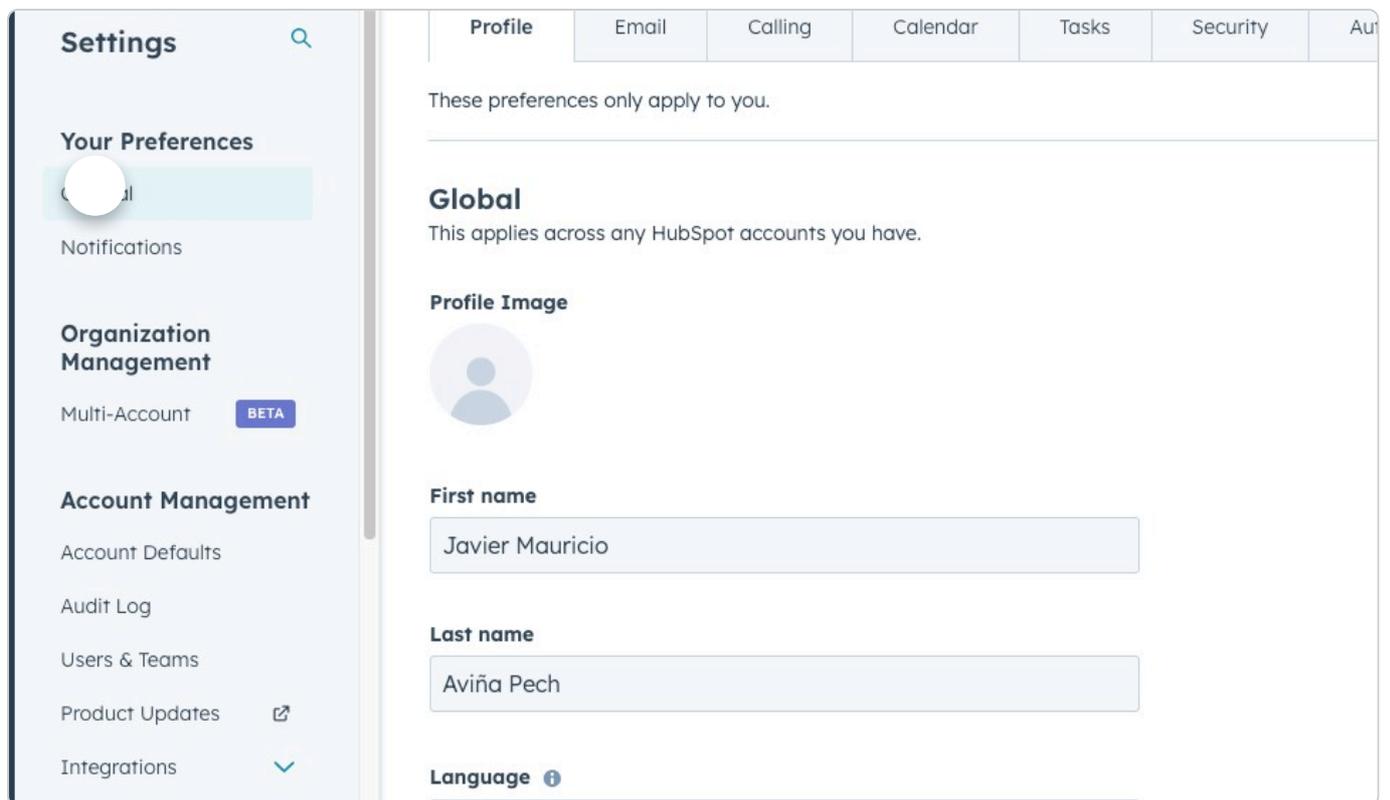


Guide - How to connect your personal inbox

Última actualización: 25 de jul. de 2025

1 Navigate to Global Home | HubSpot

2 Click on Your Preferences



The screenshot displays the HubSpot Settings interface. On the left is a sidebar menu with the following sections: 'Your Preferences' (highlighted with a white circle), 'Organization Management' (containing 'Multi-Account' with a 'BETA' badge), and 'Account Management' (containing 'Account Defaults', 'Audit Log', 'Users & Teams', 'Product Updates', and 'Integrations'). The main content area is titled 'Settings' and has a search icon. At the top, there are tabs for 'Profile', 'Email', 'Calling', 'Calendar', 'Tasks', 'Security', and 'Aut'. The 'Profile' tab is active. Below the tabs, a message states 'These preferences only apply to you.' The main content is divided into sections: 'Global' (with the note 'This applies across any HubSpot accounts you have.'), 'Profile Image' (with a placeholder icon), 'First name' (input field containing 'Javier Mauricio'), 'Last name' (input field containing 'Aviña Pech'), and 'Language' (with an information icon).

3

Click on Page Section

General

- Profile
- Calling
- Calendar
- Tasks
- Security
- Automation

These preferences only apply to you.

Global

This applies across any HubSpot accounts you have.

Profile Image



First name

Last name

4

Click on Page Section

Email

Connect your personal email accounts to HubSpot to log, track, send, and receive emails in the HubSpot CRM. To manage any team emails, go to [inbox settings](#).

- ✓ Send and schedule emails from HubSpot
- ✓ Log email replies to HubSpot automatically
- ✓ Suggest follow-up tasks and capture contact details from your email
Requires inbox automation



[Connect personal email](#)

Configure

Add email alias

An email alias allows emails sent outside of HubSpot to be associated with your user. [Learn more](#).

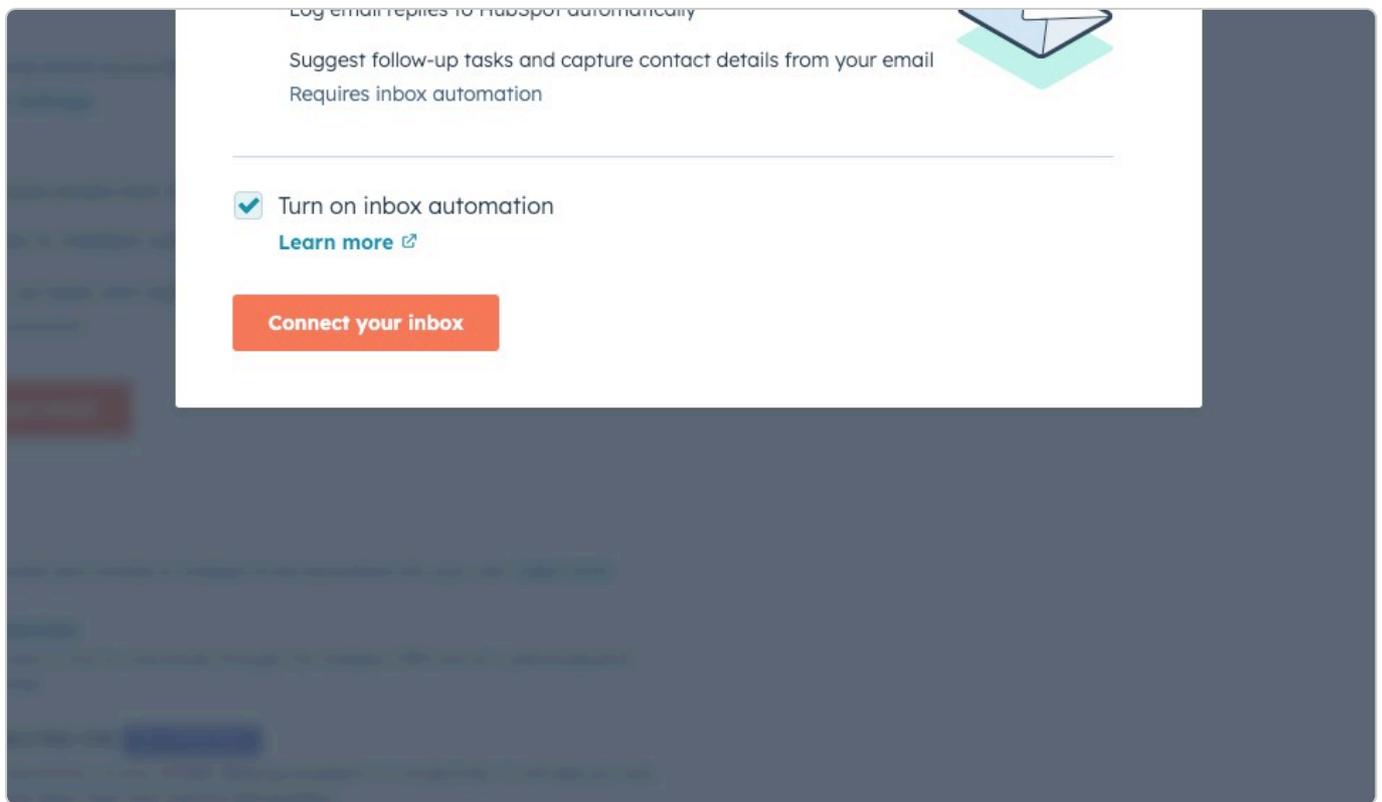
Manage email signatures

Your signature will be used in one-on-one emails through the HubSpot CRM and as a personalization token for marketing emails.

- Include unsubscribe link** RECOMMENDED
Include a link at the bottom of your emails allowing recipients to unsubscribe. It will help you stay compliant with local spam laws and improve deliverability.

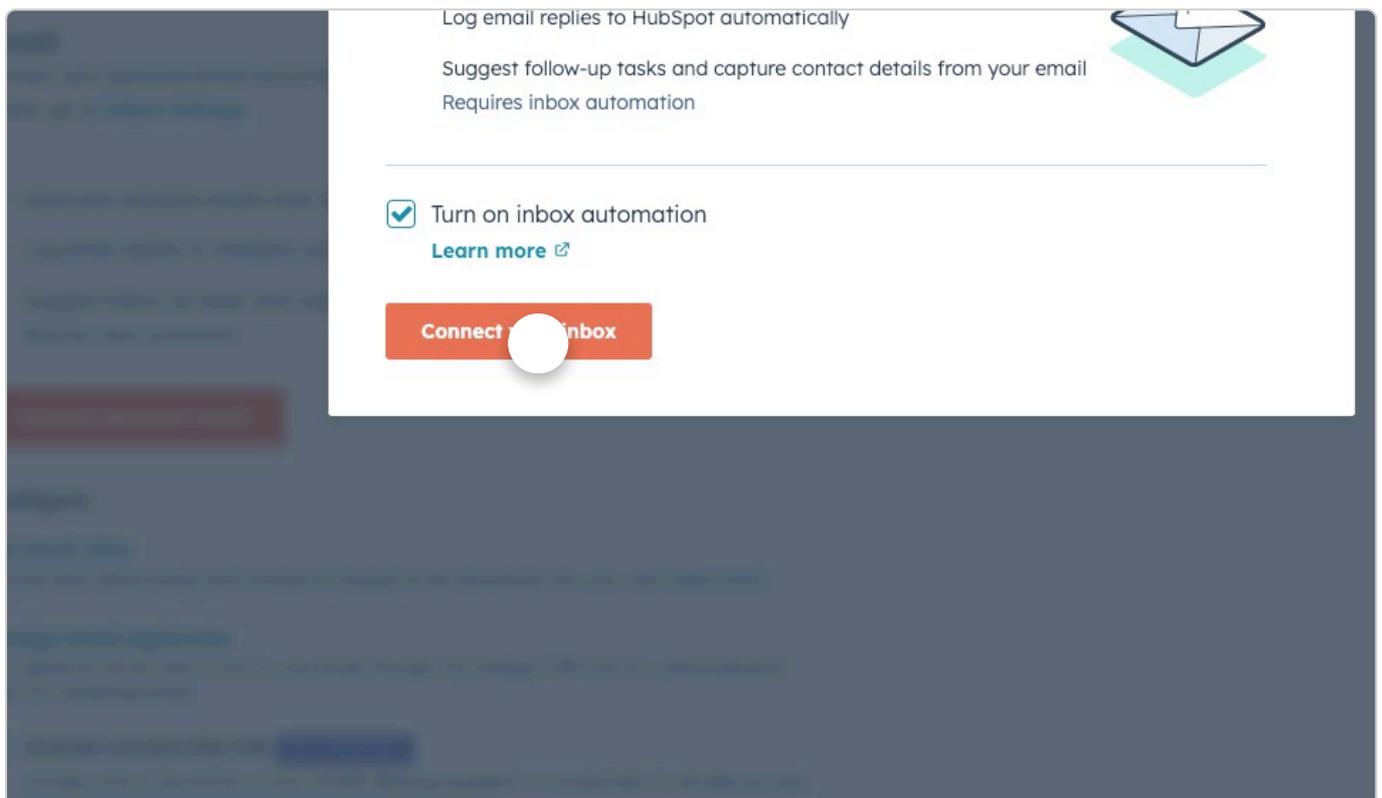
5

Check option

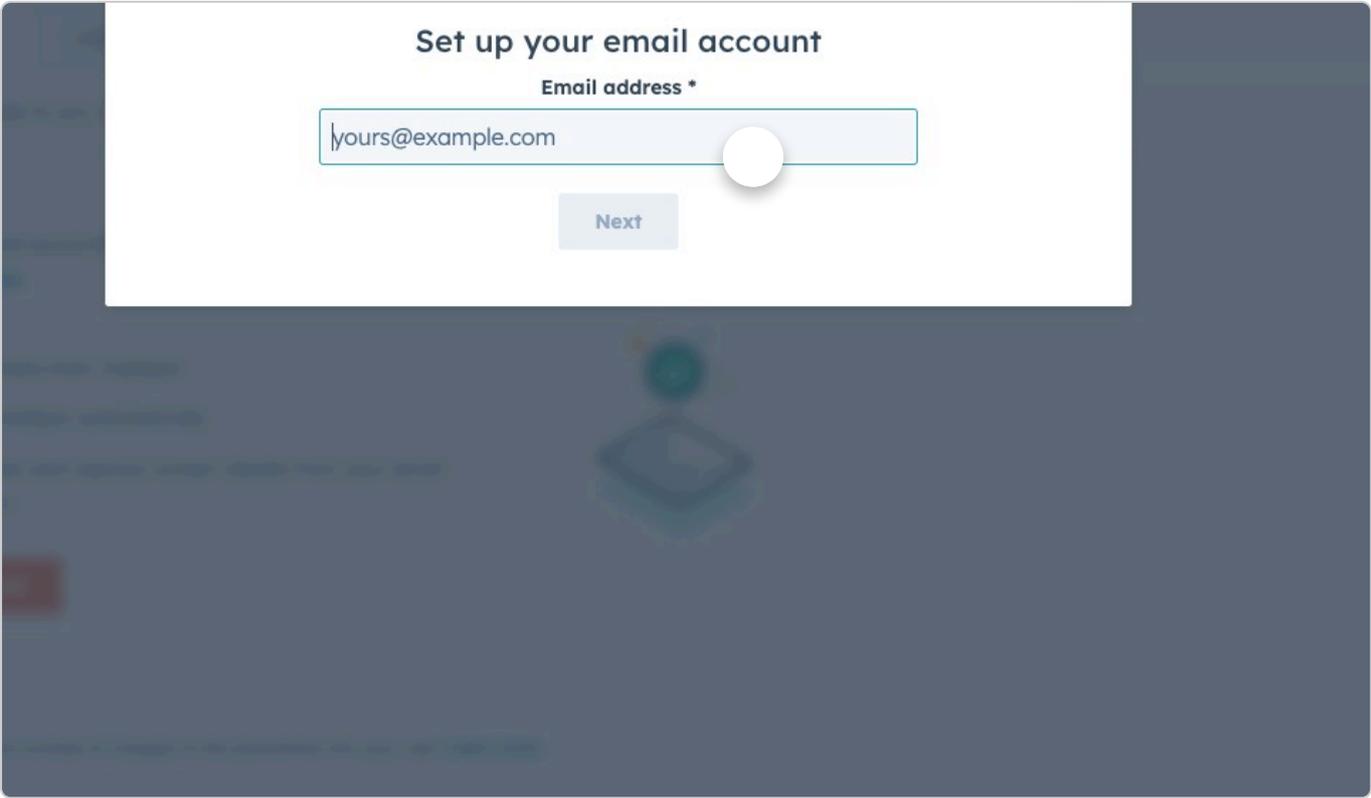


6

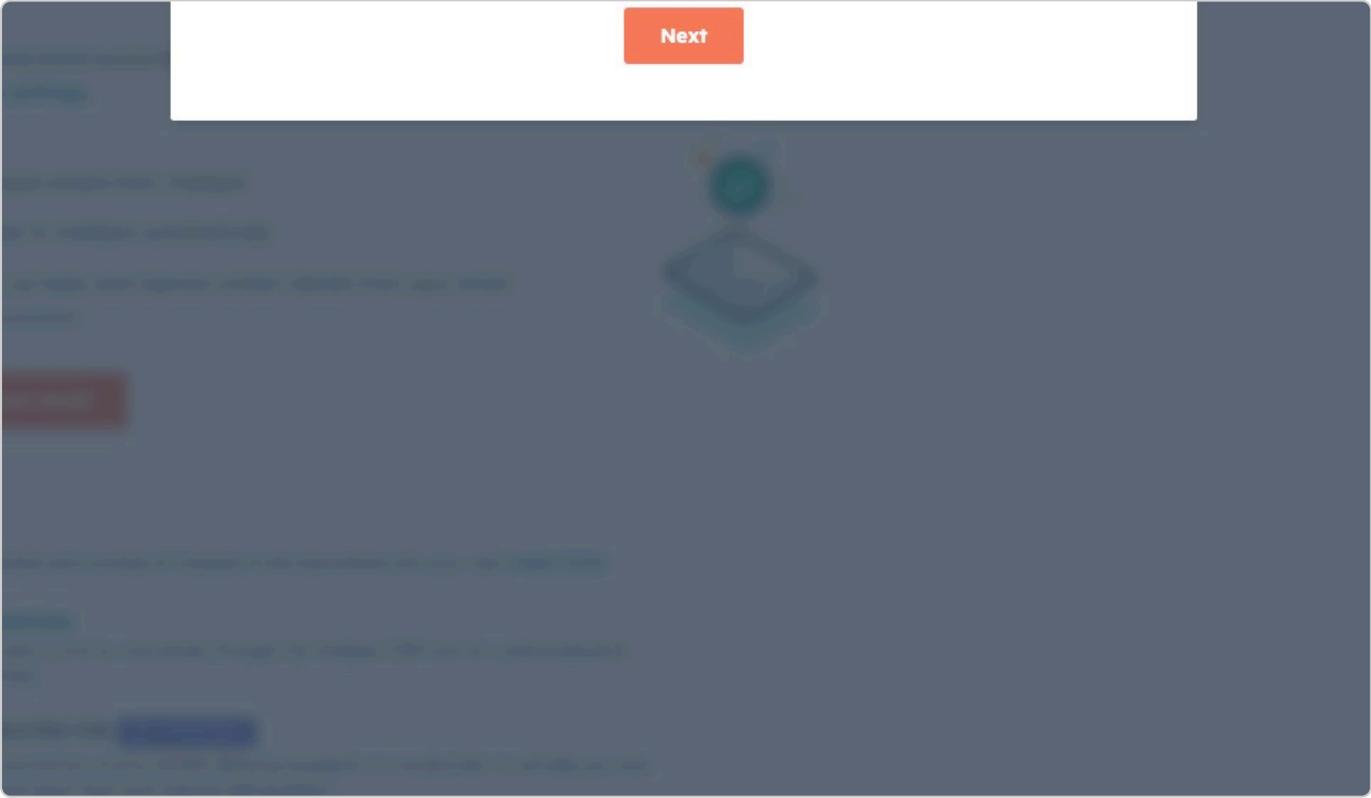
Click on highlighted area



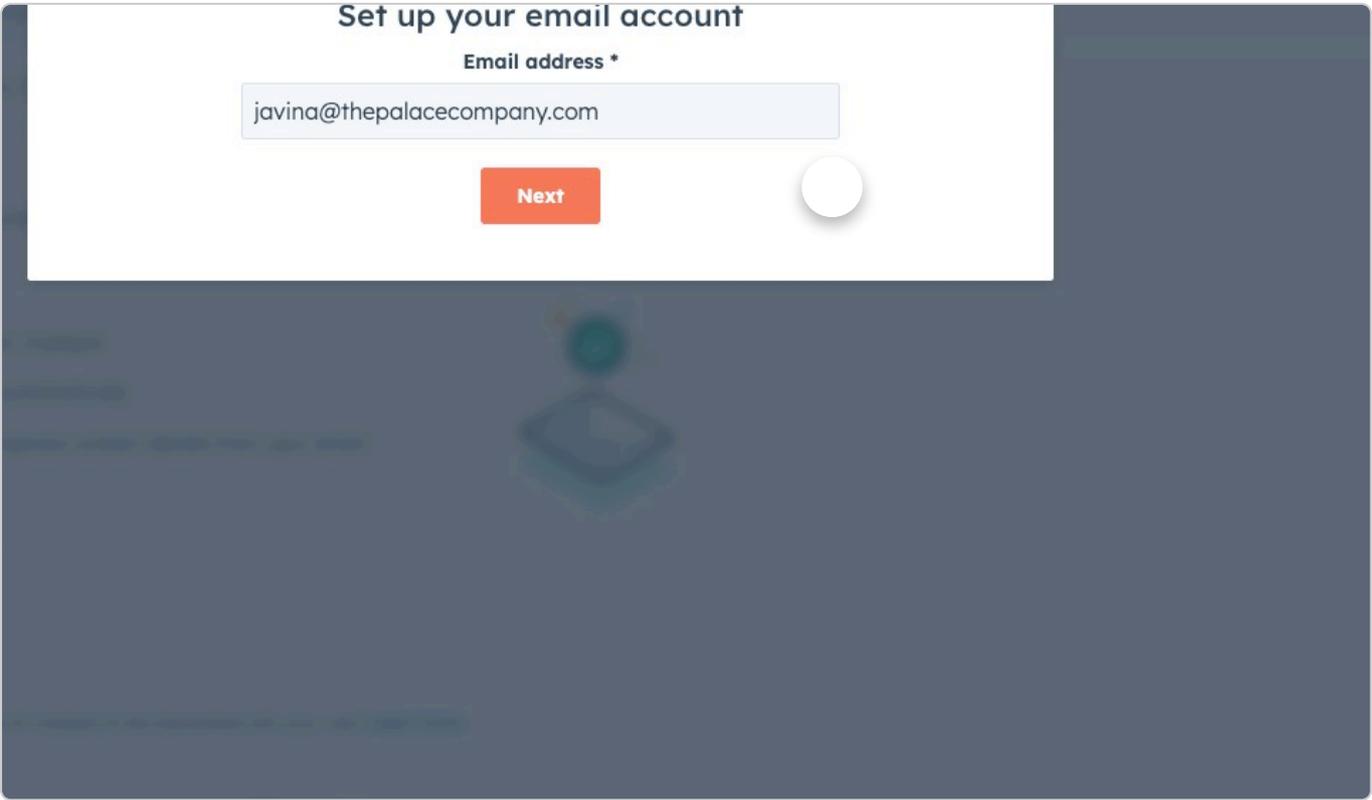
7 **Click on Email address**



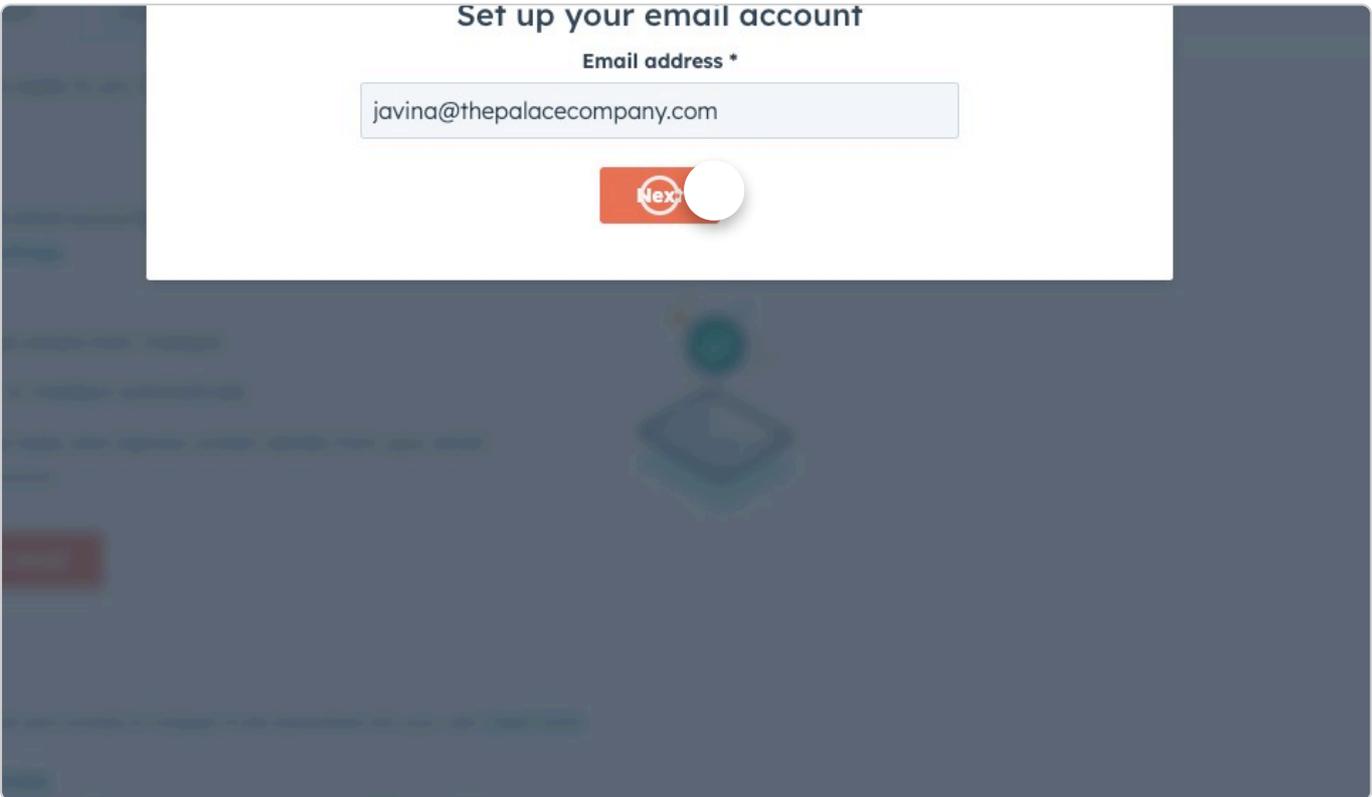
8 **Type javina@thepalacecompany.com**



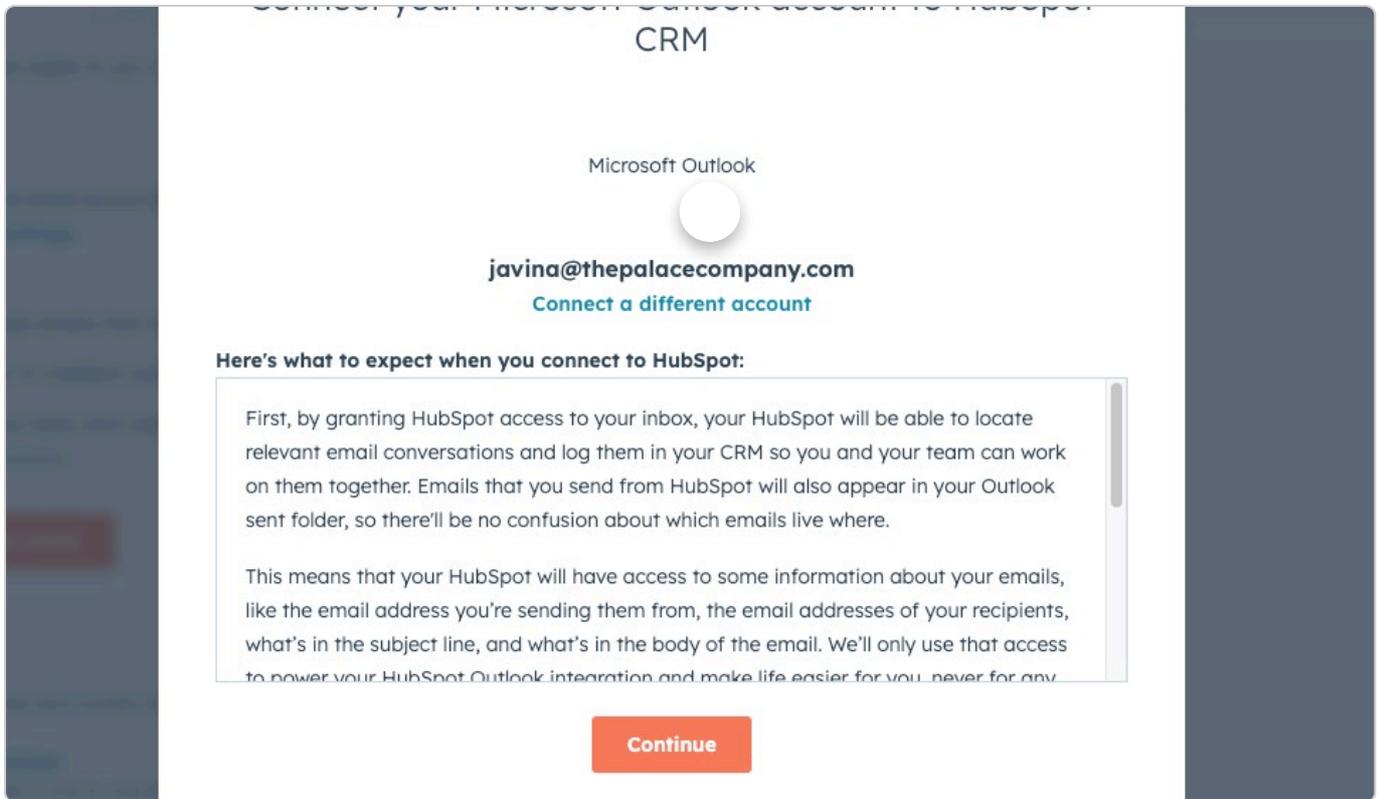
9 Click on highlighted area



10 Click on Next



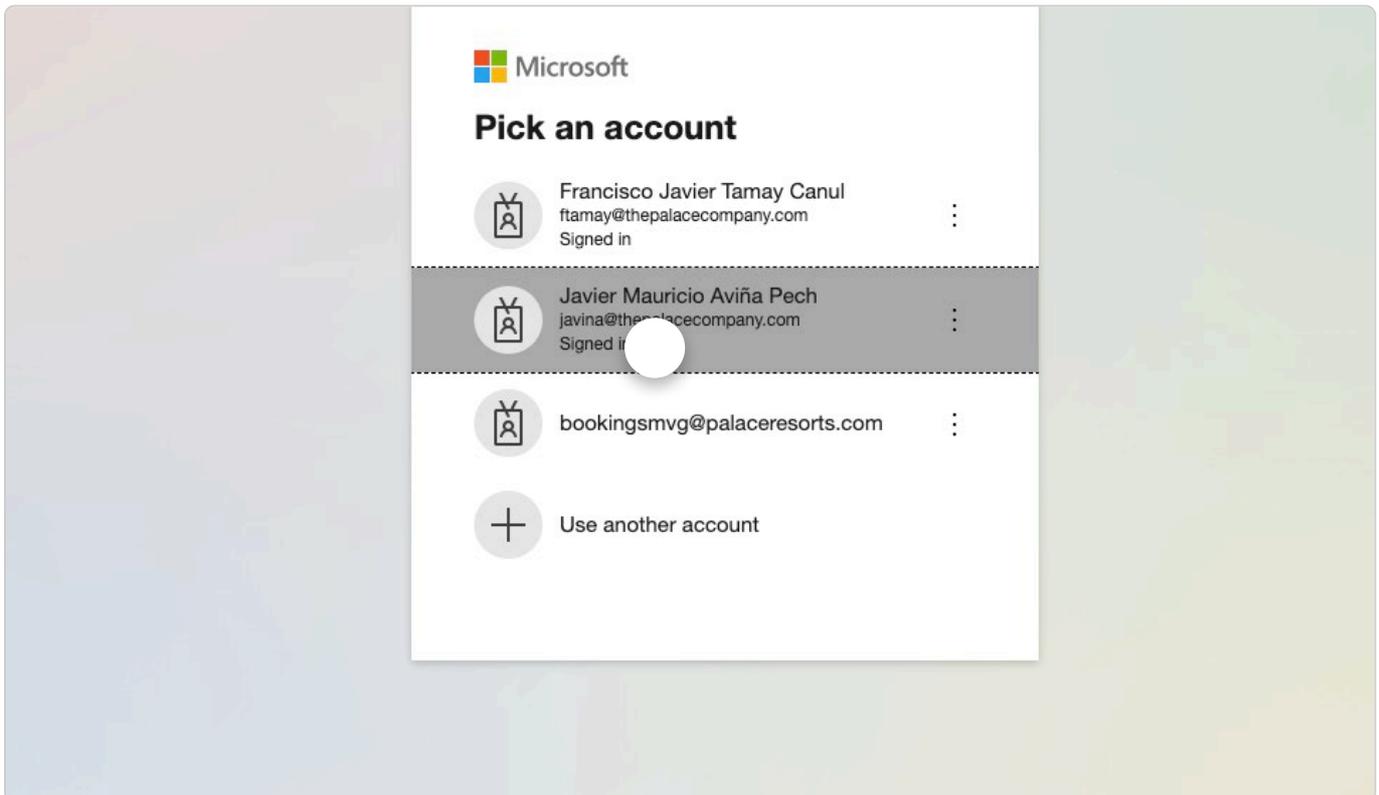
11 Click on highlighted area



12 Click on highlighted area

13 Navigate to Sign in to your account

14 Click on Sign in with javina@thepalacecompany.com work or school account.



15 **Navigate to User Preferences | Email**

16 **Click on highlighted area**

