



Microsoft
365
for Jira

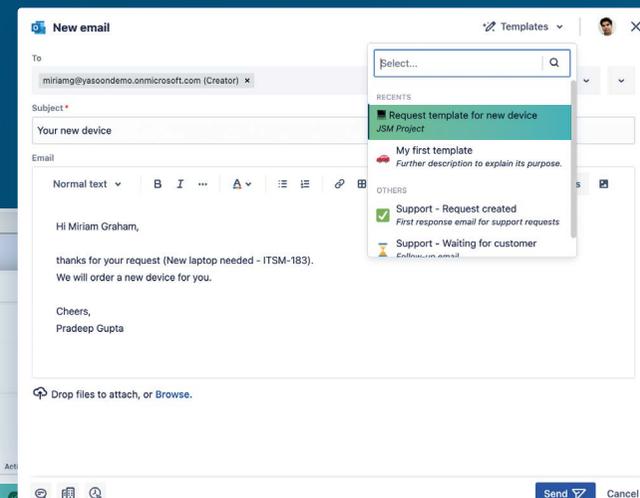
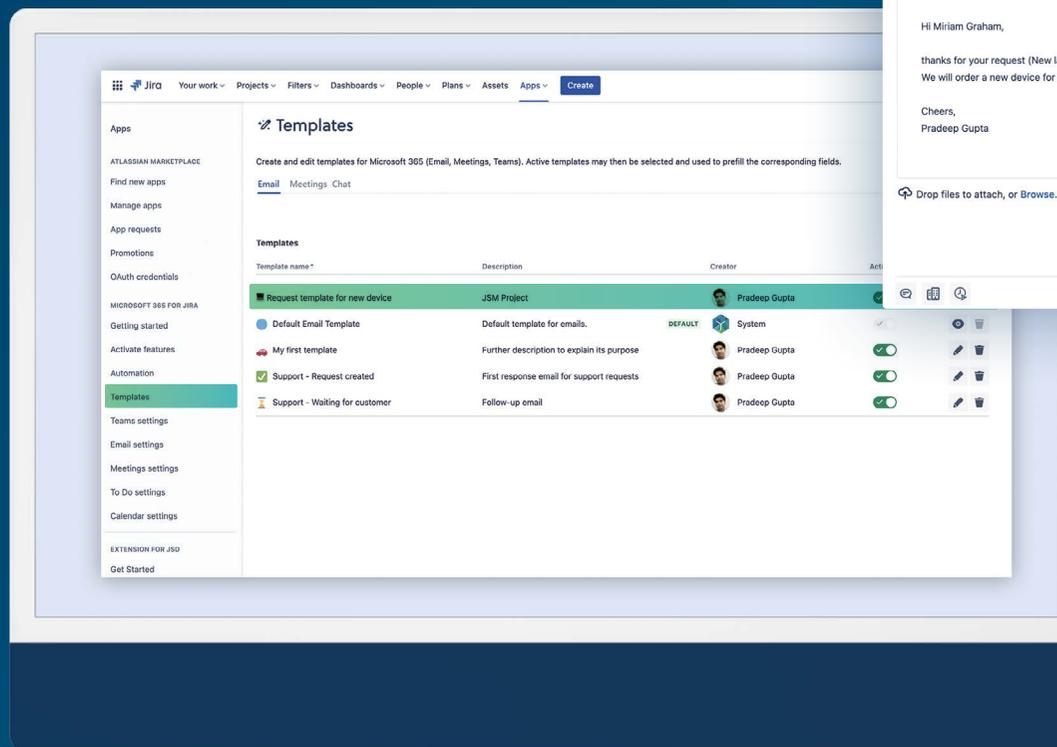
Smarter

configuration

Work with templates in your Microsoft tools in Jira

Create, edit, and use templates for your Microsoft tools within Jira. Make your flow of information faster and clearer with templates for Outlook emails, meetings, and Microsoft Teams.

In your app settings you can see and edit all available templates for Outlook email, meetings, and Microsoft Teams messages. Create new templates and work with relevant issue fields. We also provide you with a set of functions to add logic to your templates, so it basically works like a small script. You can set up templates globally or for a specific project.



Working with templates in your Jira issue makes communication more efficient, as users avoid typing repetitive information. Choose your template and edit it, if needed.

[Learn more:](#)

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Microsoft 365 for Jira

Connect Jira automation to Microsoft 365

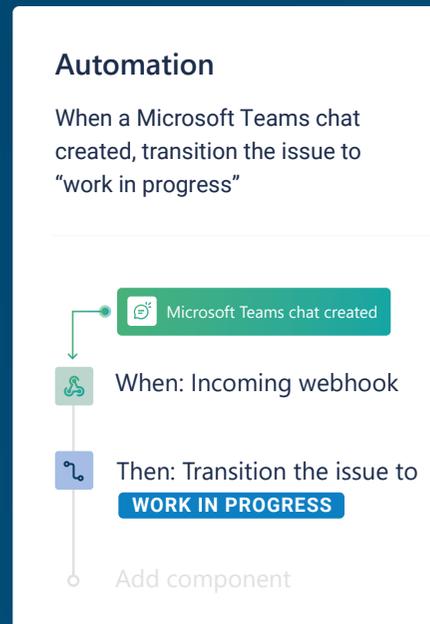
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Triggers

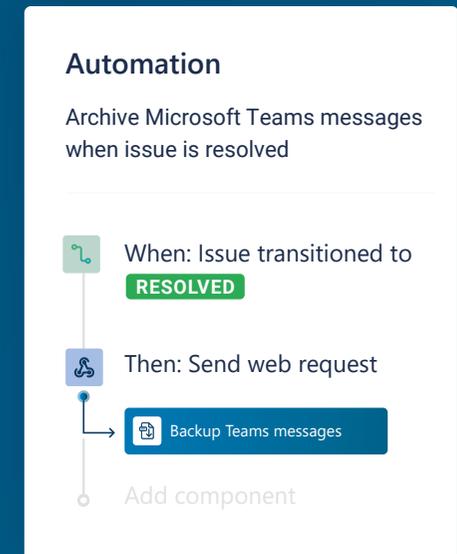
Triggers kick off the execution of your automation rules. With incoming webhooks you can simply trigger an automation rule from Microsoft 365. Triggers are fired from Microsoft 365 to Jira if a specific condition is met, e.g. when a Microsoft Teams chat is started in your Jira issue.



Example of Microsoft 365 trigger

Actions

Actions in Microsoft 365 are fired if a specific condition is met in Jira. The automation rule sends a request to the specified URL we provide you with. Actions allow you to automate tasks, such as adding a backup file for each Microsoft Teams chat and channel conversation to the Jira issue.



Example of Microsoft 365 action

[Learn more:](#)

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