

Working with Links

- [Add a Link](#)
- [View a Link](#)
- [Edit a Link](#)
- [Delete a Link](#)

Add a Link

Step 1:

Inside a Jira issue, click the "Add" button. A form will appear inline, allowing you to enter:

- **Embedded URL** – The link to your Microsoft Excel design.
- **Title** – A meaningful name for the design. (optional)

Step 2:

Click the Add button again to add your Microsoft Excel link to the Jira issue.

View a Link

Step 1:

Inside a Jira issue, find the link you want to view and click the view icon for that link. An inline popup will appear showing your Microsoft Excel.

Step 2:

You can also click this for full screen viewing.

Edit a Link

Step 1:

Inside a Jira issue, find the link you want to edit and click the "Edit" from the link dropdown. A form will appear inline, allowing you to edit the following:

- Embedded URL – The link to your Microsoft Excel design.
- Title – A meaningful name for the design. (optional)

Step 2:

Click the save button again to add your Microsoft Excel link to the Jira issue.

Delete a Link

Step 1:

Inside a Jira issue, navigate to the links section.

Step 2:

Click the menu for the Microsoft Excel link you wish to remove.

Step 3:

Select "Delete" from the menu.

Step 4:

You will be prompted to confirm if you want to delete this Microsoft Excel link. Confirm to proceed with the deletion.