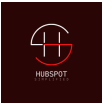
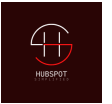


**Automatically add an email signature to all your 1-1 emails**

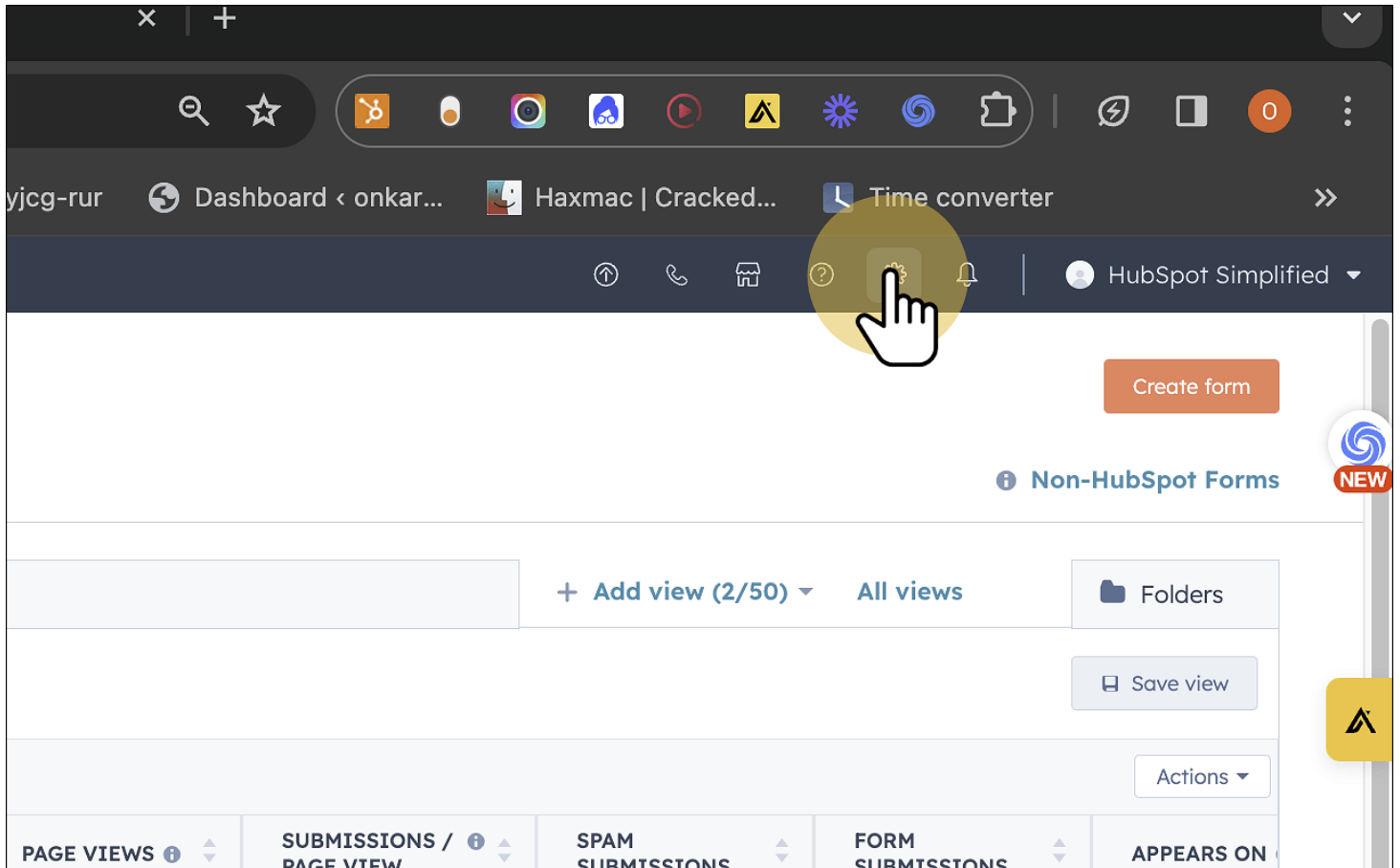


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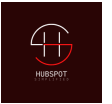
# 1 Go to settings



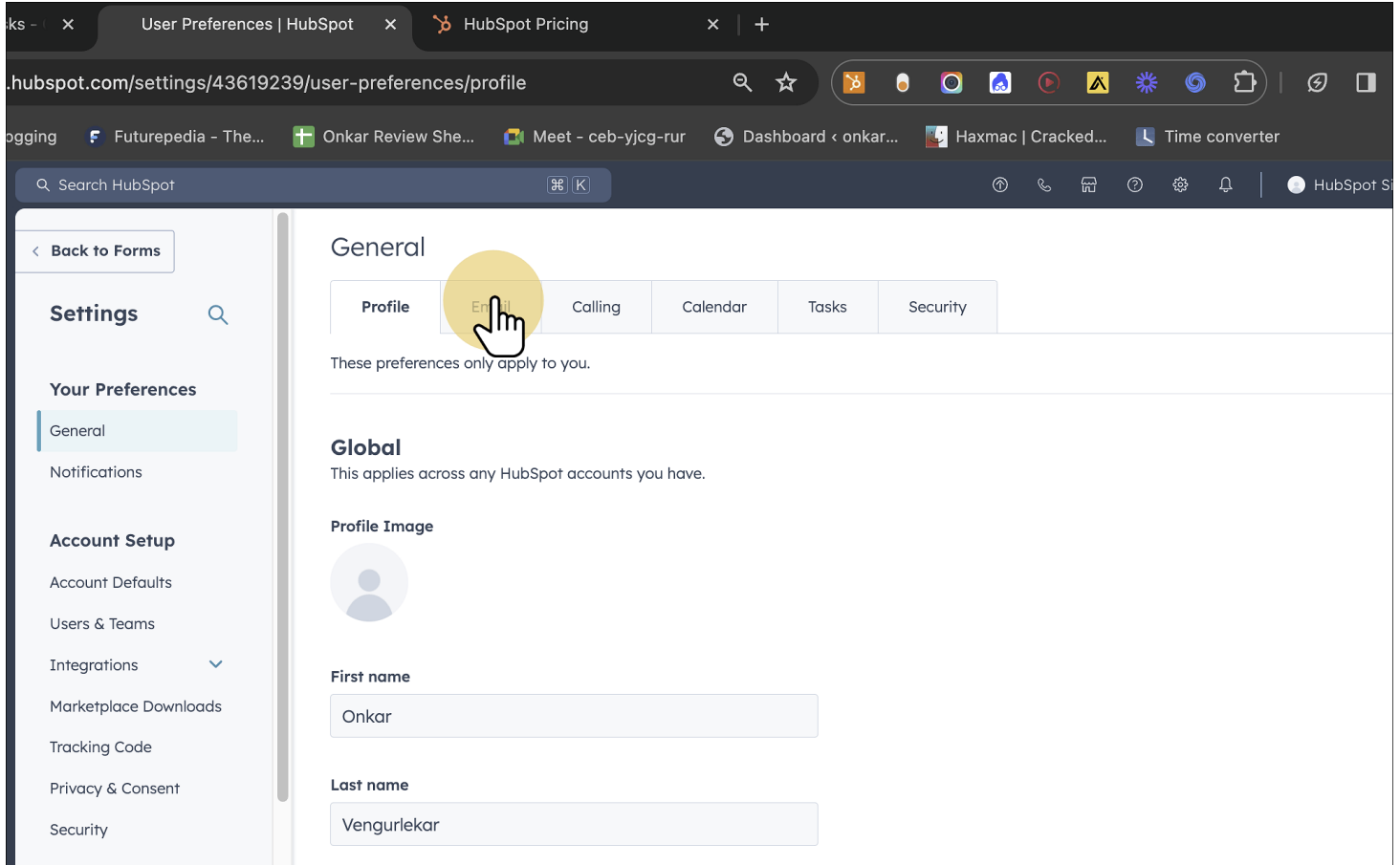


## 2 Click on 'General' under 'Your Preferences'

The screenshot displays the HubSpot Settings interface. On the left is a dark sidebar with navigation options: Bookmarks, Workspaces, CRM, Marketing, Content, Commerce, Automations, Reporting & Data, and Library. The main content area is divided into two columns. The left column contains a 'Settings' menu with a search icon, a 'Back to Forms' button, and a 'Your Preferences' section. Under 'Your Preferences', 'General' is highlighted with a yellow circle and a hand cursor, and 'Notifications' is partially visible below it. The right column is titled 'Forms' and has three tabs: 'Styles', 'Submissions Settings', and 'Non-HubSpot Forms'. The 'Styles' tab is active. Below the tabs, there is a text block explaining that users can update colors and fonts for HubSpot forms embedded on external sites, with a 'Learn more' link. The 'All forms' section is followed by 'Text' settings, including a 'Font family' dropdown set to 'Helvetica'. Below this are 'Label color' and 'Size' settings. The 'Label color' is set to #212d3a with a black circle swatch, and the 'Size' is set to 16. The 'Button' section includes 'Color' (set to #ff7a59 with an orange circle swatch) and 'Alignment' (set to 'Left' with a dropdown arrow). The 'Font color' is set to #ffffff with a white circle swatch.



### 3 Click on Email





## 4 Click on 'Edit email signature'

The screenshot shows the HubSpot settings interface for email preferences. The left sidebar contains a 'Settings' menu with sections for 'Your Preferences', 'Account Setup', and 'Data Management'. The main content area is titled 'Configure' and includes sections for 'Add email alias', 'Edit email signature', 'Include unsubscribe link', and 'Never Log'. The 'Edit email signature' link is highlighted with a yellow circle and a hand cursor. Below these sections is a search bar for email domains and a table listing existing domains and email addresses.

app.hubspot.com/settings/43619239/user-preferences/email

Search HubSpot

**Settings**

**Your Preferences**

- General
- Notifications

**Account Setup**

- Account Defaults
- Users & Teams
- Integrations
- Marketplace Downloads
- Tracking Code
- Privacy & Consent
- Security

**Data Management**

**Configure**

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

**Edit email signature**  
Your signature is used in one-on-one emails through the HubSpot CRM and as a personalization token for many-to-many emails.

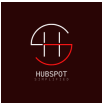
**Include unsubscribe link** [Edit link text](#)  
Include a link at the bottom of your emails allowing recipients to unsubscribe. It will help you stay compliant with local spam laws and improve deliverability.

**Never Log**  
Emails sent to addresses you define will not automatically be saved to your CRM. If some of the recipients are not defined, the email will be saved to your CRM but will not be associated with the contacts included here. If you don't want the email to log at all, you should deselect logging when sending from outside of HubSpot or make sure to include all the recipients in this setting. To manage your never log list for all users, go to [email logging settings](#).

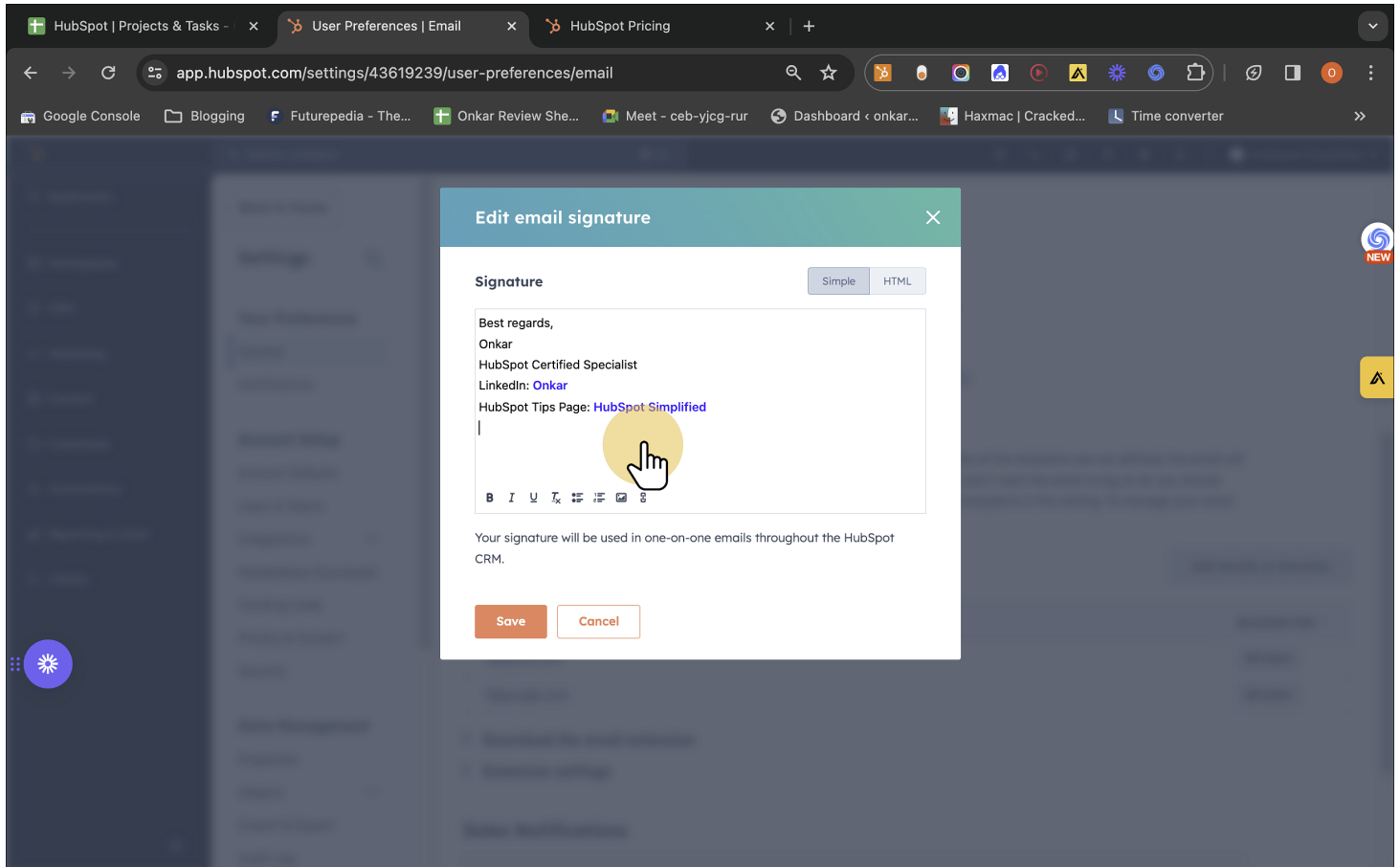
Search emails or domains  View: All Domains and Emails

DOMAINS AND EMAIL ADDRESSES		BLOCK
*@gmail.com		All U
*@google.com		All U

[Download the email extension](#)

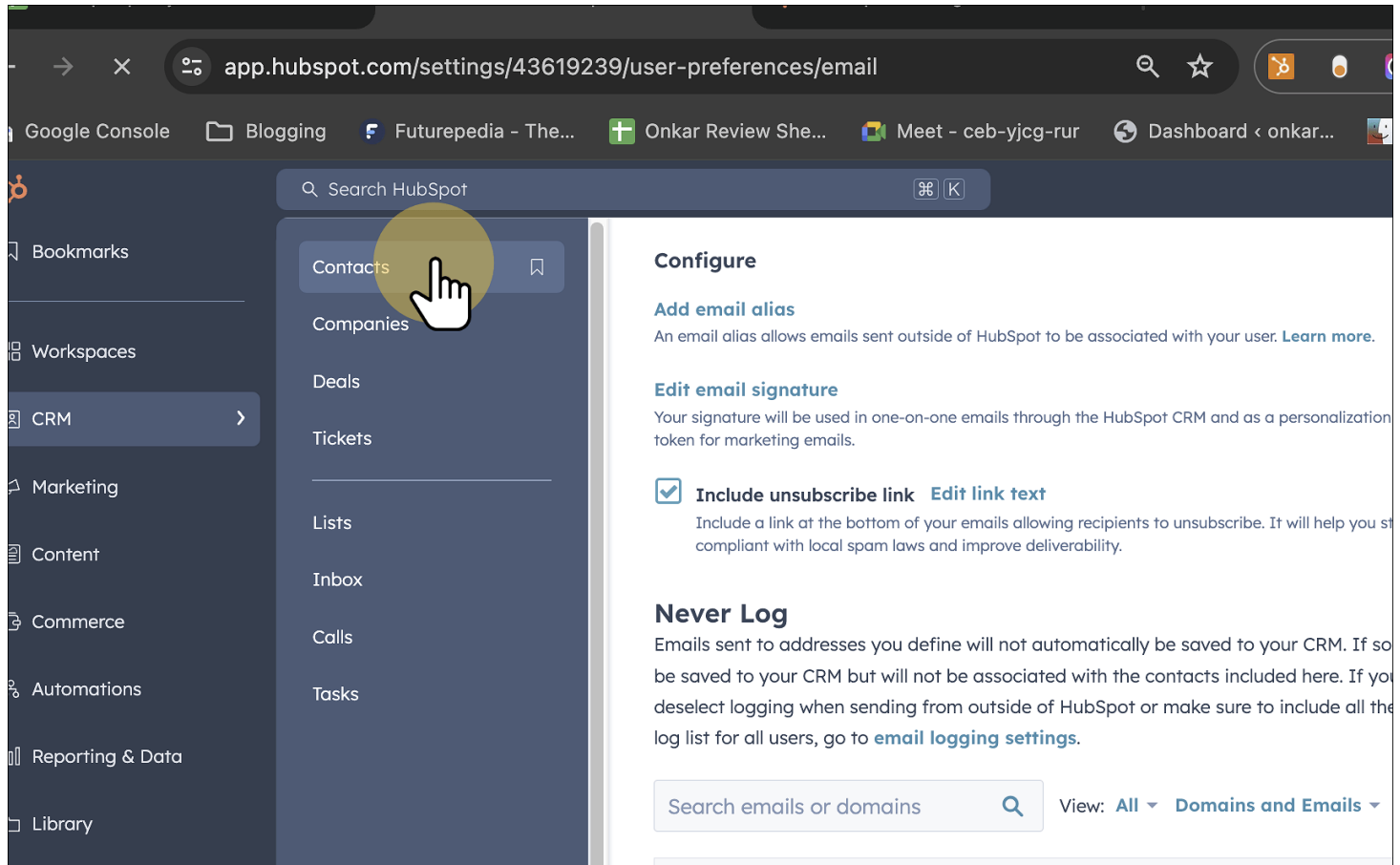


## 5 You can create and edit your email signature as per your liking and save it

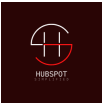




## 6 Lets test this, go to contacts under CRM







## 7 Select any contact

The screenshot shows the HubSpot CRM interface. On the left is a dark sidebar with navigation options: Bookmarks, Workspaces, CRM (highlighted), Marketing, Content, Commerce, Automations, Reporting & Data, and Library. The main content area is titled 'Contacts' with a dropdown arrow and '578 records'. It features a filter bar with 'All contacts' (selected), 'My contacts', 'Unassigned contacts', and 'USA Based'. Below the filter bar are sorting options: 'Contact owner', 'Create Date', 'Last Activity D...', 'Lead Status', and 'Advanced filters (0)'. A search bar contains the text 'Search name, phone, er'. The contact list has columns for 'NAME', 'COMPANY NAME', 'EMAIL', and 'COUNTRY/REGION'. The first row shows a contact with a profile picture, a 'Preview' button, and the email 'onkar@onkarv.com'. The rest of the list is blurred. At the bottom, there is a pagination control showing 'Prev 1 2 3 4 5 6 Next' and '100 per page'.

<https://app.hubspot.com/contacts/43619239/contact/32689052027>



## 8 Click on 'Create Email'

The screenshot displays the HubSpot interface for a contact record. The left sidebar shows the contact's email address, 'onkar@onkarv.com', and various action icons. The main content area is divided into tabs: 'Overview', 'Activities', 'Emails', 'Calls', 'Tasks', and 'Meetings'. The 'Emails' tab is active, showing a search bar, a 'Collapse all' button, and a 'Thread email replies' section. A yellow circle highlights the 'Create Email' button, which is located next to the 'Log Email' button. The right sidebar contains sections for 'Companies (0)', 'Deals (0)', 'Tickets (1)', and 'Payment Links (0)'. The 'Tickets (1)' section shows a ticket with the status 'New' and a 'View associated tickets' link. The 'Payment Links (0)' section has a 'Set up payments' button. The bottom of the page shows the HubSpot Simplified logo and the page number 'Page 10'.



## 9 If you see now, the email signature is automatically populated for all your emails

