How to Add 'Microsoft Outlook for Jira' to Outlook

Overview
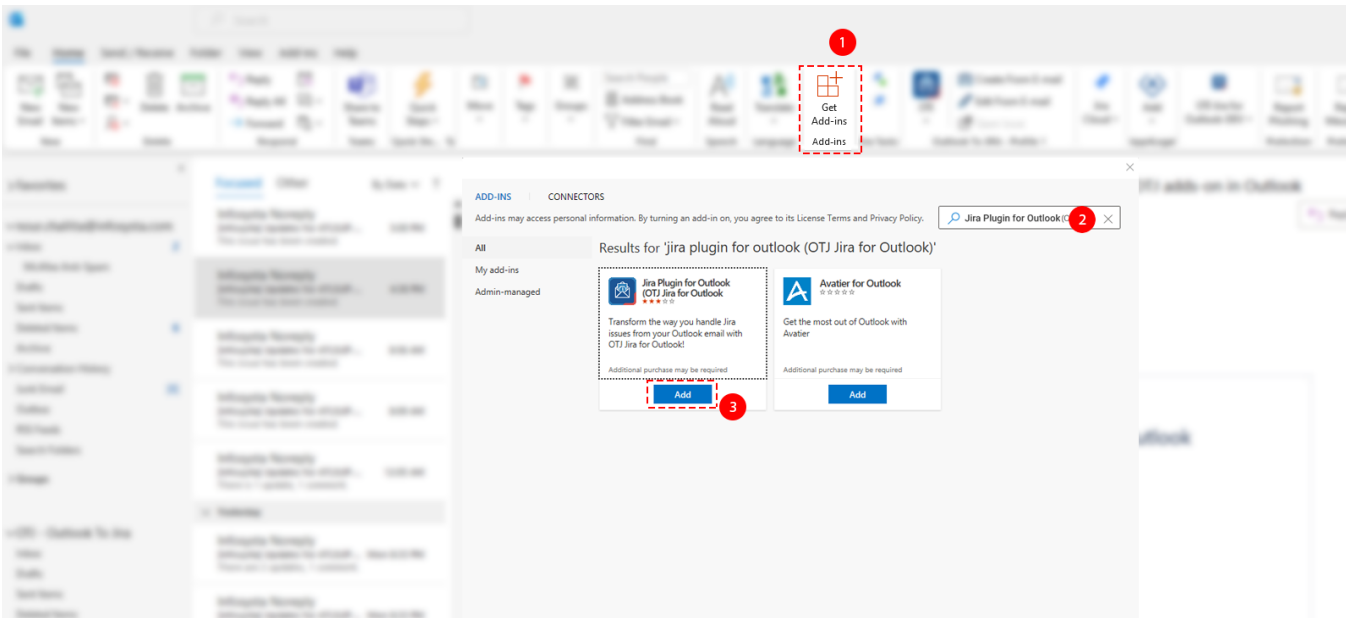
To get started, you first need to add **Jira Plugin for Outlook** add-in to your Outlook.

Quick Steps

Step #	Action
1	Click on **Get Add-ins**
2	Search for **Jira Plugin for Outlook**
3	Click on **Add** button
4	You have successfully added the app, the next step is to activate your license

> ✅ You can now browse the app as a guest, but you will need to activate your license to be able to create tickets and make use of the features of 'Microsoft Outlook for Jira'.

> ⚠️ If the add-on doesn't show in Outlook, please restart Outlook and try again.

Additional Links:

- If your admin already added the app from the marketplace, you can skip the second step and continue from here, to connect and login.
- If Microsoft Outlook for Jira is already set-up and connected to your Jira instance, skip to our user guide.

Related Content

- How to Activate the License for 'Microsoft Outlook for Jira' (Microsoft Outlook for Jira)
- How to Link 'Microsoft Outlook for Jira' to Jira (Microsoft Outlook for Jira)
- How to Check the Validity of the 'Microsoft Outlook for Jira' License (Microsoft Outlook for Jira)