

# How to Mention User in description

## Feature Overview

When creating an issue, you can now mention users in the description. Additionally, you can include mentions when adding a comment to an existing issue.

To mention a user, type "@" followed by part of the user's display name (full name). A popup will show up listing all users matching the query.

## Quick Steps

Step #	Action
1	Type "@" followed by part of the user's display name (full name) in the Description field
2	Select a User from the Users list popup

Jira plugin for Outlook

### Create New

Email content

- Include e-mail as attachment
- Include Inline Images
- Include email content

Summary\*

Issue with Software Development

Description

Aa B I ... A ... +

Hello @ej

- EC Elements Connect for Jira Cloud
- Example Customer

Account

Select

Create

Jira plugin for Outlook

### Create New

Project\*

MFJ Software Dev

Issue Type\*

Story

Email content

- Include e-mail as attachment
- Include Inline Images
- Include email content

Summary\*

Issue with Software Development

Description

Aa B I ... A ... +

Hello @Elements Connect for Jira Cloud

Please we need your approval on the below.

Kind regards.

Create