

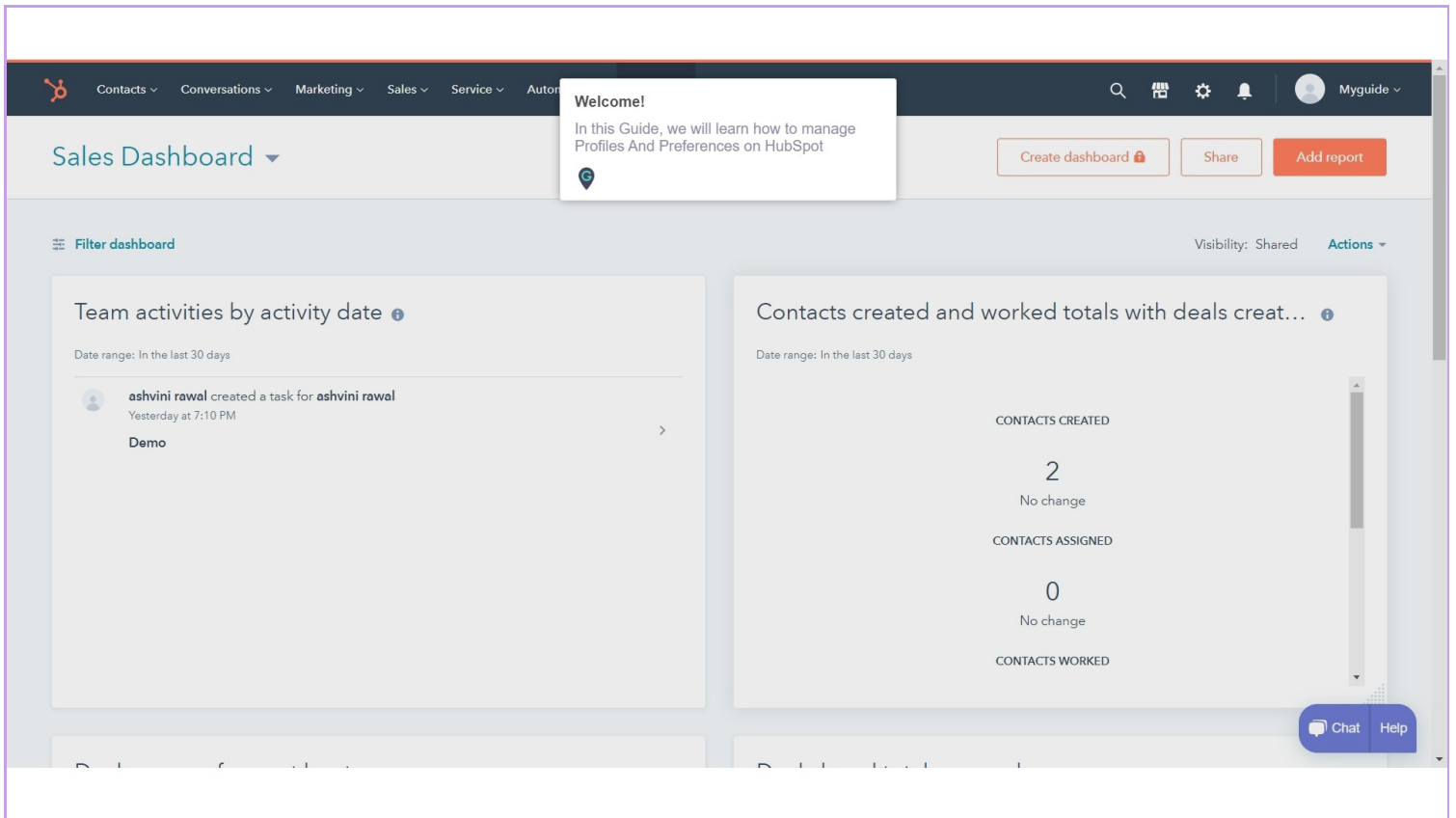


How to manage Profiles And Preferences on
HubSpot

Step: 01

Welcome!

In this Guide, we will learn how to manage Profiles And Preferences on HubSpot



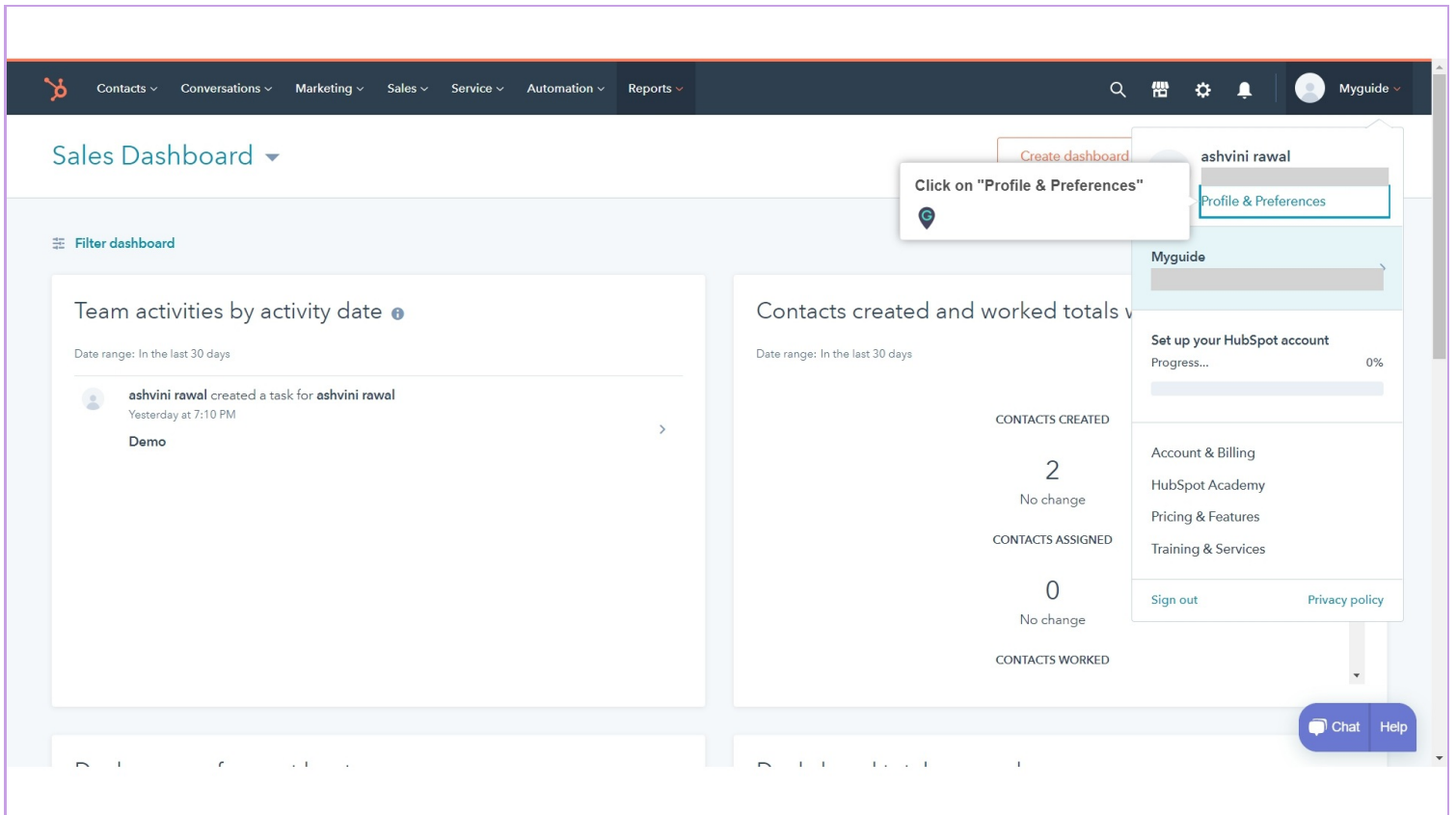
Step: 02

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, and a user profile icon labeled "Myguide". Below the navigation bar, the "Sales Dashboard" is visible, featuring a "Filter dashboard" button and a "Create dashboard" button. 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

Manage your Profile here!

You can set your preferred language, profile picture, preferred Date format, Phone number and CRM Communication preferences

The screenshot shows the 'Settings' page for a user named 'ashvini rawal' with the role of 'Super Admin'. A callout box titled 'Manage your Profile here!' points to the settings area, stating: 'You can set your preferred language, profile picture, preferred Date format, Phone number and CRM Communication preferences'. The settings are organized into sections: 'Your preferences' (Basic info, Notifications, Security), 'Account Defaults', 'Contacts & Companies', 'Conversations', 'Import & Export', 'Integrations', 'Marketing', 'Properties', 'Sales', 'Tickets', and 'Tracking Code'. The 'CRM Communication' section is currently expanded, showing options for 'Language' (English), 'Date & number format' (United States), and 'Phone number' (+1). A 'Chat Help' button is visible in the bottom right corner.

Thank You!

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