**SUMMARY-DAY21**

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**How to Create an Epic in Azure Boards**

**1. Access Azure Boards**

* Log in to your **Azure DevOps** account.
* If you don’t have an organization or project, create them.
* Navigate to the project where you want to create the Epic.

**2. Navigate to the Work Items Section**

* From the left-hand menu, go to Boards > Work Items.
* Alternatively, you can go to Boards > Backlogs.

**3. Choose the Epic Work Item Type**

* In **Work Items View**:
  + Click the **New Work Item** dropdown at the top.
  + Select **Epic** from the list.
* In **Backlogs View**:
  + Ensure the **Epics level** is selected (use the dropdown on the left to switch levels).
  + Click the **+ New Epic** button.

**4. Fill in Epic Details**

* **Title**: Add a meaningful and descriptive title for the Epic.
* **Description**: Provide a detailed explanation of the Epic, outlining its goals and purpose.
* **Acceptance Criteria** (optional): Define clear conditions for when the Epic can be marked as complete.
* **Tags** (optional): Use tags to categorize or make the Epic easier to search.
* **Priority/State**: Assign the priority and set the initial state (e.g., New).

**5. Link Related Work Items**

* Use the **Links** section to associate the Epic with related user stories, tasks, or other Epics.
* Click **Add Link**, select the link type (e.g., Parent/Child), and search for the work item to link.

**6. Assign the Epic**

* Use the **Assigned To** field to assign the Epic to a team member.
* Alternatively, leave it unassigned if no specific assignee is required.

**7. Save the Epic**

* Click **Save & Close** to finalize and exit the editor.
* Alternatively, click **Save** to save your changes and continue editing.

**8. View the Epic in Backlog**

* Go to Boards > Backlogs.
* Ensure the **Epics level** is selected in the dropdown.
* The newly created Epic will be visible in the backlog.