



How to include link in CRM emails for allowing recipients to unsubscribe on HubSpot

# Step: 01

## Welcome!

In this Guide, we will learn how to include link in CRM emails for allowing recipients to unsubscribe on HubSpot

The screenshot shows the HubSpot Sales Dashboard interface. A dark navigation bar at the top contains menu items: Contacts, Conversations, Marketing, Sales, Service, and Automation. On the right side of the navigation bar are search, dashboard, settings, notifications, and a user profile icon labeled 'Myguide'. Below the navigation bar, the main header area includes 'Sales Dashboard' on the left and three action buttons: 'Create dashboard', 'Share', and 'Add report'. A white tooltip box with a location pin icon is overlaid on the dashboard, containing the text: 'Welcome! In this Guide, we will learn how to include link in CRM emails for allowing recipients to unsubscribe on HubSpot'. The dashboard content area is titled 'Filter dashboard' and shows two main widgets. The left widget, 'Team activities by activity date', lists two tasks created by 'ashvini rawal'. The right widget, 'Contacts created and worked totals with deals creat...', displays summary statistics: 2 CONTACTS CREATED, 0 CONTACTS ASSIGNED, and 0 CONTACTS WORKED. A 'Chat Help' button is visible in the bottom right corner of the dashboard area.

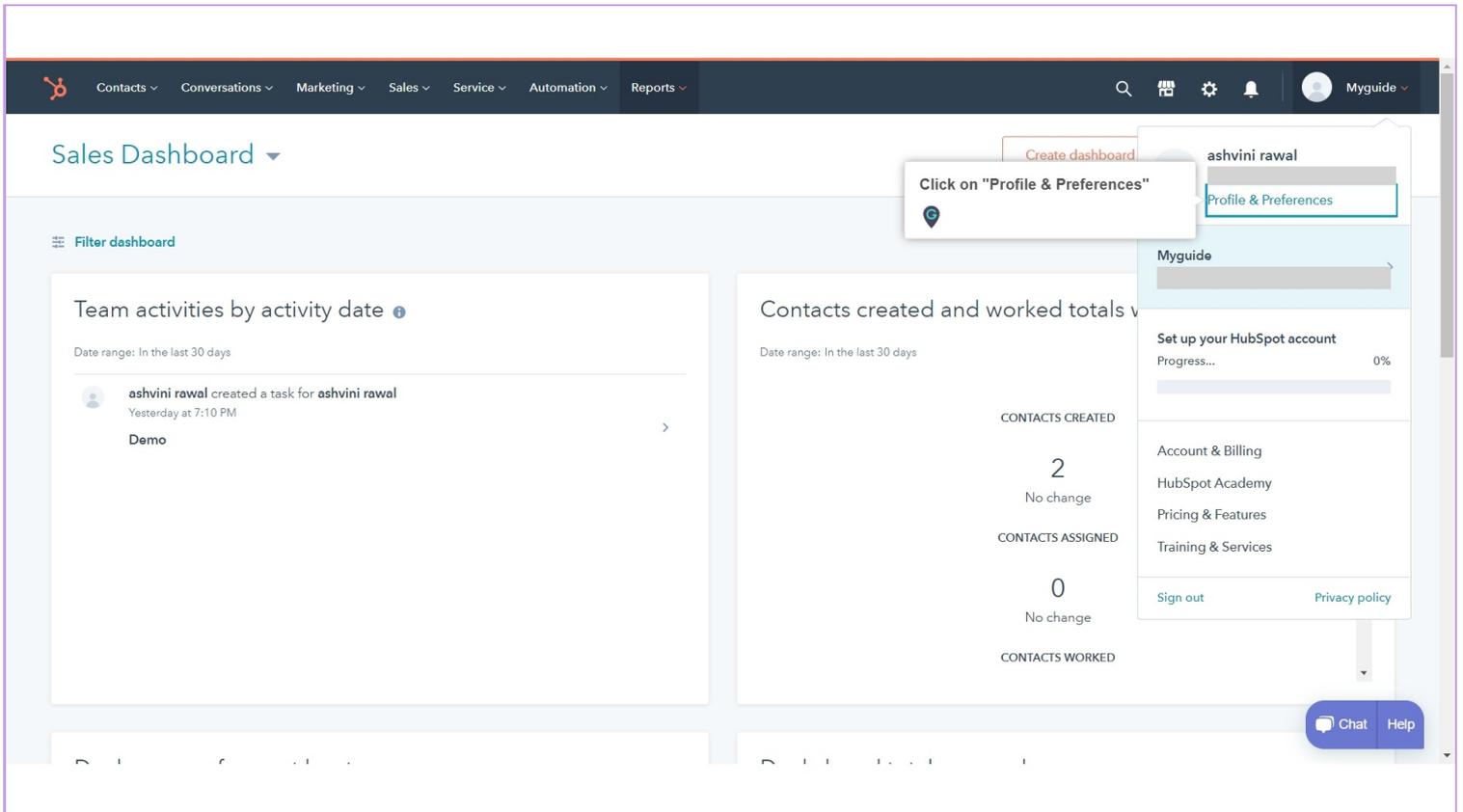
## Step: 02

Click on "Myguide"

The screenshot displays the MyGuide Sales Dashboard. The top navigation bar contains the following menu items: Contacts, Conversations, Marketing, Sales, Service, Automation, and Reports. On the right side of the navigation bar, there is a search icon, a grid icon, a settings icon, a notification bell icon, and a user profile icon labeled "Myguide". Below the navigation bar, the "Sales Dashboard" is visible, featuring a "Filter dashboard" button on the left and a "Create dashboard" button on the right. The dashboard is divided into two main sections. The left section, titled "Team activities by activity date", shows a date range of "In the last 30 days" and a list of activities, including one by "ashvini rawal" created yesterday at 7:10 PM. The right section, titled "Contacts created and worked totals with deals creat...", also shows a date range of "In the last 30 days" and displays three metrics: "CONTACTS CREATED" (2), "CONTACTS ASSIGNED" (0), and "CONTACTS WORKED". A "Chat" and "Help" button is located in the bottom right corner of the dashboard.

# Step: 03

Click on "Profile & Preferences"



# Step: 04

## Turn the toggle key on

The screenshot shows a user profile settings page. On the left is a navigation menu with categories like Notifications, Security, Account Defaults, Contacts & Companies, Conversations, Import & Export, Integrations, Marketing, Properties, Sales, Tickets, Tracking Code, and Home & Team. The main content area includes settings for Language (English), Date & number format (United States), and Phone number (+1). Under the 'CRM Communication' section, there is a toggle switch for 'Include a link to unsubscribe from all emails'. A callout box with a location pin icon points to this toggle switch, containing the text 'Turn the toggle key on'. At the bottom right, there are 'Chat' and 'Help' buttons.

# Step: 05

## Choose text for unsubscribe link

The screenshot shows a user interface for CRM Communication settings. On the left is a navigation menu with categories like Notifications, Security, Account Defaults, and Marketing. The main content area is titled 'CRM Communication' and includes a 'Phone number' field with a dropdown for country code (+1) and a text input. Below this is a section for 'CRM Communication' with an 'Edit signature' button. A toggle switch for 'Include a link to unsubscribe from all emails' is turned on. The 'Choose text for unsubscribe link' section contains three radio button options: 'Is this email not relevant to you? Click here', 'To stop receiving these emails, click here', and 'Prefer fewer emails from me? Click here'. A callout box points to the first option with the text 'Choose text for unsubscribe link'. At the bottom right, there are 'Chat' and 'Help' buttons.

# Thank You!

[myguide.org](https://myguide.org)