

# Overview of Features

- Key Features

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## **Feature 1:**

**Add Links:** Embed Microsoft Outlook links directly into Jira issues for quick access to spreadsheets. This feature allows users to seamlessly integrate important resources from Microsoft Outlook, ensuring that all necessary information is immediately accessible from within the Jira environment.

## **Feature 2:**

**Edit Links:** Update or modify embedded Microsoft Outlook links as the spreadsheet changes. This capability ensures that the most current data is always available, thereby enhancing the accuracy and relevance of information within Jira.

## **Feature 3:**

**Remove Links:** Remove links when they are no longer relevant. By cleaning up outdated or unnecessary links, users can maintain a clutter-free workspace and focus on the most pertinent information in their Jira issues.

## **Feature 4:**

**View Links in Preview and Full Screen:** Preview Microsoft Outlook content or expand it to full screen. This feature provides flexibility in how users interact with their data, allowing for both quick overviews and detailed analyses without leaving Jira.

## **Feature 5:**

**Sort Links:** Organize Microsoft Outlook links by custom criteria, name, or date. Sorting capabilities help users manage and locate the specific resources they need efficiently, tailored to their workflow preferences.

## **Feature 6:**

**Realign Links:** Adjust the positioning of Microsoft Outlook links within the Jira issue. This provides users with the ability to customize the layout of their Jira issues for better readability and convenience.

## **Feature 7:**

**View Links in List or Tile View:** Toggle between list or tile layout for viewing links. Users can choose the view that best suits their visual preferences and organizational needs, enhancing their overall experience.

## **Feature 8:**

**Manage Permissions:** Control who can view and interact with Microsoft Outlook links embedded in Jira. By managing permissions, teams ensure that sensitive information is only accessed by authorized personnel.

**Feature 9:**

**View Link History:** Access the history of changes made to each Microsoft Outlook link. This historical perspective allows users to track modifications over time, aiding in auditing and troubleshooting processes.