

Setup connection Outlook To JIRA

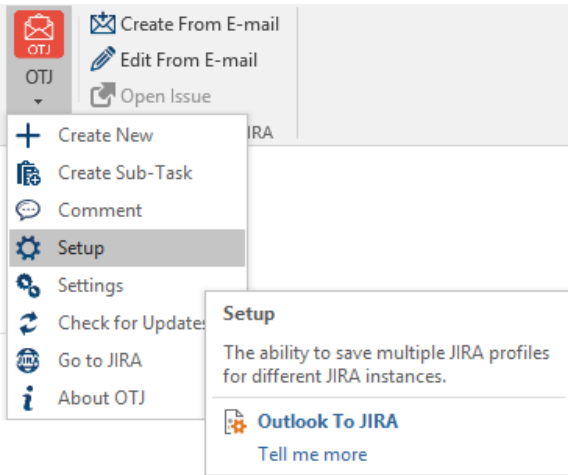
For Windows Add-in Users

After installing OTJ Jira for Outlook:

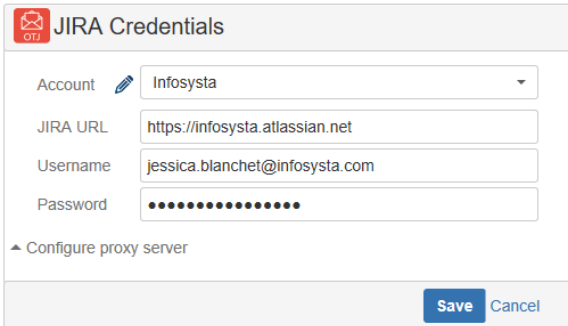
1. Open Outlook
2. Click on the "JIRA" icon displayed in the top right menu
3. Click on "Setup"
4. A "JIRA Credentials" window will appear
5. Fill the required fields:

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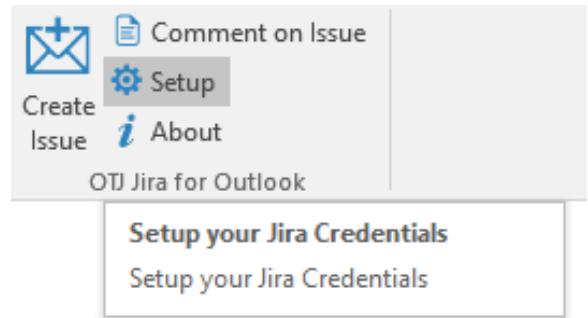
5. Fill the required fields:
 - a. JIRA URL: Link to access your JIRA instance
 - b. **Jira server** users can login through username and password
 - c. **Jira Cloud** users can login through Username or E-mail and password.
 - d. Plugin Language: Choose your desired add-on language (Default Plugin language will be English)
6. Once all fields are filled with the right information, click on "Save"

For Office Add-in Users

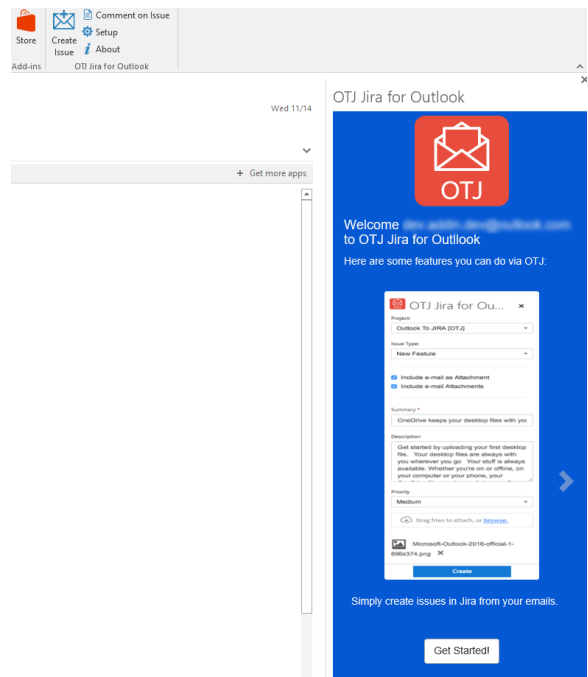
OTJ Jira for Office add-in will work with **public** Jira instances or Cloud

After Adding OTJ Jira for Outlook Add-in:

1. Select any email in your Outlook.
2. From the Desktop Outlook menu

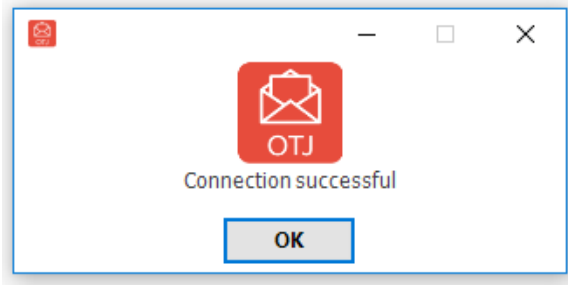


3. The startup page section will appear



4. Click "Get Started" view the login Form.
5. Fill the required fields:
 - a. JIRA URL: Link to access your JIRA instance
 - b. **Jira server** users can login through username and password
 - c. **Jira Cloud** users can login through Username or E-mail and password.

7. A "Connection Successful" message should appear (only if the information provided is correct).



8. Click on "OK"

 You can save multiple JIRA profiles by clicking on the "pen" icon next to the "Account" Field

1. Click on the "Pen" Icon
2. Enter a name to your profile and press save

