

Adding GJU Calendar to your email App

By Anass Al Ksasbeh, Director
Information Systems and Technology Center (ISTC)
German Jordanian University (GJU)

GJU Calendar is available to all GJUers everyone is invited to use it!

Supported Email Apps

- Microsoft Outlook (Classic)
- Microsoft Outlook (New)
- Microsoft Outlook (Web)
- Microsoft Outlook Mobile
- Email Apps that support Microsoft 365

To add it, let's get started with the process!



Microsoft Outlook (Classic)

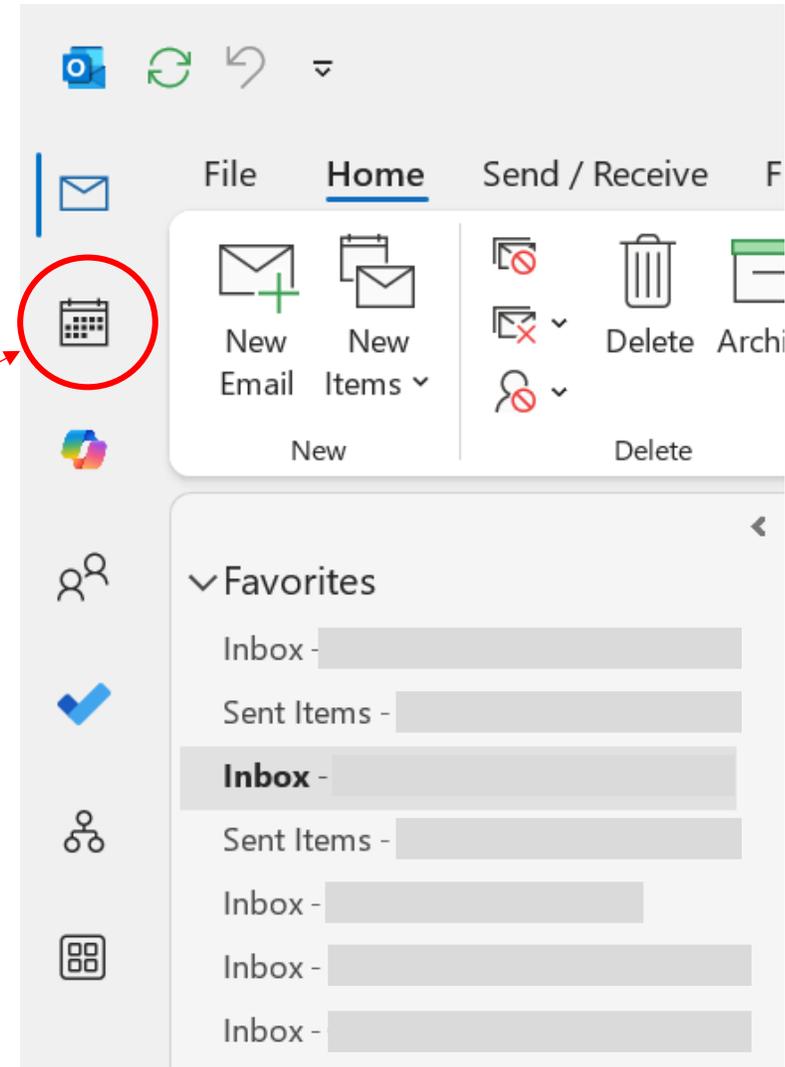


الجامعة الألمانية الأردنية
German Jordanian University

Microsoft Outlook (Classic)

Step 1

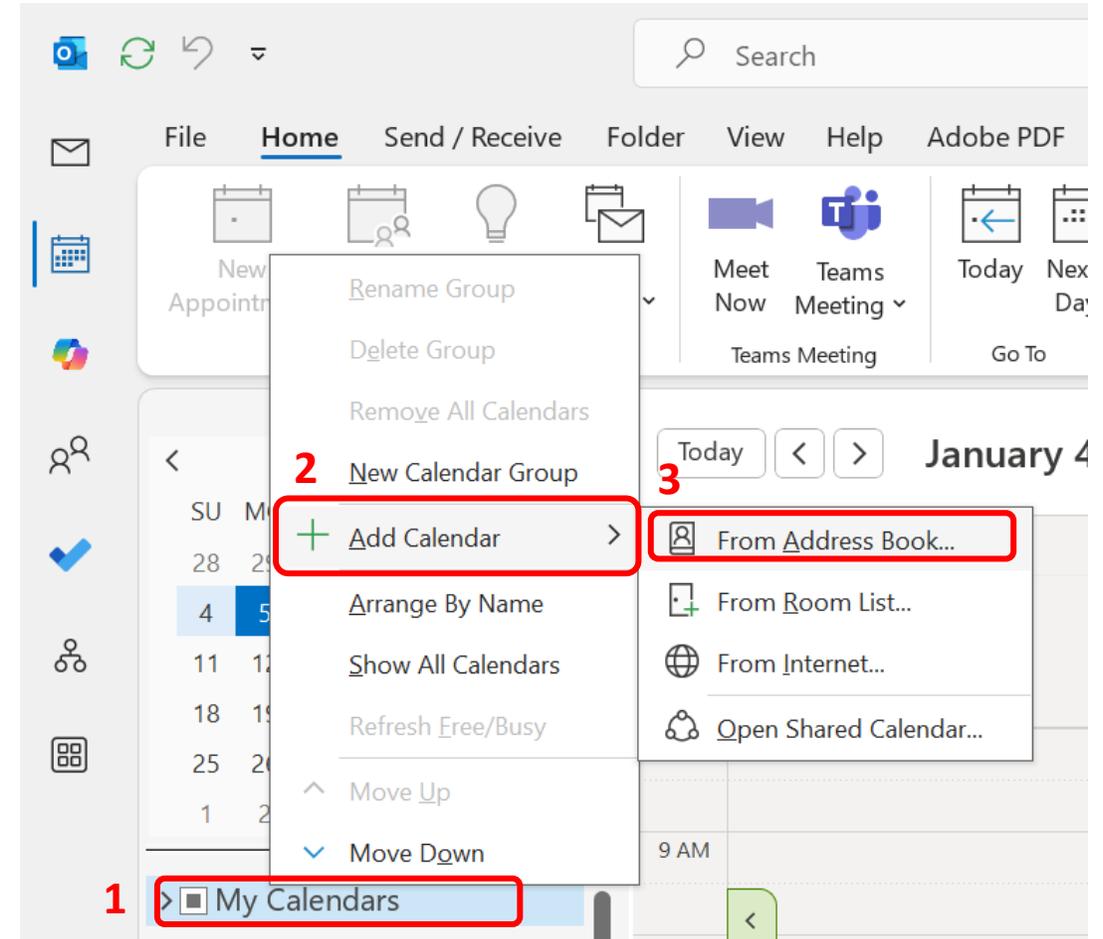
1. Go to Microsoft (Classic) App:
2. Select Calendar Icon



Microsoft Outlook (Classic)

Step 2

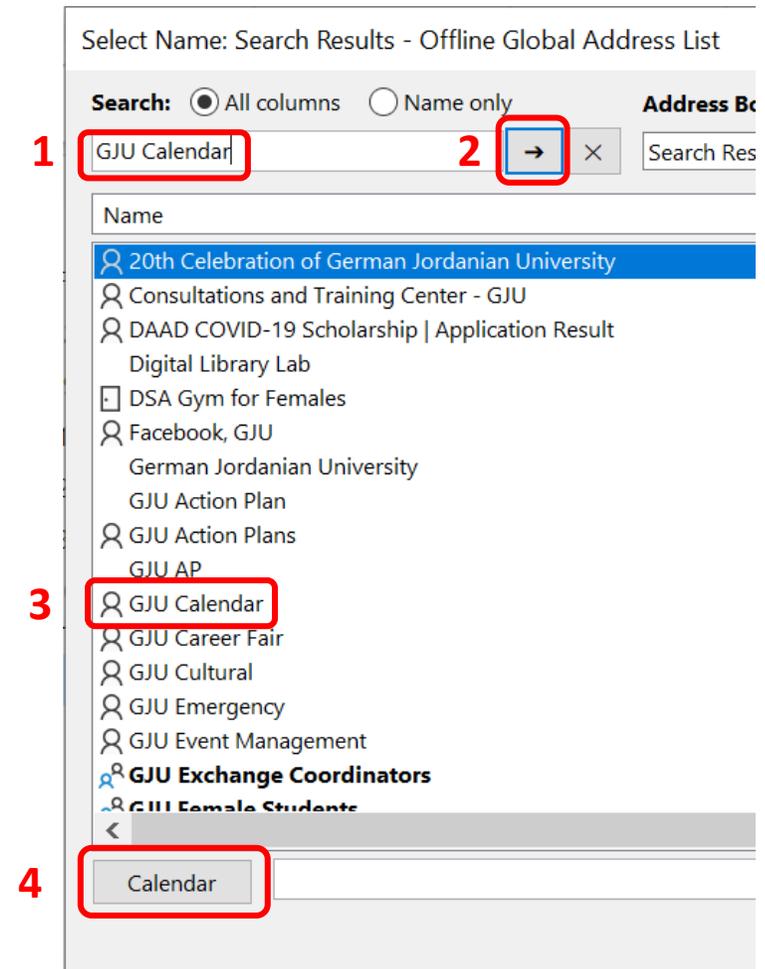
1. Right click on My Calendars or Shared Calendars
2. Select (+ Add Calendar)
3. From Address Book



Microsoft Outlook (Classic)

Step 3

1. Type GJU Calendar in the search field.
2. Click on the Search (→) button.
3. Select GJU Calendar.
4. Click on **Calendar** button, Click **OK**.



Microsoft Outlook (Classic)

All Set!

It takes a few minutes for GJU events to sync with your email App.

To view Your Calendar and GJU Calendar on the same grid, click **View**, then select the **Overlay** button.

The screenshot shows the Microsoft Outlook (Classic) interface. The 'View' tab is highlighted in the ribbon, and the 'Work Week' view is selected. The calendar view displays a grid for January 4-8, 2026. The 'GJU Calendar' is overlaid on the main calendar, showing events for January 5th. The 'View' tab and the 'GJU Calendar' overlay are both highlighted with red boxes.

Calendar - @gju.edu.jo							← GJU Calendar		
Sun	Mon	Tue	Wed	Thu	Sun	Mon	Tue		
4	5	6	7	8	4	5	6		
8 AM									
9 AM									
10 AM									



Microsoft Outlook (NEW & Web)

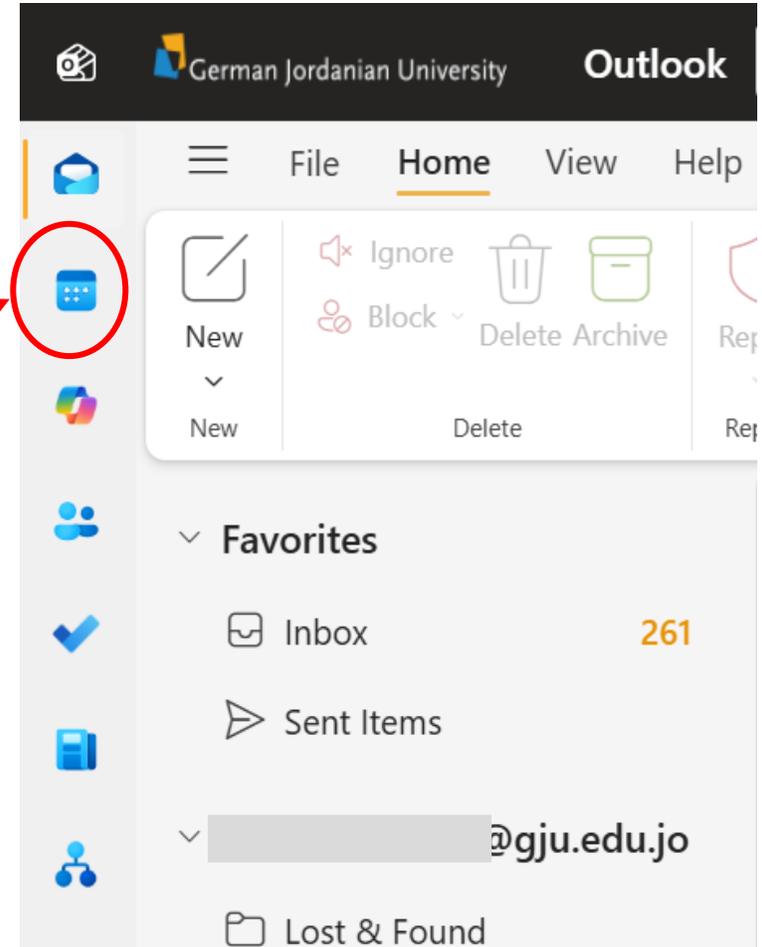


الجامعة الألمانية الأردنية
German Jordanian University

Microsoft Outlook NEW & Web

Step 1

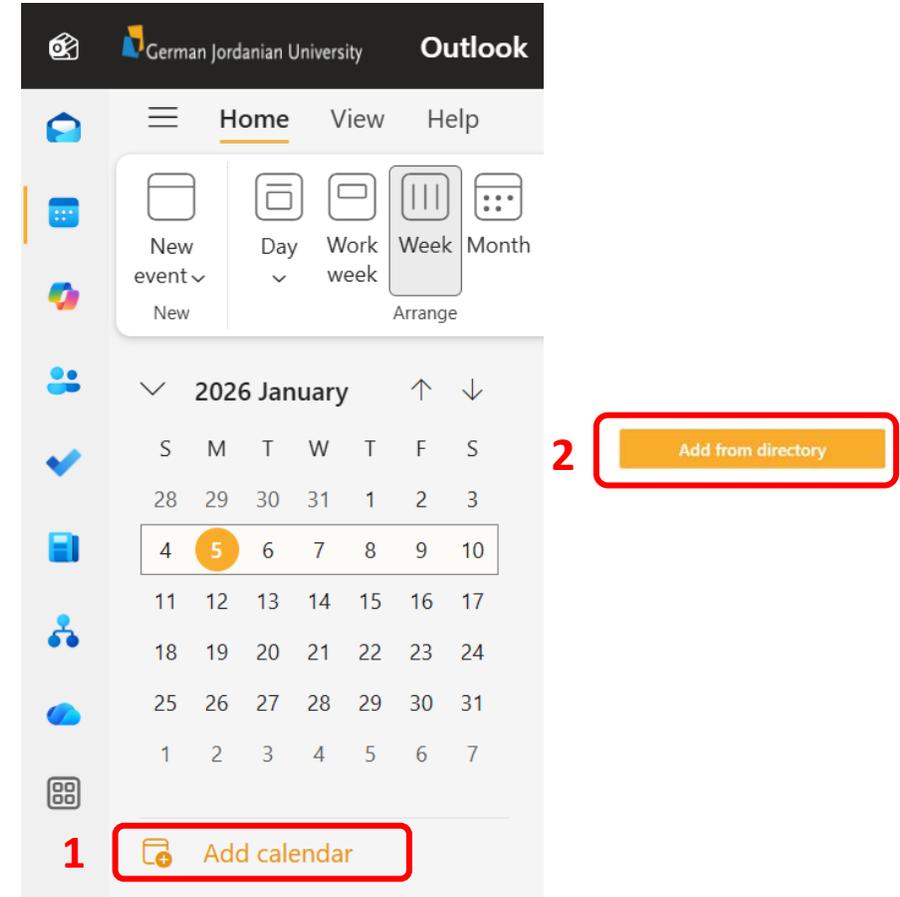
1. Go to Microsoft Outlook (NEW or Web) App:
2. Select **Calendar Icon**



Microsoft Outlook NEW & Web

Step 2

1. Click on **Add calendar**
A new window will show up!
2. Click on **Add from Directory**



Microsoft Outlook NEW & Web

Step 3

1. Click on **Add from directory**
2. Select your GJU email.
3. In the search field, type GJU Calendar.
4. Select GJU Calendar, **Add to** (your GJU email), click **Add**.

All set!

The screenshot shows the 'Add calendar' interface in Microsoft Outlook. On the left, a sidebar lists options: 'Recommended', 'Edit my calendars', 'Create blank calendar', 'Add from directory' (highlighted with a red box and a red '1'), 'Subscribe from web', and 'Upload from file'. On the right, the 'Add from directory' section is active. It prompts the user to 'Please select an account to search from:' with a dropdown menu showing a redacted email address followed by '@gju.edu.jo' (highlighted with a red box and a red '2'). Below this, it says 'Select a person, group, or resource from your org.' A search field contains 'GJU Calendar' (highlighted with a red box and a red '3'). The search results show a single entry: 'GJU Calendar' with a 'GC' icon and the email 'Calendar@gju.edu.jo' (highlighted with a red box and a red '4'). At the bottom of the results, it says 'Top 1 results'.



Microsoft Outlook Mobile



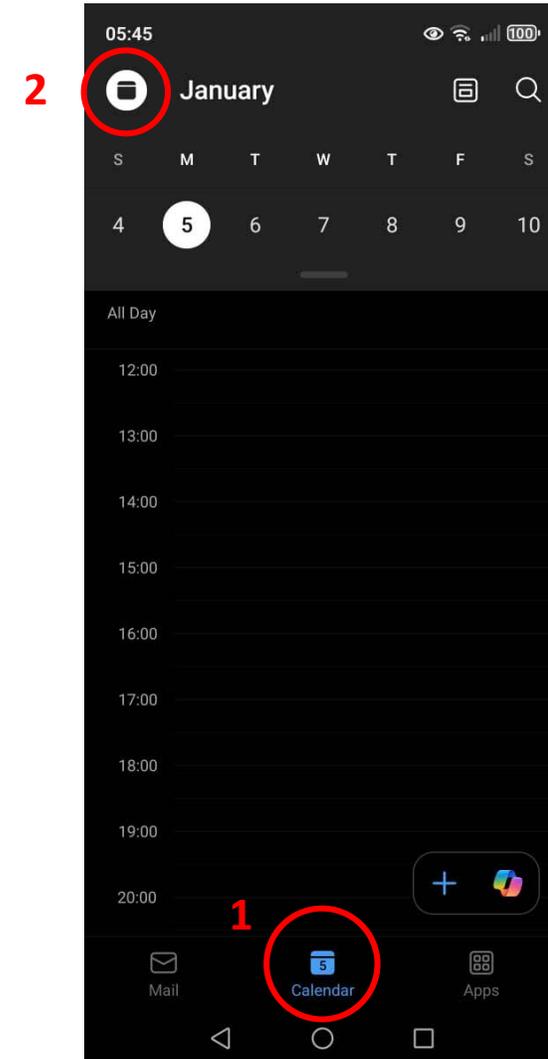
الجامعة الألمانية الأردنية
German Jordanian University

Microsoft Outlook Mobile

Step 1

Go to Microsoft Outlook Mobile App:

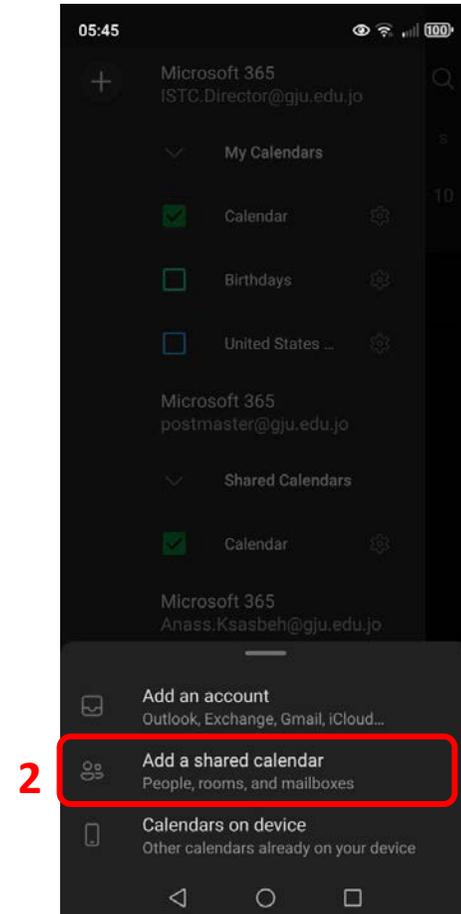
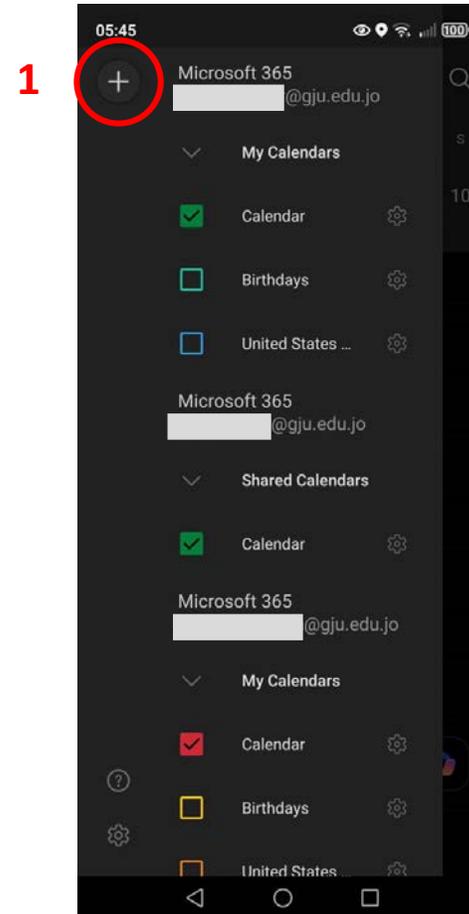
1. Tap the **Calendar** icon
2. Tap the **Add Calendar** icon



Microsoft Outlook Mobile

Step 2

1. Tap the + **Add calendar**
A new window will show up!
2. Tap the **Add a shared calendar**

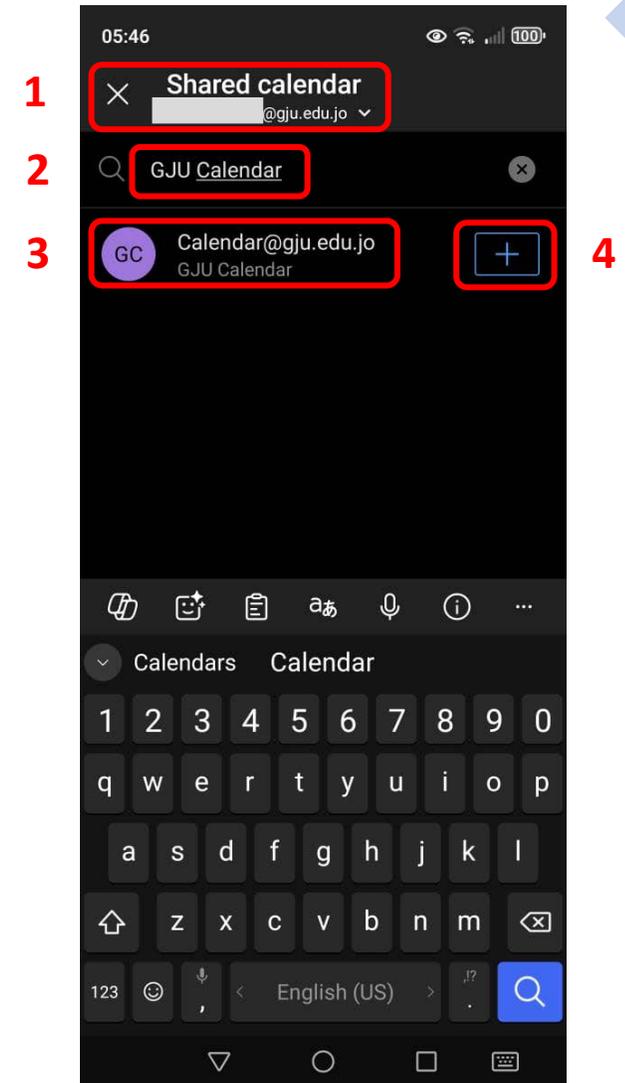


Microsoft Outlook Mobile

Step 3

1. Select your GJU email
2. In the search field, type **GJU Calendar**
3. Tap Calendar@gju.edu.jo
4. Tap the + (Add) button

All set!





Thank You!