FAQ - Jira Plugin for Outlook (Microsoft add-in)

- If OAuth 1.0 is enabled. A new window will open asking for permission to use your credentials to authenticate
- Click allow

- Enter your E-mail address and your API token.
- Click on continue

- Enter your Jira Email-address.
- Enter Username & Password.
- Click on continue

- Select an e-mail.
- Open Create issue form.
- Complete all required fields on the form.

- Open Add to issue form.
- You can add Attachments and change the issue's comment

- Open View issues screen.
- By clicking the clock icon, you can open the log work form and complete it.

- You can copy/paste the URL displayed in your browser for example in our case it is https://css.infosysta.com/secure/Dashboard.jspa.
- You can enter your base URL as **jira.exmple.com** or **https://jira.exmple.com**.
- Your site might contain a context path so you need to enter it as **jira.exmple.com/jira** or **https://jira.exmple.com/jira**.
- If your instance is an Atlassian Cloud you can enter the URL as **example.atlassian.net**.