

# Create new issue from Outlook

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

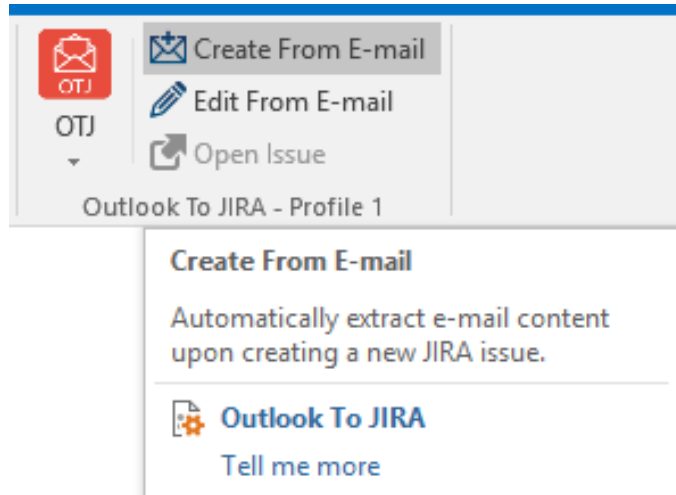
## 1-Create a new issue including E-mail:

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

Your browser does not support the HTML5 video element

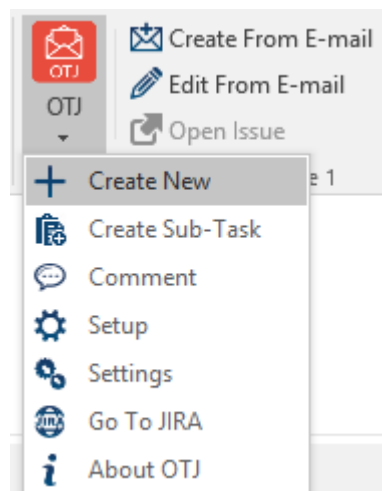
## 2-Create a new issue including E-mail:

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

