

# Sola Salon Studios - Adding Email to HubSpot

If you would like to add an email to HubSpot, or have multiple emails connected to HubSpot, this guide will walk you through the process.

13 Steps [View most recent version](#) 

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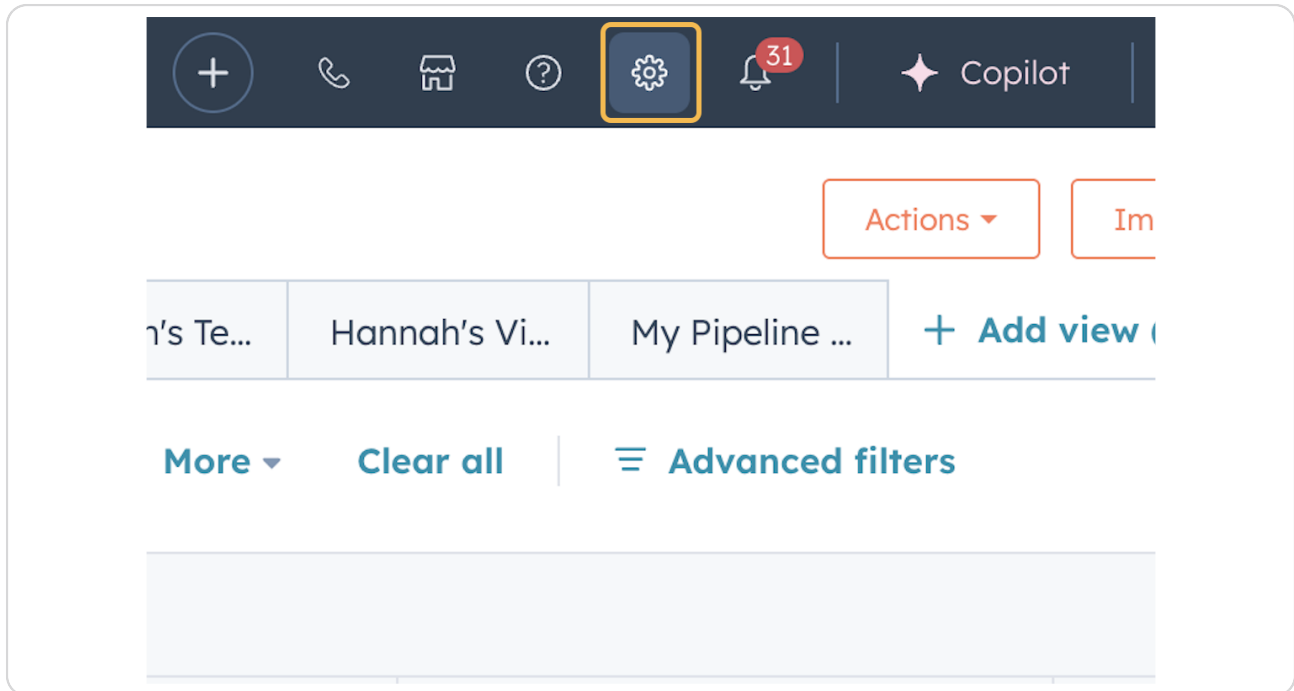
Created by	Creation Date	Last Updated
Doug Davidoff	Jun 02, 2025	Jun 02, 2025

# # Adding an Email to HubSpot

11 Steps

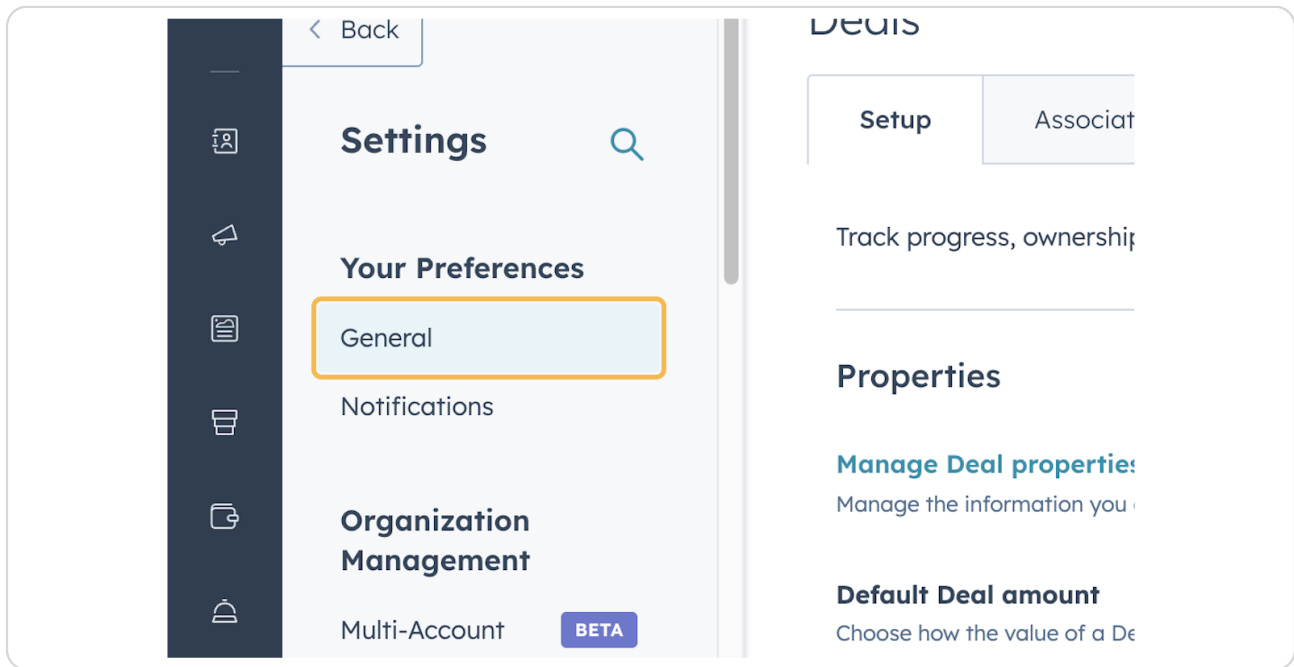
## STEP 1

Click on Settings in the top navigation



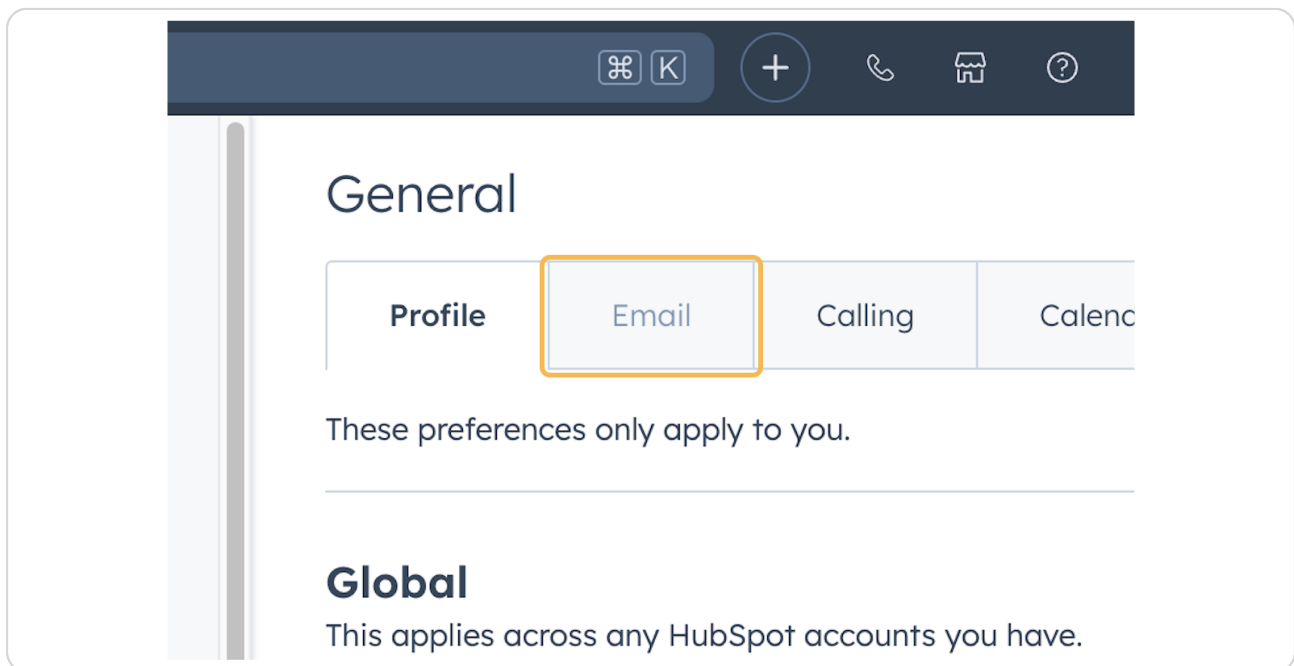
## STEP 2

### Click on General



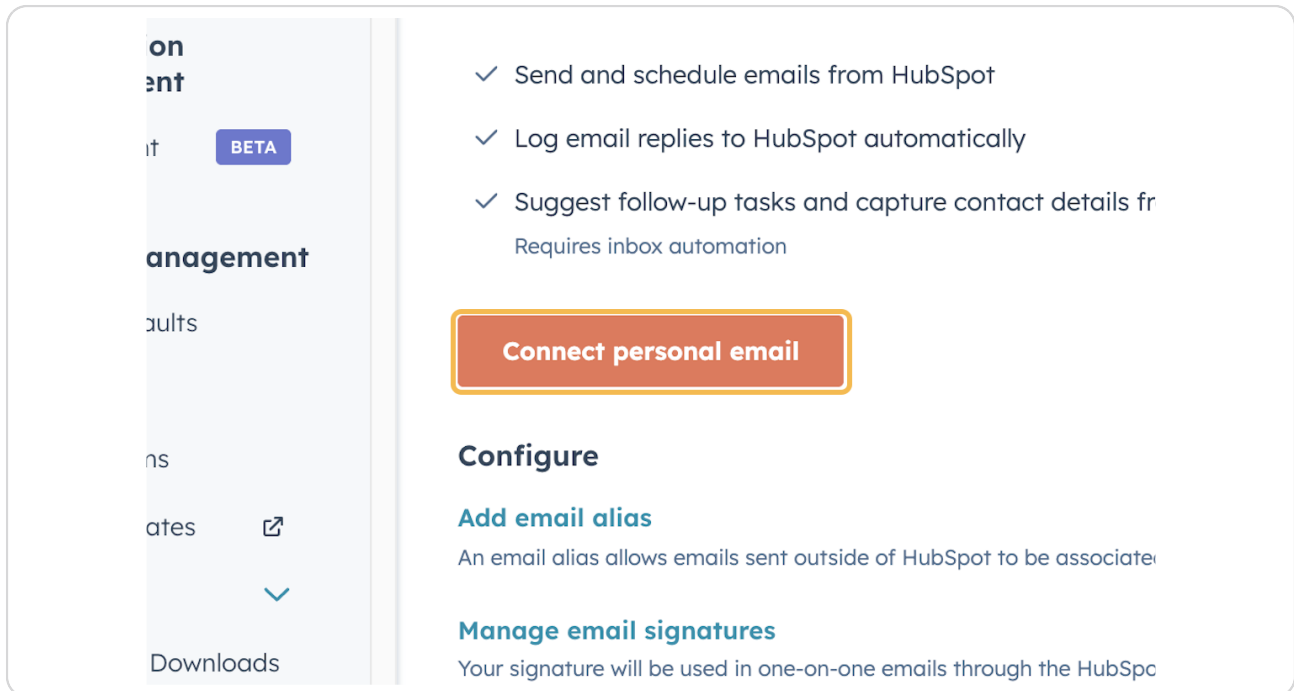
## STEP 3

### Click on Email



## STEP 4

### Click on Connect personal email



The screenshot shows the HubSpot interface. On the left is a sidebar with navigation items: 'Content', 'BETA', 'Management', 'Tools', 'Integrations', 'Reports', and 'Downloads'. The main content area on the right lists features with checkmarks: 'Send and schedule emails from HubSpot', 'Log email replies to HubSpot automatically', and 'Suggest follow-up tasks and capture contact details for' (with a sub-note 'Requires inbox automation'). Below these is a prominent orange button labeled 'Connect personal email'. Underneath the button is a 'Configure' section with two sub-sections: 'Add email alias' (described as allowing emails sent outside of HubSpot to be associated) and 'Manage email signatures' (described as using the signature in one-on-one emails through the HubSpot).

on  
ent

it **BETA**

**Management**

Tools

Integrations

Reports

Downloads

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

**Connect personal email**

**Configure**

**Add email alias**  
An email alias allows emails sent outside of HubSpot to be associated

**Manage email signatures**  
Your signature will be used in one-on-one emails through the HubSpot

## STEP 5


### Check off Turn on inbox automation and Click on Connect your inbox

**Note:** Make sure you check the box to turn on inbox automation

Suggest follow-up tasks and capture contact details from  
Requires inbox automation

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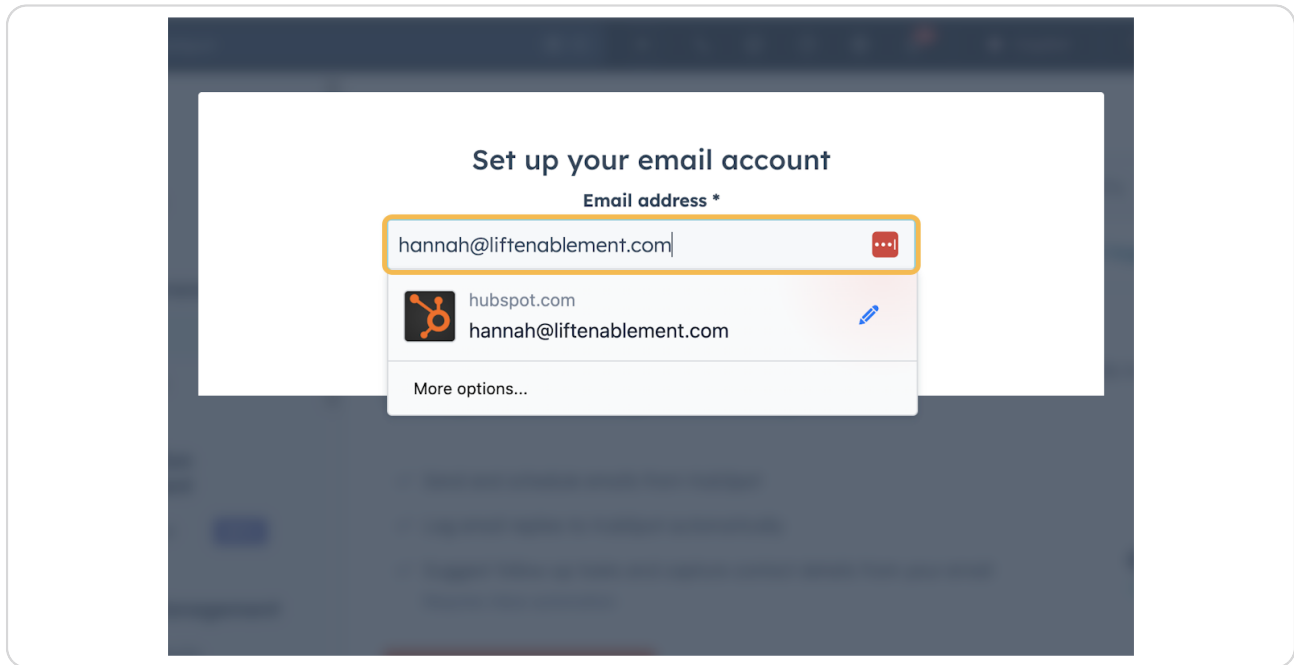
☐ Turn on inbox automation

[Learn more](#) 

Connect your inbox

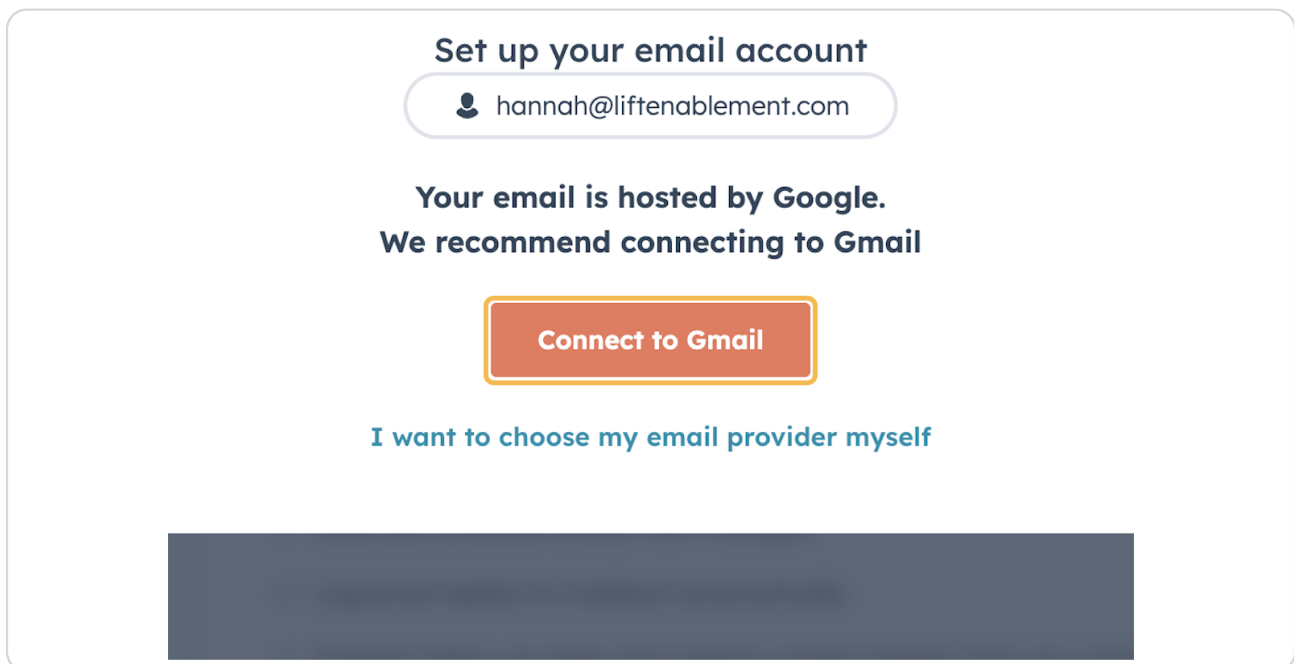
## STEP 6

### Type in your email



## STEP 7

### Click on the Connect button



## STEP 8

**Click on Continue and follow the steps from your email provider to connect your account**

**hannah@liftonenablement.com**  
[Connect a different account](#)

**Here's what to expect when you connect to HubSpot:**

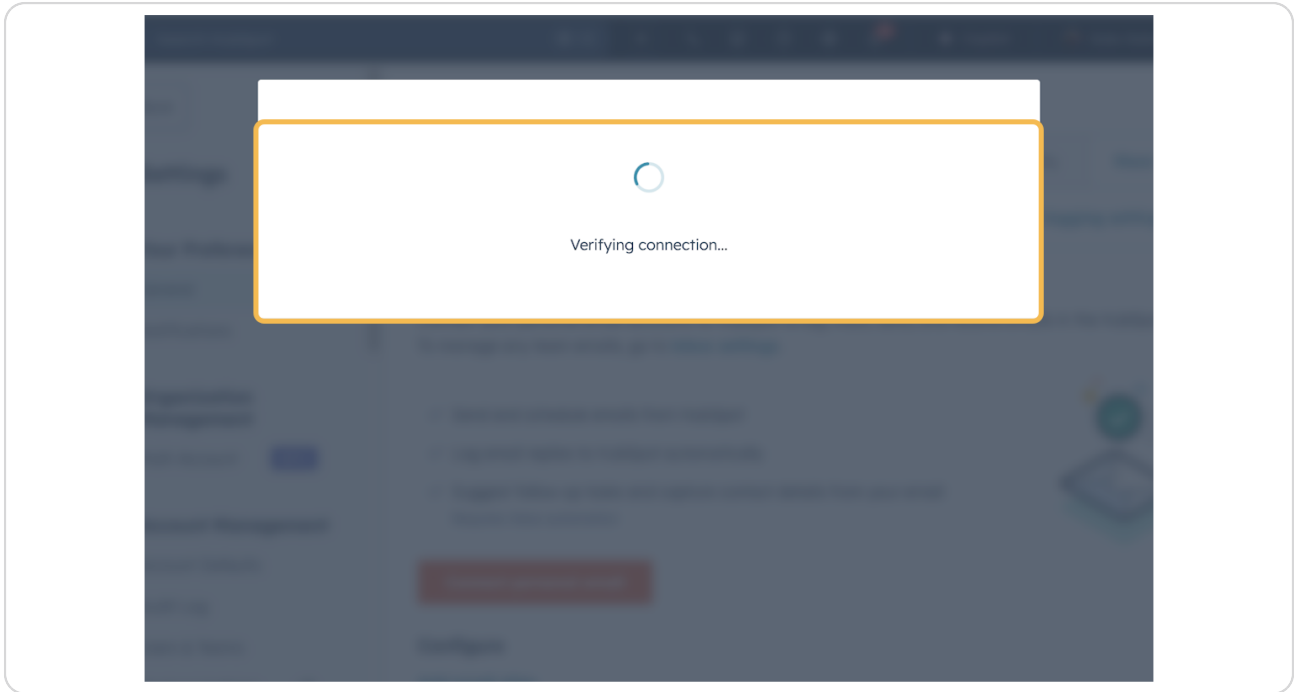
When you integrate your Google account with the HubSpot platform, you can connect a number of Google services to your HubSpot account. By doing so, HubSpot will be able to access data and information from your Google account. Those services and types of data are outlined below;

- **Gmail:** You can send and receive Gmail messages, schedule email sends, and modify email drafts in the HubSpot app. You will also be able to log and track emails sent in-app. HubSpot will have access to your Gmail data, like email headers, subject lines, and email bodies.

**Continue**

## STEP 9

Once you follow the steps from your email provider, HubSpot will verify your connection

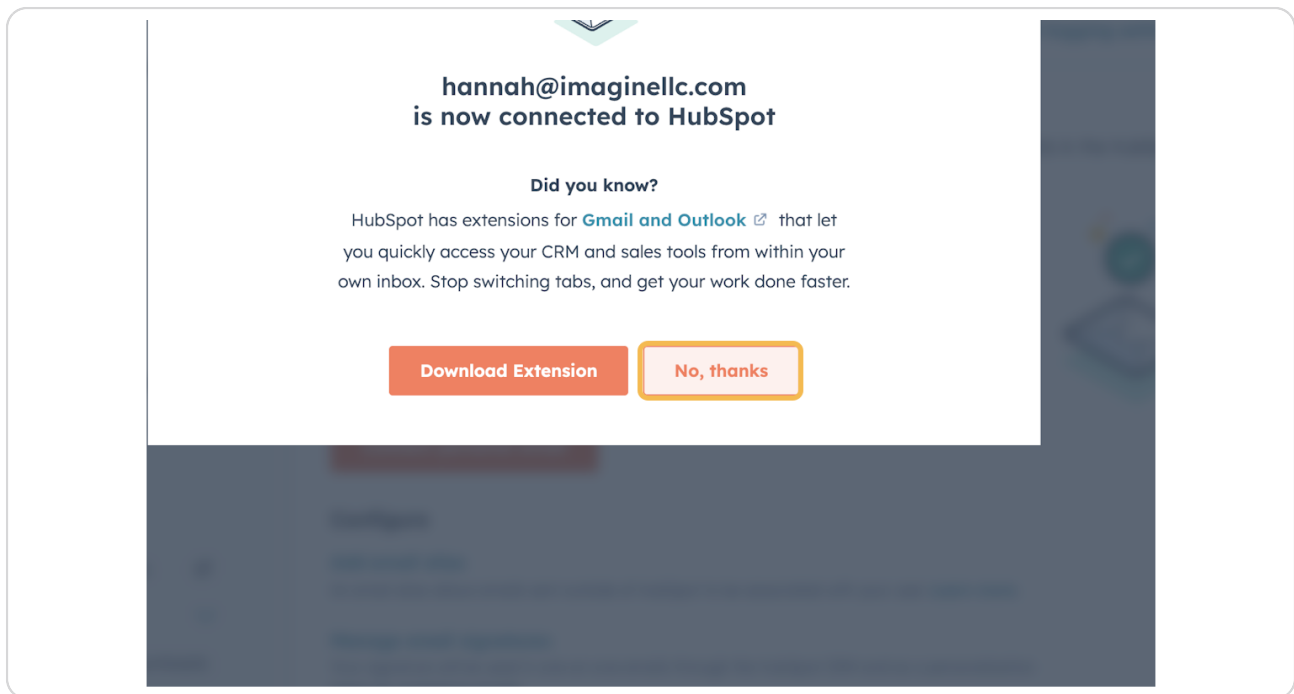




## STEP 10

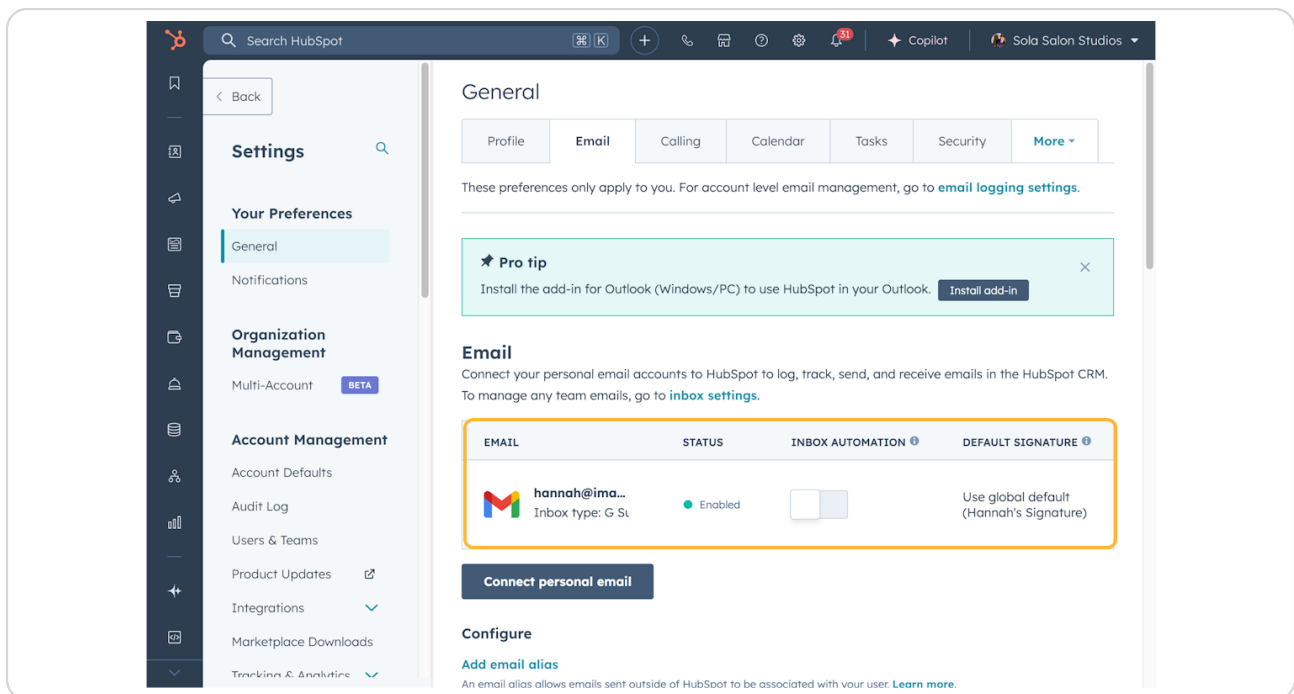
### You're connected!

Note: HubSpot offers extensions. If you are interested, the Download Extension takes you to a HubSpot page that explains the extensions. If not, Click No, thanks.



## STEP 11

### Your email will be added to HubSpot

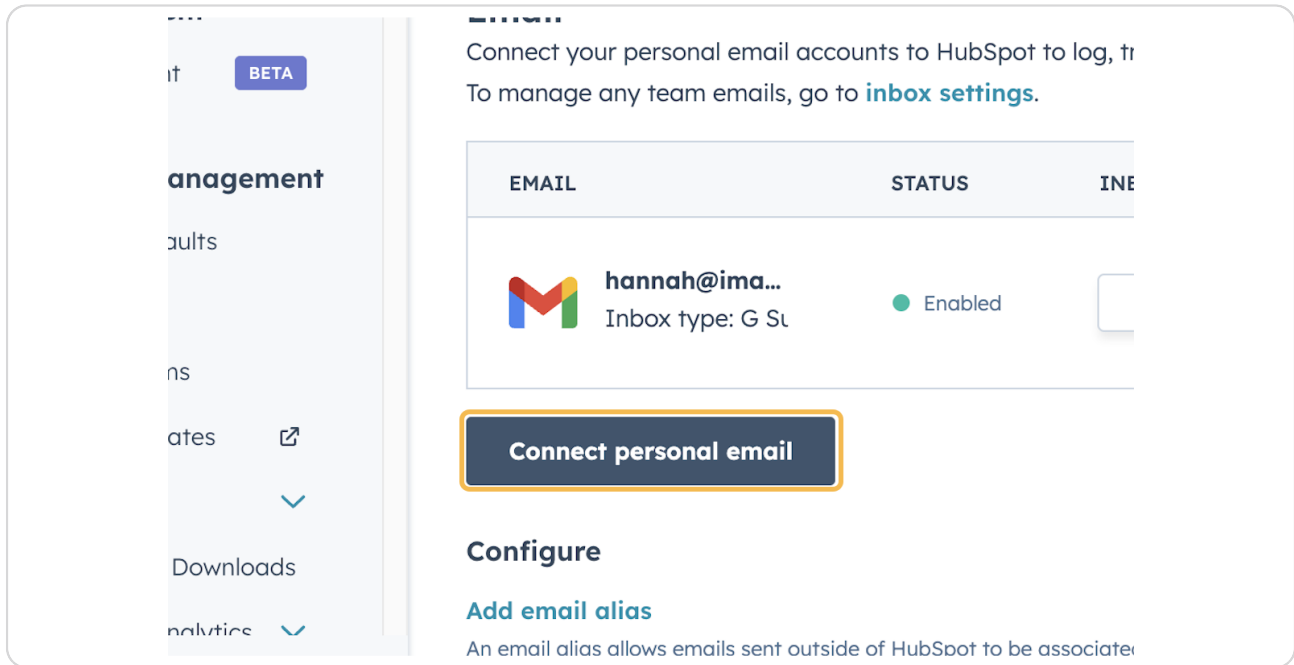


## # Connect Additional Emails

2 Steps

## STEP 12

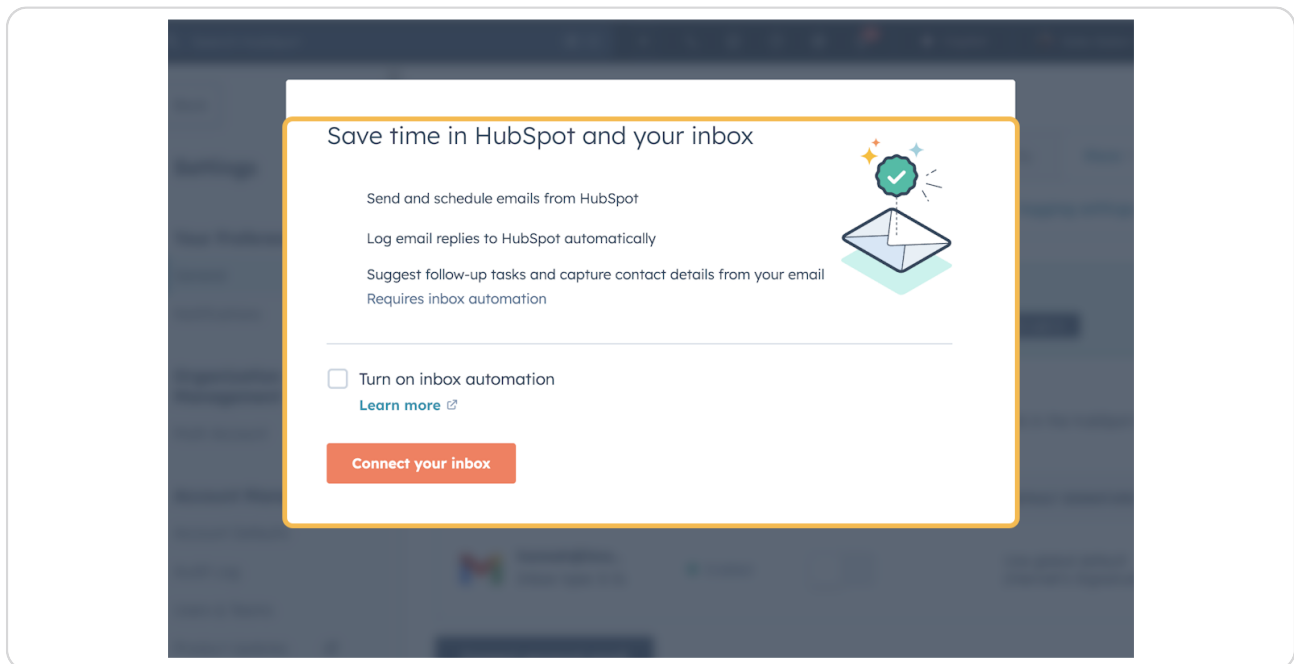
### Click on Connect personal email



The screenshot shows the HubSpot inbox settings interface. On the left is a sidebar with navigation options: 'it' (with a BETA badge), 'anagement', 'aults', 'ns', 'ates' (with an external link icon), 'Downloads', and 'nalytics' (with a dropdown arrow). The main content area has a heading 'Connect your personal email accounts to HubSpot to log, tr' followed by the instruction 'To manage any team emails, go to [inbox settings](#).' Below this is a table with columns 'EMAIL', 'STATUS', and 'INE'. The table contains one entry for 'hannah@ima...' with a Gmail icon, 'Inbox type: G Su', and a status of 'Enabled' with a green dot. A blue button labeled 'Connect personal email' is highlighted with a yellow border. Below the table, the section 'Configure' includes a link 'Add email alias' and a description: 'An email alias allows emails sent outside of HubSpot to be associate'.

## STEP 13

### Walk through the steps of adding an email for your other email address



The screenshot shows a modal window titled 'Save time in HubSpot and your inbox'. It lists three benefits: 'Send and schedule emails from HubSpot', 'Log email replies to HubSpot automatically', and 'Suggest follow-up tasks and capture contact details from your email' (with a note 'Requires inbox automation'). To the right is an icon of an envelope with a checkmark and stars. At the bottom, there is a checkbox labeled 'Turn on inbox automation' with a 'Learn more' link and an external link icon. A red button labeled 'Connect your inbox' is at the bottom right.

