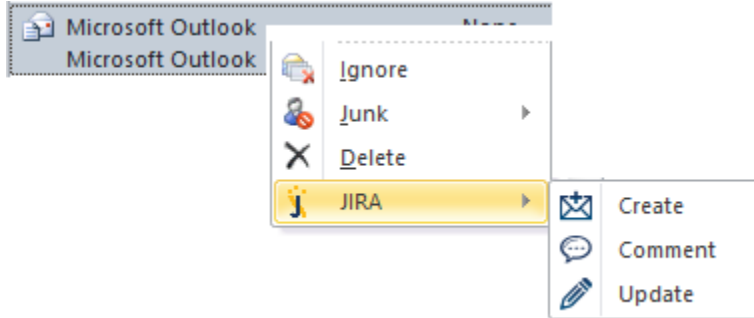


# Create new issue from Outlook

Outlook To JIRA offers **two methods** in order to create a ticket:

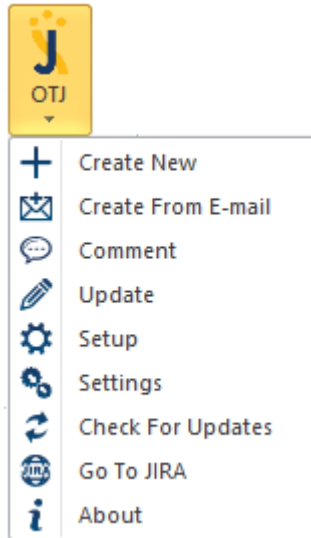
## First method:

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



## Second Method:

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

OTJ Create-LocalHost

Project Outlook To JIRA

Issue Type  Task

Email attachments

- File 1.docx
- Presentation1.pptx
- Sheet 1.xlsx

Include e-mail as attachment

Include e-mail inline images as attachments

Assignee  Assign to me

Your Custom Field

Summary\*

Description

Style  B I U A

Microsoft Outlook

Attachment

Create Back

4. Fill all the necessary fields
5. Click on "Create"
6. A window with a link to the created ticket in JIRA will appear

