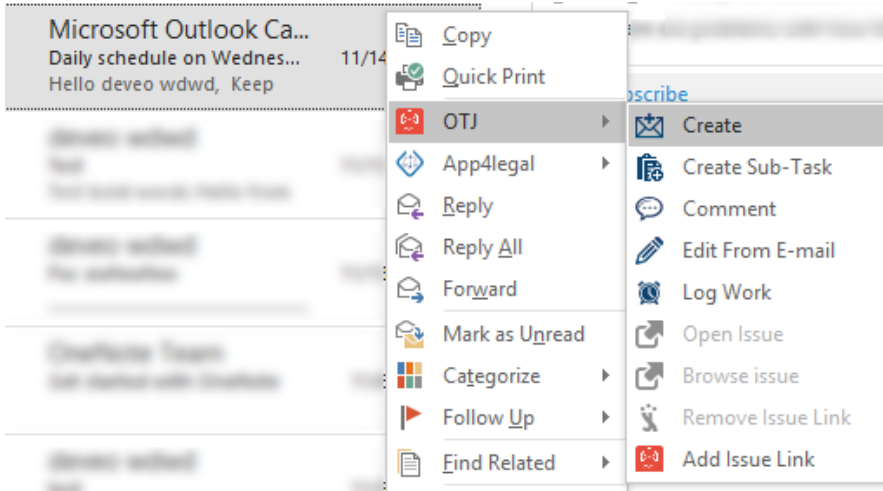


Create new issue from Outlook

Outlook To JIRA offers **two methods** in order to create a ticket from an **e-mail**:

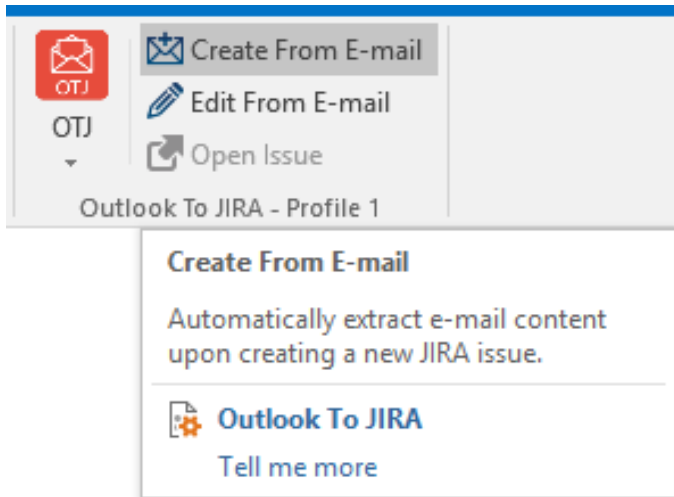
1-Create a new issue including E-mail:

1. Select an e-mail
2. Right click on the e-mail
3. Go to JIRA
4. Click on Create



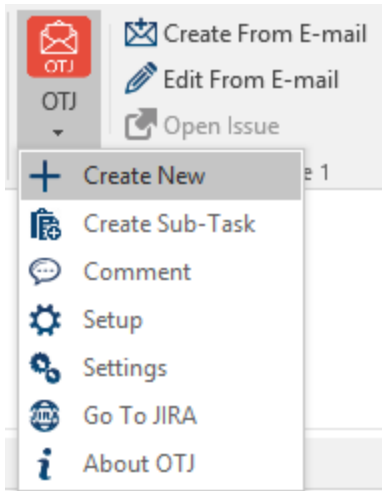
2-Create a new issue including E-mail:

1. Select an e-mail
2. From OTJ Menu in Outlook Ribbon
3. Click on "Create From E-mail"



Create New issue no email included:

1. Click on the "JIRA" icon displayed in the top right menu in Outlook
2. Click on "Create"



Once “Create” is clicked:


1. Create Issue Window appears
2. Select a Project
3. Select an Issue Type


If creating from an e-mail, e-mail title and body will be automatically filled

Create - Profile 1

Project **Outlook To JIRA**










Issue Type **Task**

 Paste image/screenshot from clipboard

Priority  Medium

Summary* Microsoft Outlook

Description

Style  B *I* U A        

Microsoft Outlook


Affects Version/s

Start typing to get a list of possible matches or press down to select.

JIRA Version

Microsoft Outlook Version

Microsoft Windows Version

Attachment  Drop files to attach, or [browse](#).

Create another **Create** Back Cancel

4. Fill all the necessary fields

5. Click on "Create"

6. A window with a link to the created ticket in JIRA will appear

