

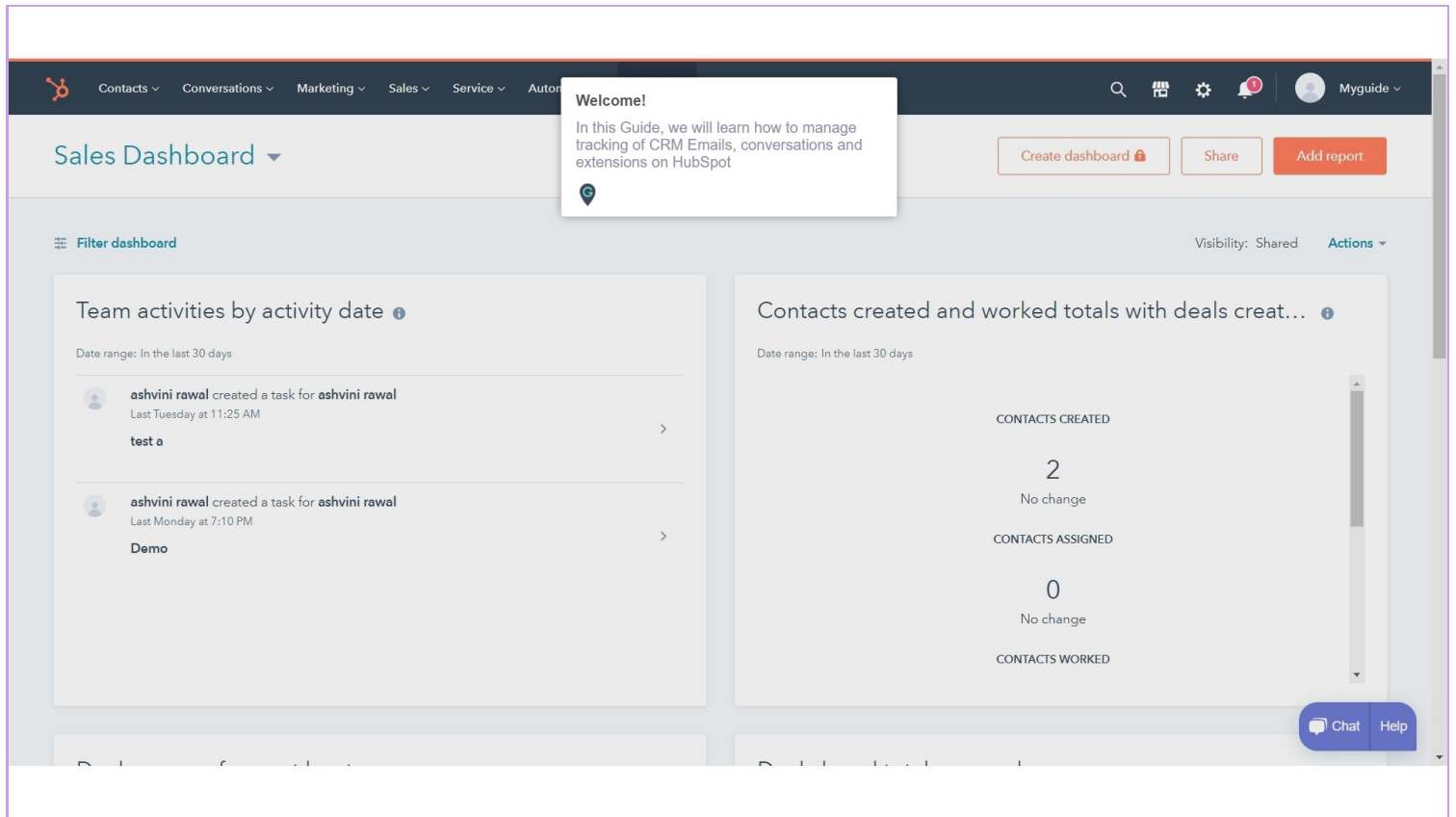


How to manage tracking of CRM Emails,
conversations and extensions on HubSpot

Step: 01

Welcome!

In this Guide, we will learn how to manage tracking of CRM Emails, conversations and extensions on HubSpot



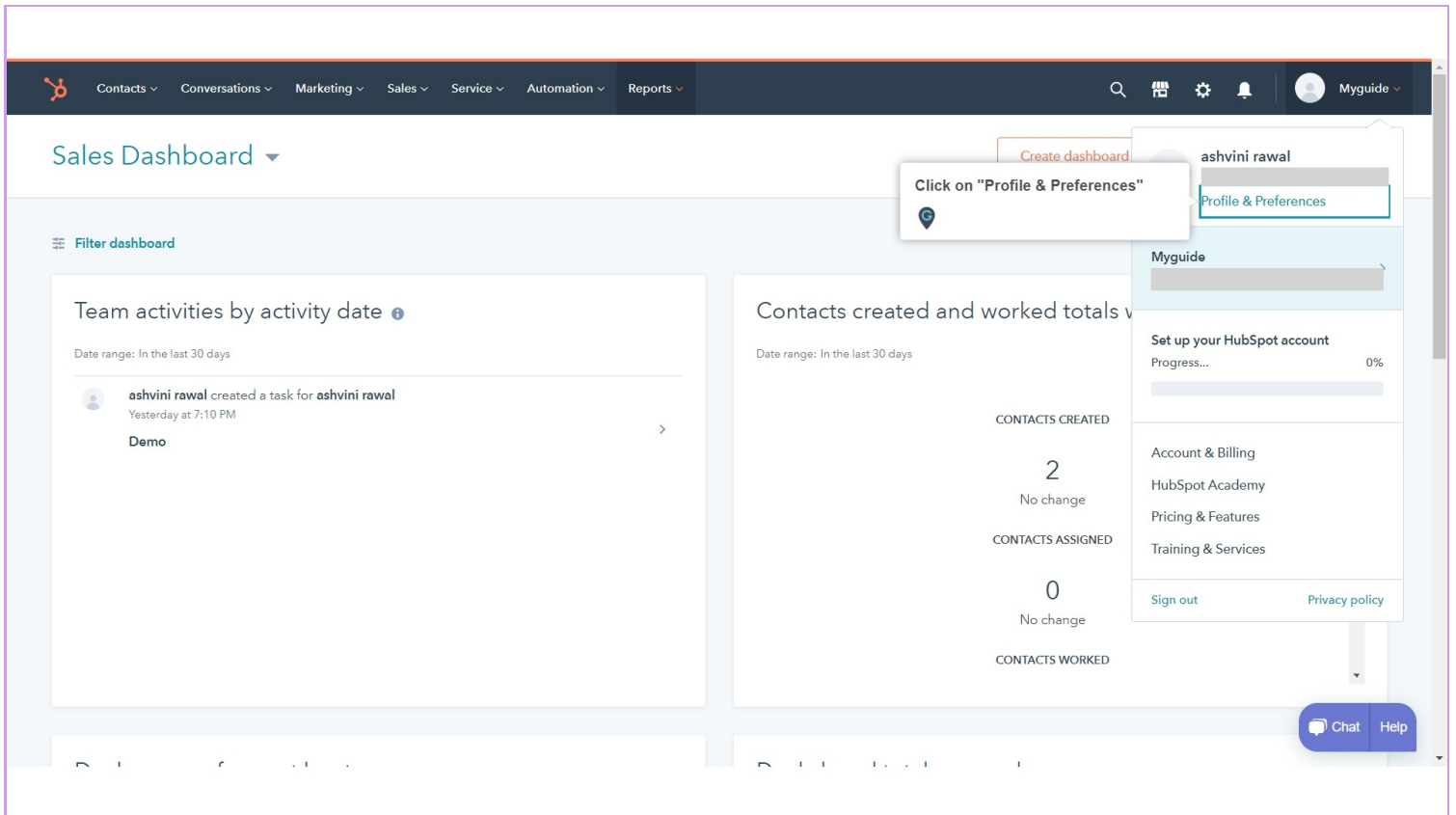
Step: 02

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 icon, 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 the following statistics: CONTACTS CREATED (2, No change), CONTACTS ASSIGNED (0, No change), and CONTACTS WORKED (0, No change). A tooltip with the text "Click on 'Myguide'" and a location pin icon is positioned over the user profile icon in the top right. At the bottom right of the dashboard, there are "Chat" and "Help" buttons.

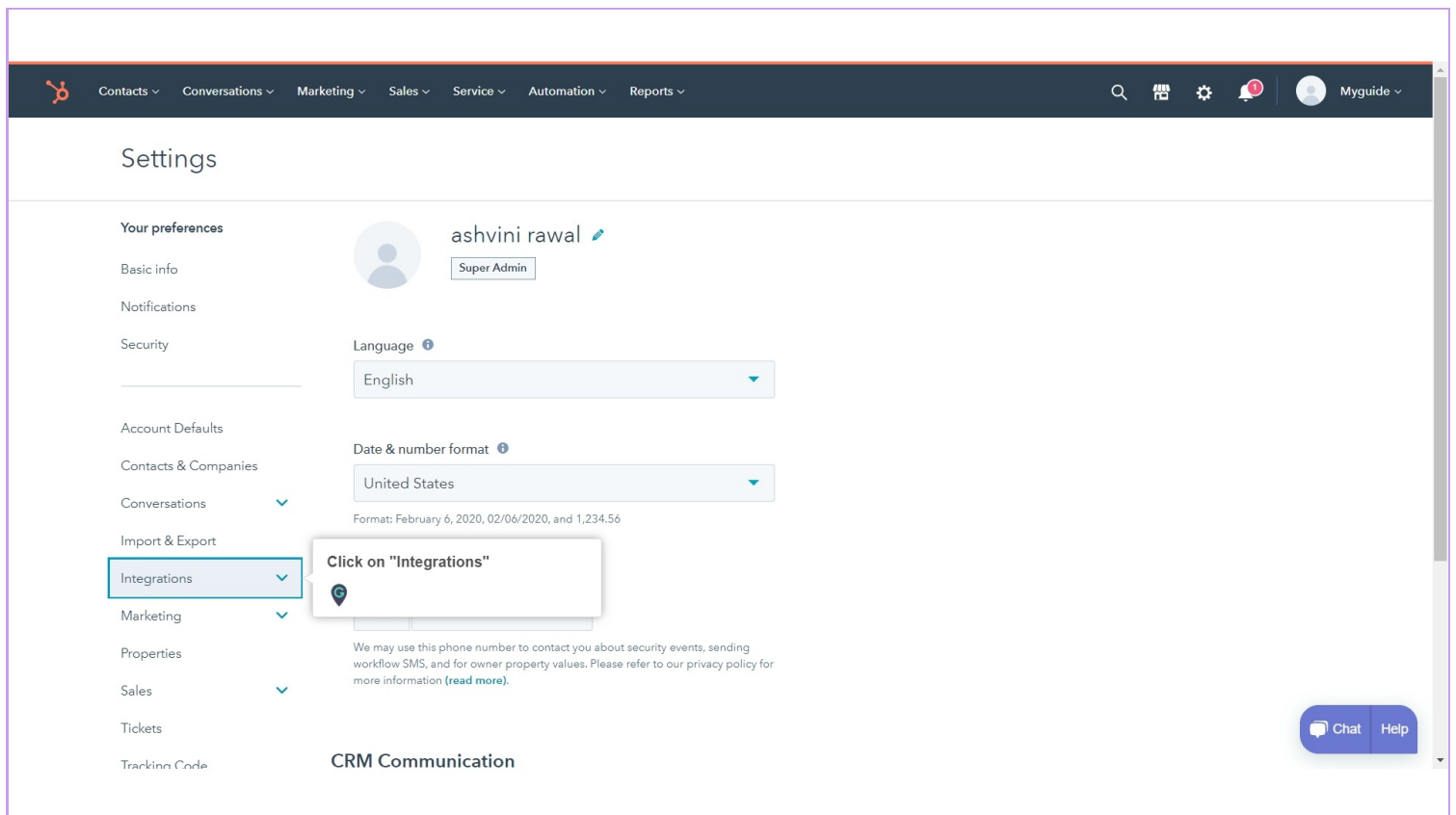
Step: 03

Click on "Profile & Preferences"



Step: 04

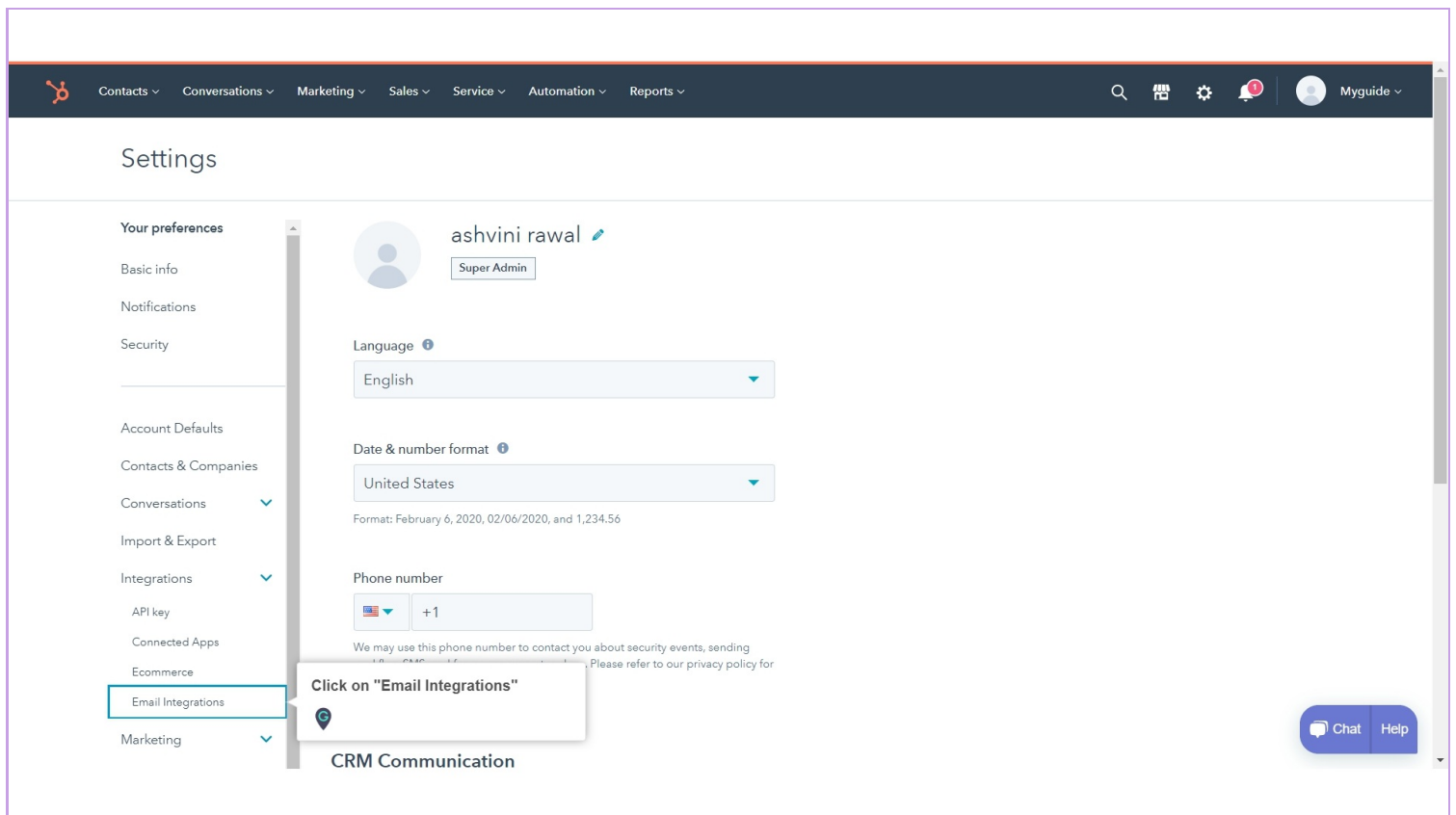
Click on "Integrations"



The screenshot displays the 'Settings' page for a user named 'ashvini rawal' with the role of 'Super Admin'. The left sidebar lists various settings categories: Your preferences, Basic info, Notifications, Security, Account Defaults, Contacts & Companies, Conversations, Import & Export, Integrations (highlighted with a blue box and a callout), Marketing, Properties, Sales, Tickets, and Tracking Code. The main content area shows configuration options for Language (English), Date & number format (United States), and CRM Communication. A callout box with a red location pin icon points to the 'Integrations' menu item, with the text 'Click on "Integrations"'. The top navigation bar includes links for Contacts, Conversations, Marketing, Sales, Service, Automation, and Reports, along with search, settings, and notification icons. The bottom right corner features 'Chat' and 'Help' buttons.

Step: 05

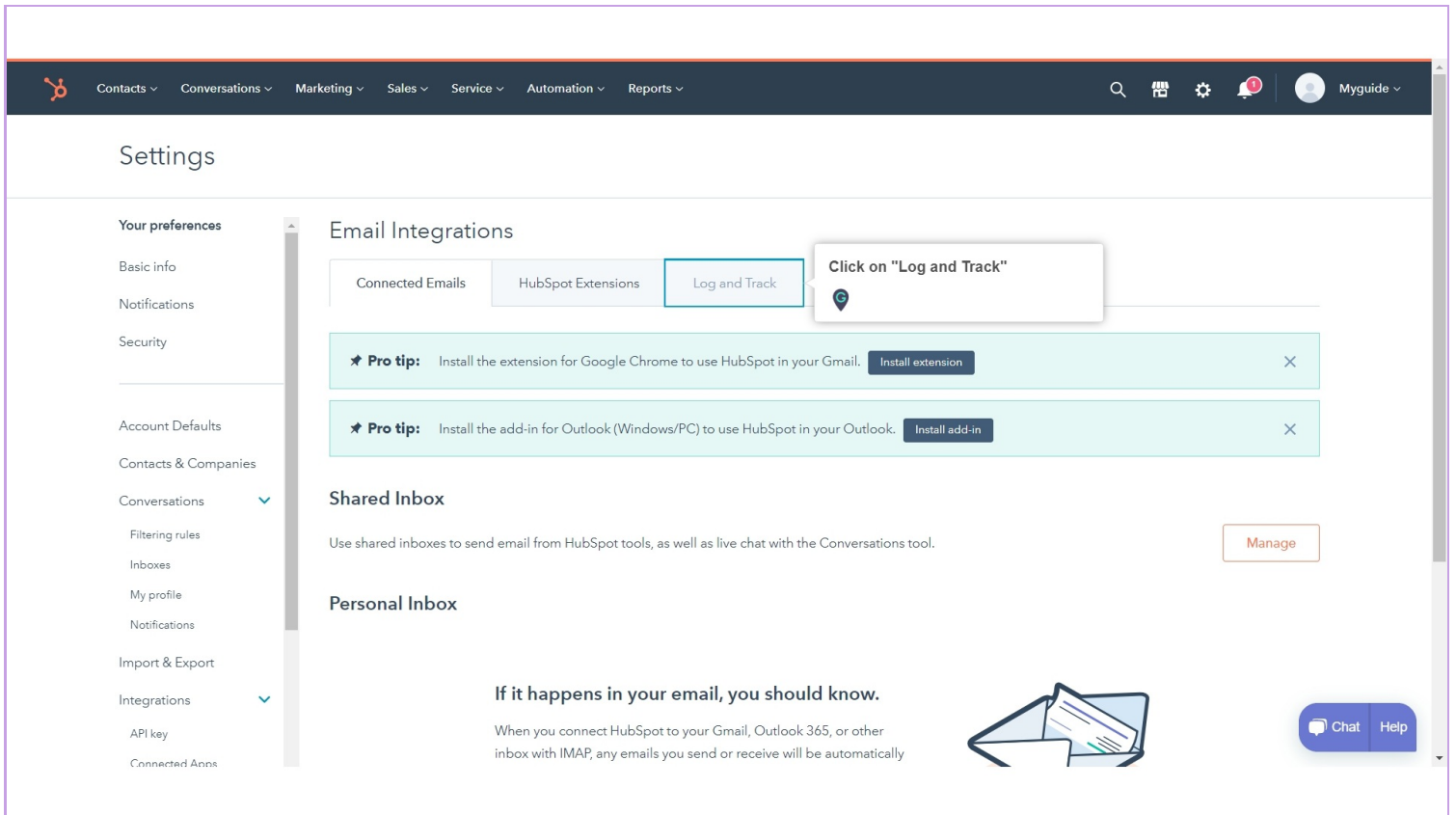
Click on "Email Integrations"



The screenshot displays the myGuide user interface. At the top, a dark navigation bar contains the myGuide logo and a menu with items: Contacts, Conversations, Marketing, Sales, Service, Automation, and Reports. On the right side of this bar are icons for search, a grid, settings, notifications, and a user profile labeled 'Myguide'. Below the navigation bar is the 'Settings' page. The left sidebar lists various settings categories: Your preferences, Basic info, Notifications, Security, Account Defaults, Contacts & Companies, Conversations, Import & Export, Integrations, API key, Connected Apps, Ecommerce, Email Integrations (highlighted with a blue box), and Marketing. The main content area shows the profile of 'ashvini rawal' (Super Admin) with settings for Language (English), Date & number format (United States), and Phone number (+1). A tooltip with the text 'Click on "Email Integrations"' and a location pin icon points to the 'Email Integrations' menu item. At the bottom right, there are 'Chat' and 'Help' buttons. The page title 'CRM Communication' is visible at the bottom.

Step: 06

Click on "Log and Track"



Step: 07

You can enable/disable email tracking from here

Disable tracking, if you want to prevent all users from tracking emails sent from CRM, conversation inbox and email extensions

Your preferences

- Basic info
- Notifications
- Security
- Account Defaults
- Contacts & Companies
- Conversations **▼**
- Filtering rules
- Inboxes
- My profile
- Notifications
- Import & Export

Never Log
Emails sent to addresses you define will never be saved to your CRM, even if the log setting is enabled.

Enter one or more email addresses or domains

Block for all users Block only for me

DOMAINS AND EMAIL ADDRESSES	BLOCKED FOR
No Domains or Emails found. All Never Log items will be shown here.	

Track emails from CRM, Conversations, and Extensions

Enable email tracking for all users
See when recipients open and click on your emails. Disabling tracking will prevent all users from tracking emails sent from the CRM, conversations inbox, and email extensions. [Learn more](#)

ON

Chat Help

You can enable/disable email tracking from here
Disable tracking, if you want to prevent all users from tracking emails sent from CRM, conversation inbox and email extensions

Thank You!

myguide.org