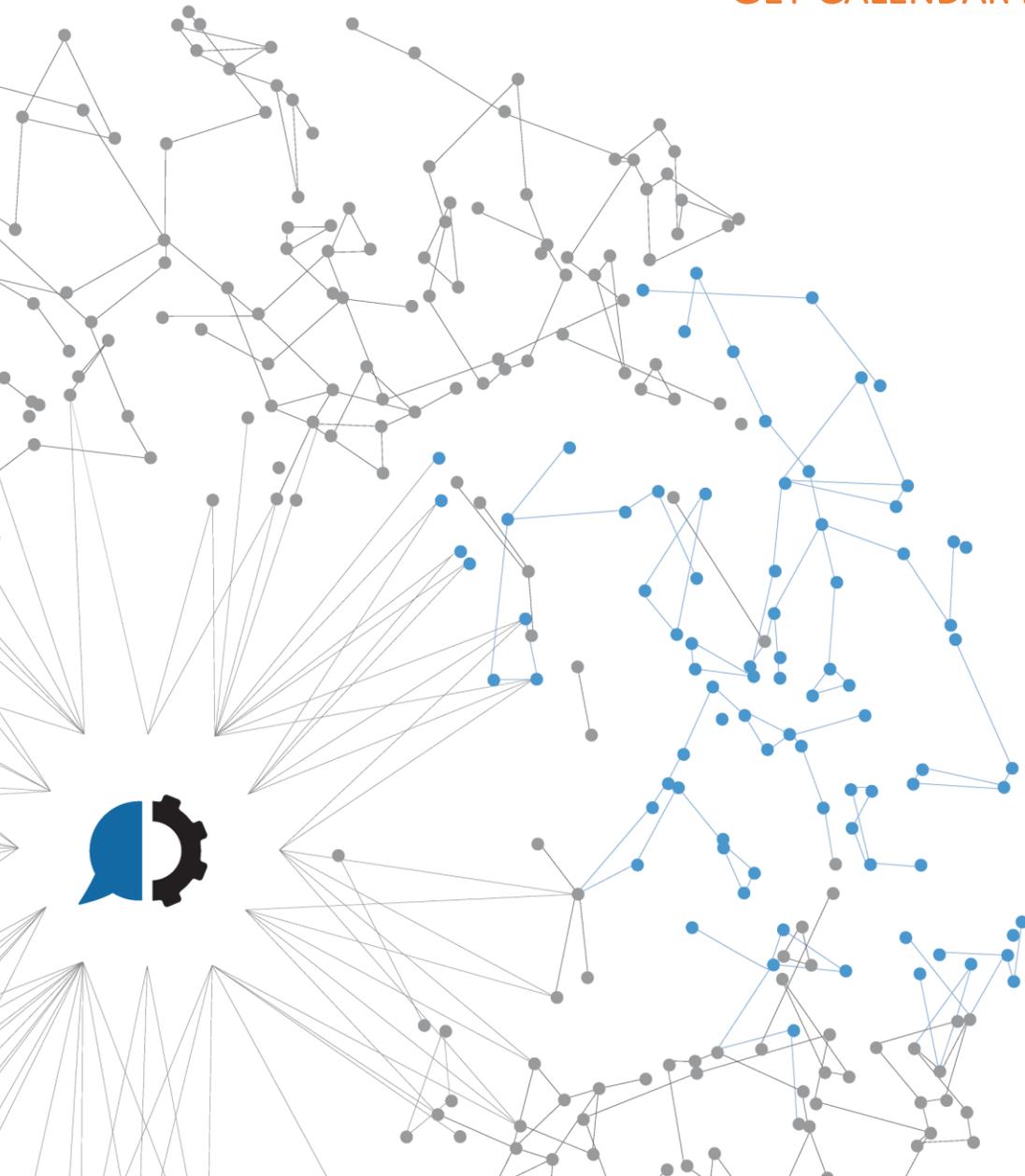




helpsystems

# MICROSOFT BOT

GET CALENDAR EVENTS TO EXCEL





## Content

|  |    |
|--|----|
| OVERVIEW .....   | 3  |
| PREREQUISITES .....  | 4  |
| HOW TO IMPORT AN AUTOMATE TASK .....   | 6  |
| HOW TO EXECUTE THE MICROSOFT BOT - GET CALENDAR EVENTS TO EXCEL.....             | 7  |
| APPENDIX A – MICROSOFT GRAPH CALENDAR EVENTS VIEW AND EXCEL RESULT EXAMPLE ..... | 9  |
| APPENDIX B - TROUBLESHOOTING .....   | 10 |

A blue graphic element on the left side of the page, consisting of three vertical bars of increasing height from left to right, ending in a right-pointing arrow shape.

## OVERVIEW

This how to guide introduces the *Microsoft Bot - Get Calendar Events to Excel*. Instead of spending precious time and resources on repetitive, manual tasks, let Automate go to work and streamline your IT and business processes with robotic process automation. With the help of Automate we can take over manual steps which greatly reduces the repetitive activities and improves the quality and consistency of the work. The top processes being Automated are report generation, file movement, data import and export, and scheduling batch processing.

The ***Microsoft Bot - Get Calendar Events to Excel*** is based in the Microsoft Graph REST API. It lists Calendar Events from Microsoft by executing the “***calendarview***” HTTP Graph API method and creates an Excel file with the resulting list of the execution in the task folder. This bot uses the Basic API Token authentication method to avoid using username and password. The token is associated to the user account from which the events will be retrieved, so you will have a BOT for each calendar account. Carefully check the [PREREQUISITES](#) and the [HOW TO EXECUTE THE MICROSOFT BOT - GET CALENDAR EVENTS TO EXCEL](#) sections to get detailed information.

There is also a [MICROSOFT BOT - GENERATE AND REFRESH TOKEN](#) available that provides an easy way to first creation and refreshing of the Token for this bot to work.



## PREREQUISITES

- **Automate:** The Microsoft Graph Bot requires Automate software in order to work. The minimum supported versions are:
  - [Automate Ultimate 11.2](#)
  - [Automate Plus 11.2](#)
  - [Automate Desktop 11.2](#)
- **Automate Markup Language file (.AML):** The primary file type used in Automate which contains the steps of our Microsoft Graph Bot task
- **Microsoft Graph:** Our minimal requirements are
  - **Registered application with the Microsoft identity platform:** You will need to register an application with the Microsoft identity platform to be able to configure the proper scope and request of the token. You can find more information on how to register at [Microsoft](#).
  - **Configure your application to get access to the Microsoft Graph API without a user to get the Token:** Once you register your applications you will need to configure it to get access without a user. This way you will be able to get a Token. In this step you will give permission to the Microsoft Graph API that is used by this bot. You will find the step-by-step on how to do this [here](#).

It is important to give to the Microsoft Graph the proper scope for this bot to work. In this case it will be **Calendars.Read**. As shown in the next picture:

### OutlookCalendarforAutomate | API permissions

Search (Ctrl+/) << Refresh

Overview  
Quickstart  
Integration assistant (preview)

Manage

Branding  
Authentication  
Certificates & secrets  
Token configuration  
API permissions

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

+ Add a permission Grant admin consent for HelpSystems

| API / Permissions name | Type      | Description                   | Admin consent req... | Status |
|------------------------|-----------|-------------------------------|----------------------|--------|
| Microsoft Graph (2)    |           |                               |                      |        |
| Calendars.Read         | Delegated | Read user calendars           | -                    | ...    |
| User.Read              | Delegated | Sign in and read user profile | -                    | ...    |



- **Microsoft Graph Token:** The token is generated to the Microsoft Graph connection. There are multiple types of workflow token generation, so you can choose the one that's best for you. However, you can check the *MICROSOFT BOT - GENERATE AND REFRESH TOKEN* to get more information on how to generate the Token. This bot is based in the Authorization Code and refresh token workflow.
- **Microsoft Graph API Version:** This bot was created using the Microsoft Graph API v1.0.
- **Automate constants to create and set the Microsoft Graph connection values:**
  - **const\_MicrosoftGraphURL:** The Microsoft Graph URL for your domain. Example: *https://graph.microsoft.com*
  - **const\_MicrosoftGraphToken:** Microsoft Graph Token to execute the connection/request with. It can be set to the token value itself or the path in which the .txt file with the token inside is located. Example: *C:\Automate\MicrosoftGraphToken.txt*

In the case of using a .txt file, the token must have the following format/structure:

***access\_token:TokenString***

Example:

 \*MicrosoftGraphToken.txt - Notepad

File Edit Format View Help

```
access_token:eyJ0eXAiOiJKV1QiLCJub25jZSI6I1RCTmF4d3o0NXJxR1Y0cmd3d1Bwbnmt  
refresh_token:OAQABAAAAAAAm-06b1BE1TpVMi18KPQ41K3Uz21ceZ28yXAzAEFSdFyI7s|
```

*Note that there is a refresh\_token value, this is managed by the Microsoft Bot – Generate and Refreshing Token*

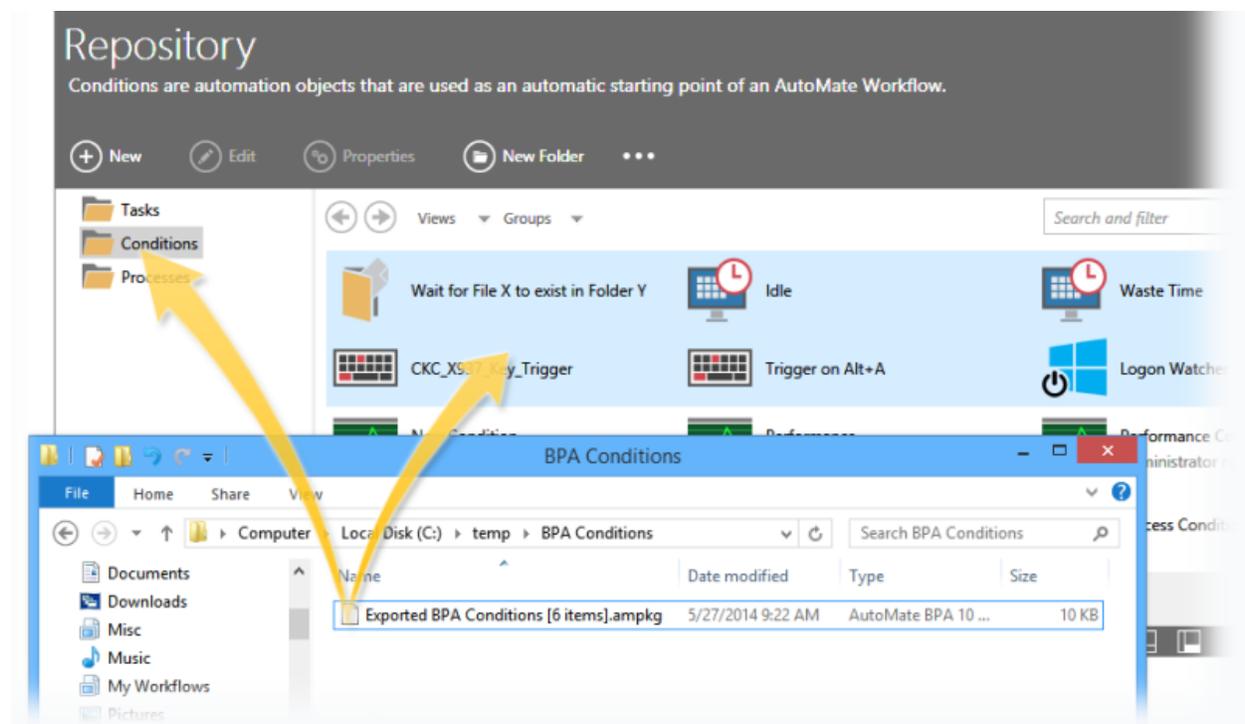


## HOW TO IMPORT AN AUTOMATE TASK

Compatible file types can be imported to the repository via drag-and-drop

From the [Server Management Console](#), navigate to the Repository section

Drag the desired file(s) from its original location and drop them into the folder in the [SMC](#). Files can be dropped into the folder icon or the main panel (as shown below). Imported object(s) are automatically placed into their corresponding repository location.



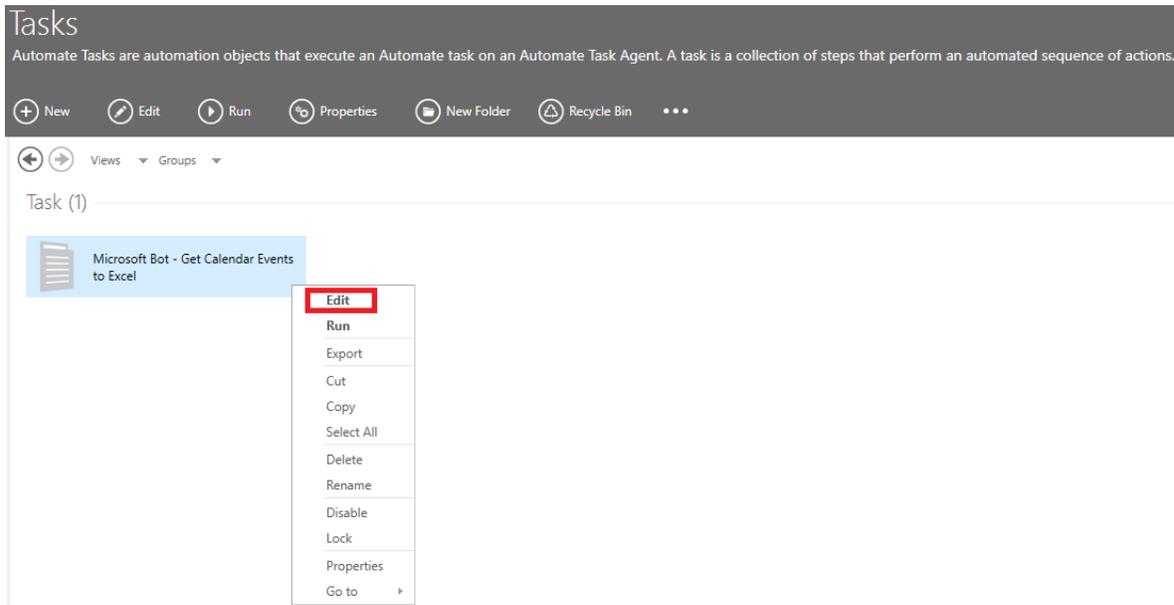


## HOW TO EXECUTE THE MICROSOFT BOT - GET CALENDAR EVENTS TO EXCEL

If this is the first time running this task, we will need to set some parameters

Open the [Server Management Console](#) and locate the imported task

Edit the imported task by right clicking on the task and selecting [edit](#)



From [step 2](#), edit the next variables according to you desired output:

- [var\\_EventsSubjectFilter](#): Set a filter: Word to be present in the Event subject. Leave in blank for no filtering.
- [var\\_EventsStartDate](#): Set the Start Date to retrieve the calendar events. Format: dd/MM/yyyy Example: 20/05/2020.
- [var\\_EventsEndDate](#): Set the End Date to retrieve the calendar events. Format: dd/MM/yyyy Example: 25/05/2020.

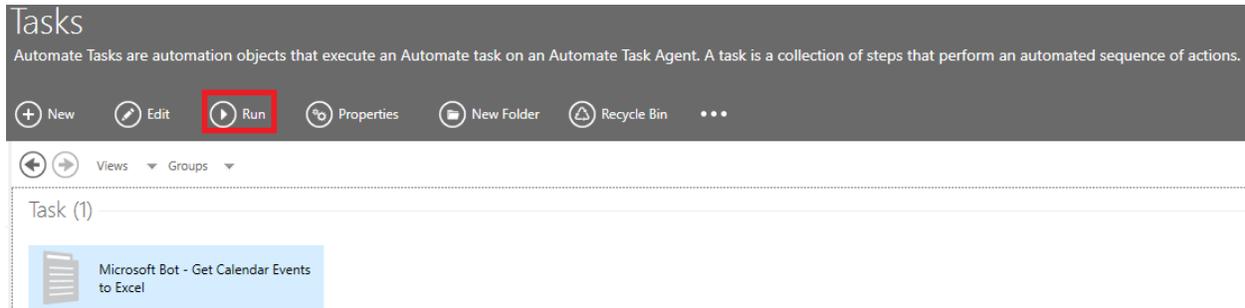
The output file will be automatically generated in the task folder with the next fields:

***Subject, createdDateTime, lastModifiedDateTime, originalStartTimeZone, reminderMinutesBeforeStart, isReminderOn, hasAttachments, importance, sensitivity, isAllDay, isCancelled, isOrganizer, responseRequested, showAs, type, webLink, onlineMeetingUrl, isOnlineMeeting, onlineMeetingProvider, allowNewTimeProposals, recurrence, onlineMeeting, responseStatus, body, start, end, location, id, Organizer and Attendees.***

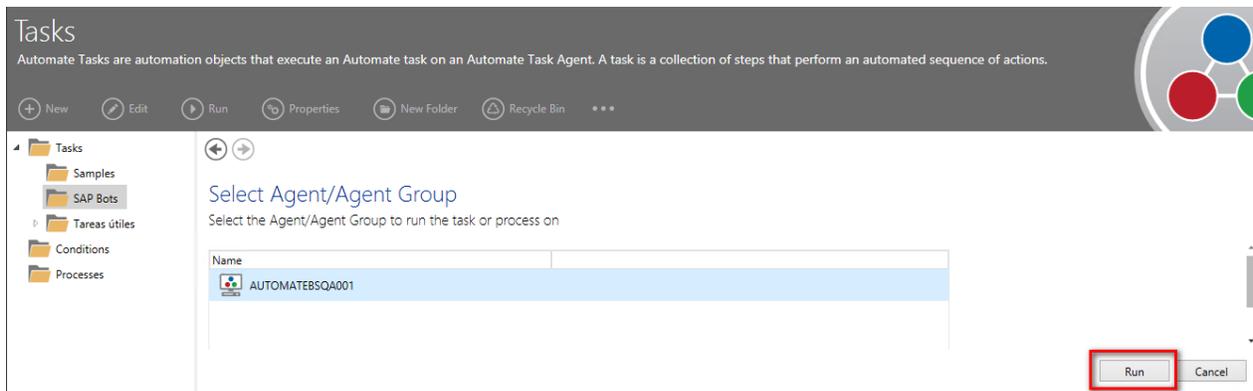
[Save and close](#) the task



Select the task and click on [Run](#)



Select your [Agent](#) and click on [Run](#) again







## APPENDIX B - TROUBLESHOOTING

- Logs: Each iteration of our bot creates a log file for troubleshooting. You can locate the log file under C:\Automate\Tasks\<<TASK NAME>>. By default, the task name is *Microsoft Bot - Get Calendar Events to Excel*.



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