**Calendar Tools**

This document describes the Calendar Tools for the MCP.

Should be added as a separate tools file in the MCP.

1. Get Calendars
2. Post Create new meeting
3. Get Calendar events

**Get Calendars**

This tool is used to get the ID of the different calendars.  
  
Add a filter on name.

URL: <https://graph.microsoft.com/v1.0/me/calendars>

Type: Get

Default filter if nothing else is specified:

Name eq ‘Kalender’

**Post New Meeting**

This tool is used to create a new meeting.

URL: <https://graph.microsoft.com/v1.0/me/events>

Type: Post

Body:

{

  "subject": "Let's go for lunch",

  "body": {

    "contentType": "HTML",

    "content": "Does noon work for you?"

  },

  "start": {

      "dateTime": "2025-08-01T12:00:00",

      "timeZone": "Pacific Standard Time"

  },

  "end": {

      "dateTime": "2025-08-01T14:00:00",

      "timeZone": "Pacific Standard Time"

  },

  "location":{

      "displayName":"Harry's Bar"

  },

  "attendees": [

    {

      "emailAddress": {

        "address":"Didrik.Krog@columbusglobal.com"

      },

      "type": "required"

    }

  ],

  "allowNewTimeProposals": **true**,

“isOnlineMeeting”: true,

  "transactionId":"7E163156-7762-4BEB-A1C6-729EA81755A7"

}

Body: Information on the meeting.

Subject: Meeting name.

Start: time provided by the user. Always convert to CET time zone.

Duration: provided by the user and tool should calculate the end dateTime. Again always in CET time zone.

isOnlineMeeting should always be defaulted to true unless instructed to false.

Attendees to be specified by the user.

**Get Calendar Events**

This tool is to be used to collect calendar events.

URL: <https://graph.microsoft.com/v1.0/me/calendar/events>

Add filter on:

Start/dateTime greater than Now (CET). Should always be added.

Subject contains “text to be provided by user”. This should only be added if the user specifies it.

Add select to be defaulted to: subject, bodyPreview, body, start, attendees, organizer

Always sort events so that the next meetings are presented first.

Add a default top=10.

**Post Find Meeting Times**

This tool is intended to be used to find a potential time slot with participants.

URL: <https://graph.microsoft.com/v1.0/me/findMeetingTimes>

Body:

{

    "attendees": [

        {

            "emailAddress": {

                "address": "allan.svendsen@columbusglobal.com"

            },

            "type": "Required"

        }

    ],

    "timeConstraint": {

        "timeslots": [

            {

                "start": {

                    "dateTime": "2025-07-30T10:26:36.979Z",

                    "timeZone": "Pacific Standard Time"

                },

                "end": {

                    "dateTime": "2025-08-06T10:26:36.979Z",

                    "timeZone": "Pacific Standard Time"

                }

            }

        ]

    },

    "meetingDuration": "PT1H"

}

Attendees – email is to be specified by the user. More than one can be added.

Type is always required.

Start dateTime is the start of the search period. TimeZone should always be CET.

End dateTime is the end of the search period. TimeZone should always be CET.

meetingDuration should be according to:   
The length of the meeting, denoted in [ISO8601](https://www.iso.org/iso/iso8601) format. For example, 1 hour is denoted as 'PT1H', where 'P' is the duration designator, 'T' is the time designator, and 'H' is the hour designator. Use M to indicate minutes for the duration; for example, 2 hours and 30 minutes would be 'PT2H30M'. If no meeting duration is specified, **findMeetingTimes** uses the default of 30 minutes. Optional.