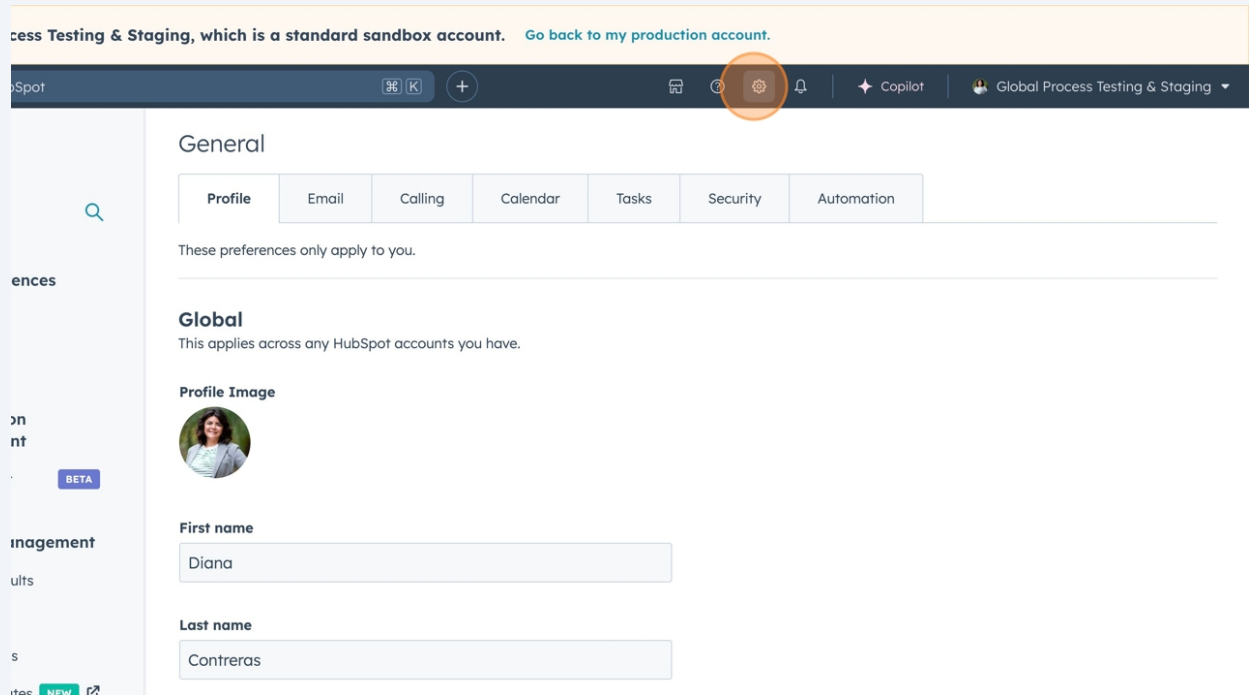


# How To Connect Personal Email To HubSpot

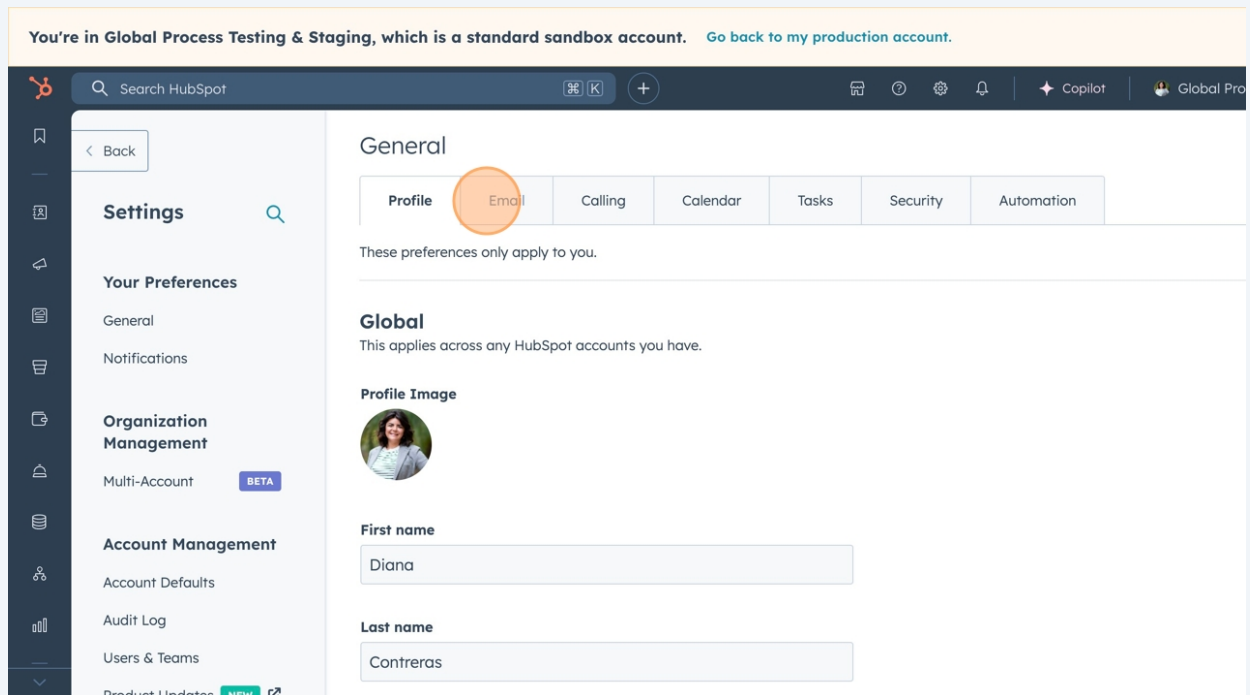
1

When you have HubSpot open, navigate to the cog wheel on the top bar to open up your settings.



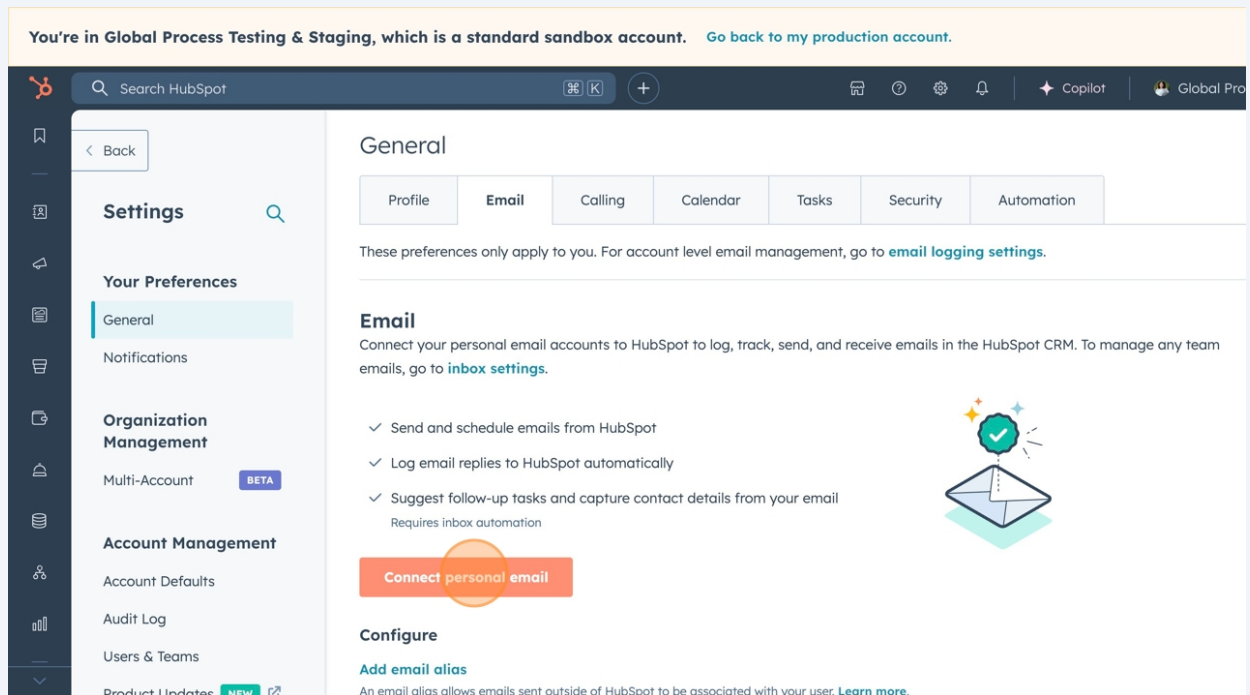
2

Click "Email" tab in the general settings. This settings page should be what opens by default when you click the cog wheel.



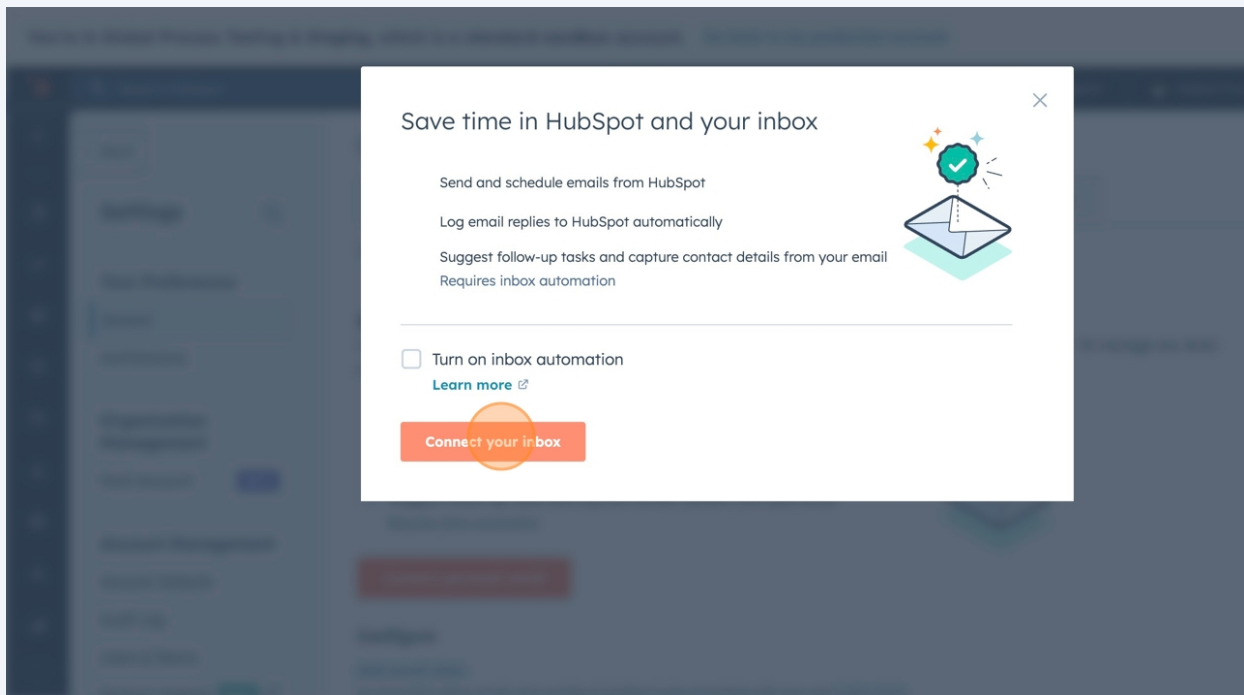
3

Click "Connect personal email"



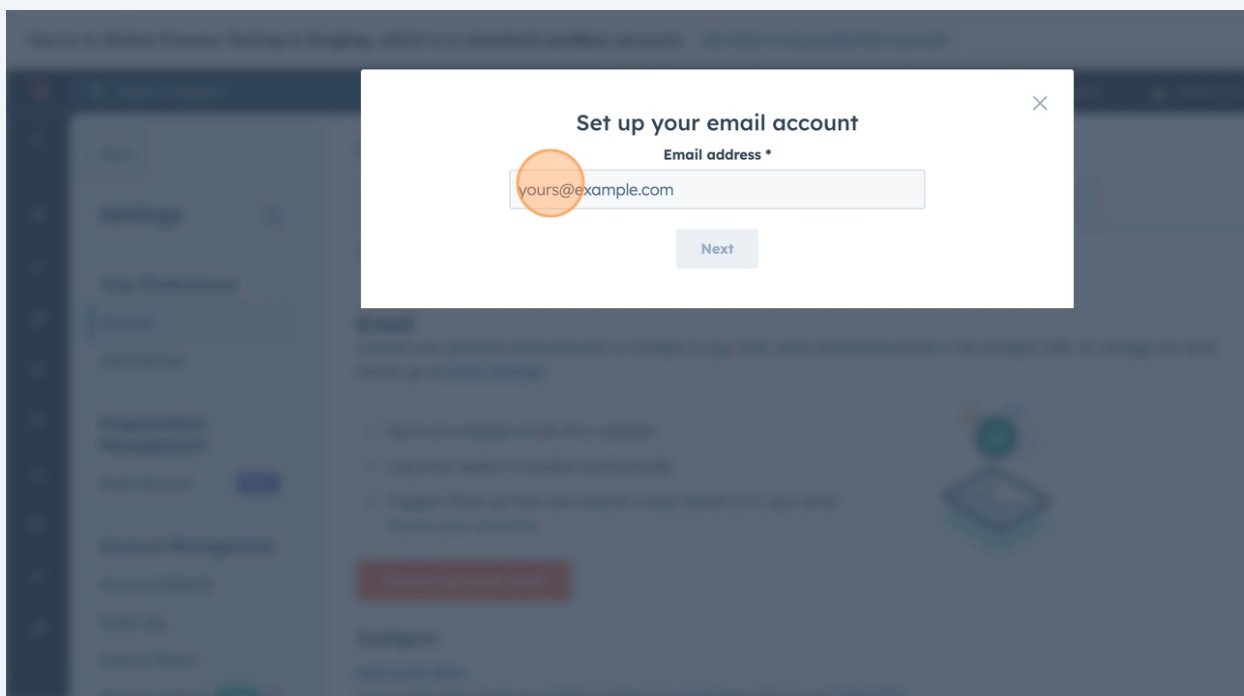
4

Click "Connect your inbox." You don't have to turn on inbox automation (it will always be an option later). To learn more about inbox automation: click [here](#)

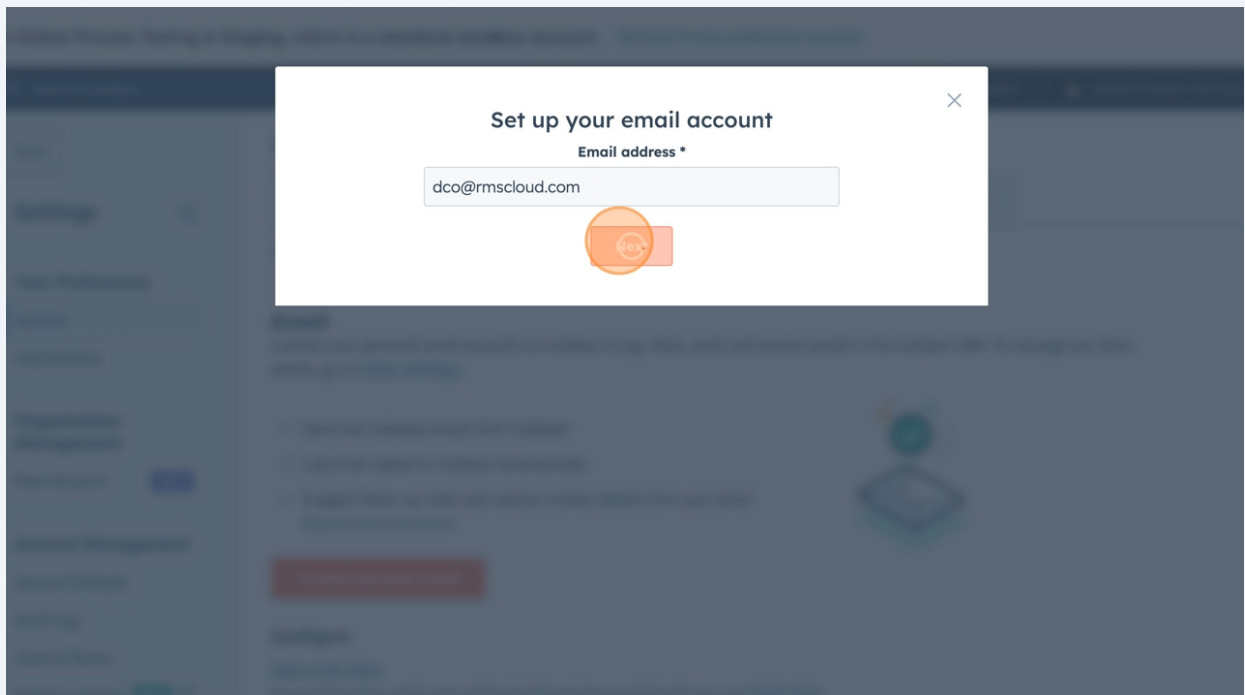


5

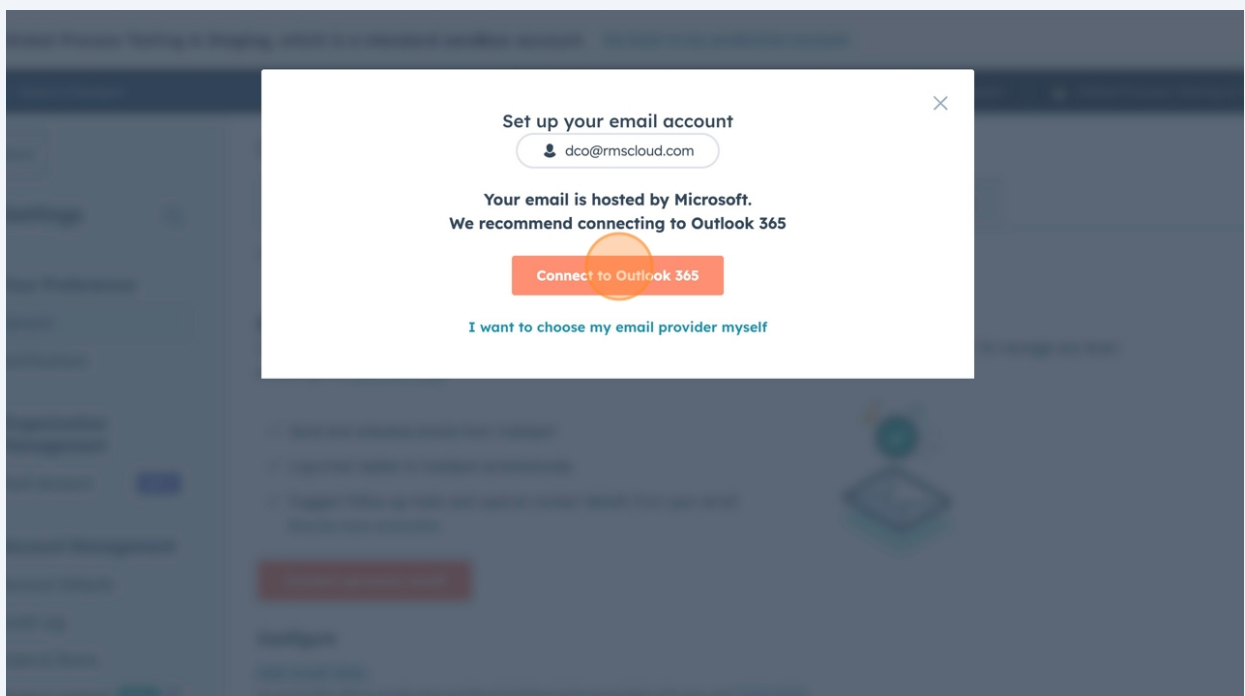
Click the "Email address" field and type in your RMS email address.



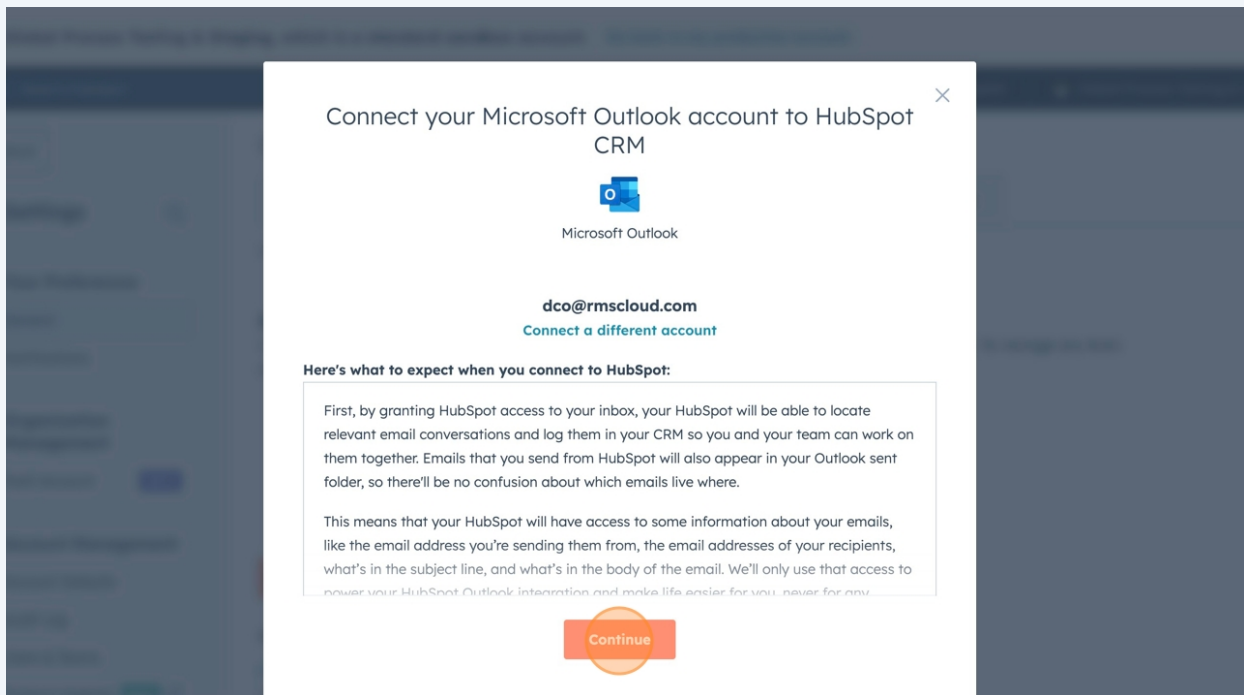
6 Click "Next"



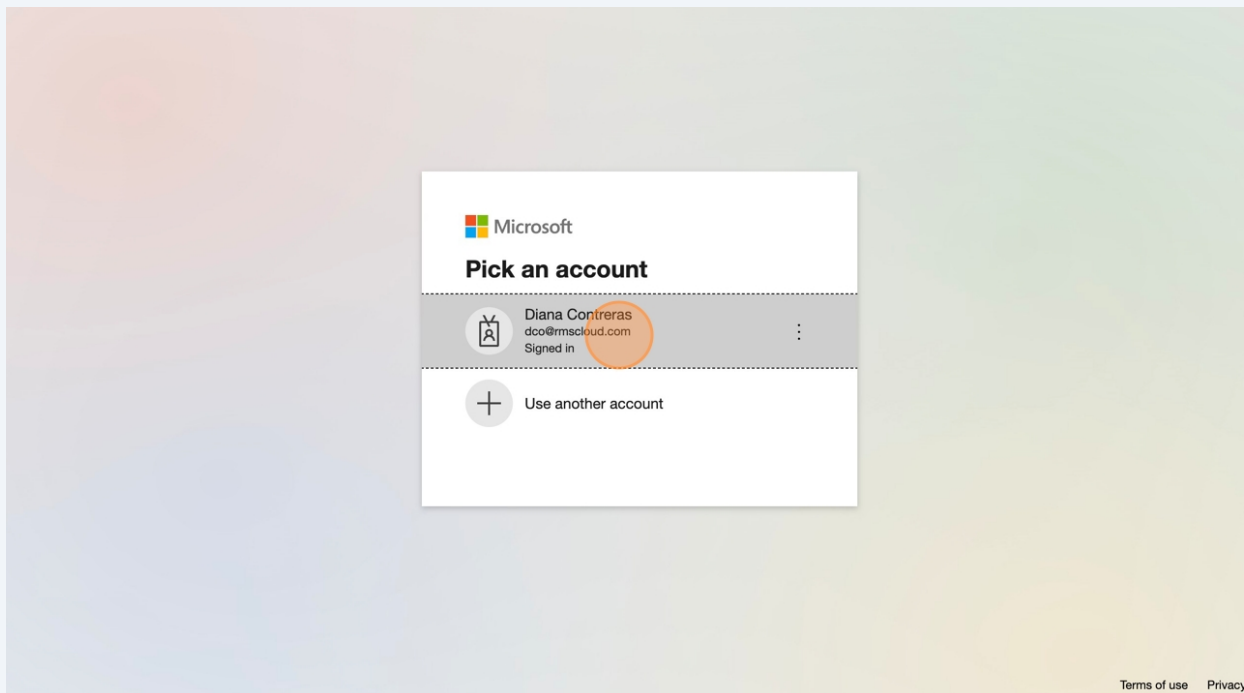
7 Click "Connect to Outlook 365"



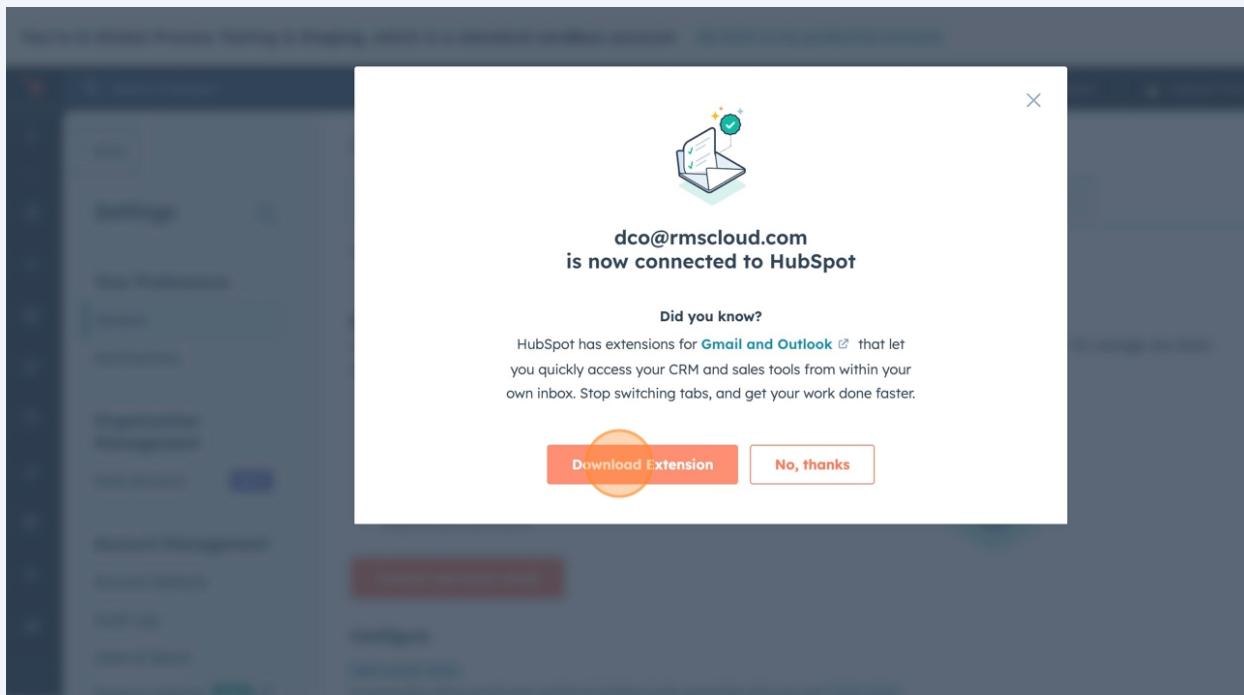
## 8 Click "Continue"



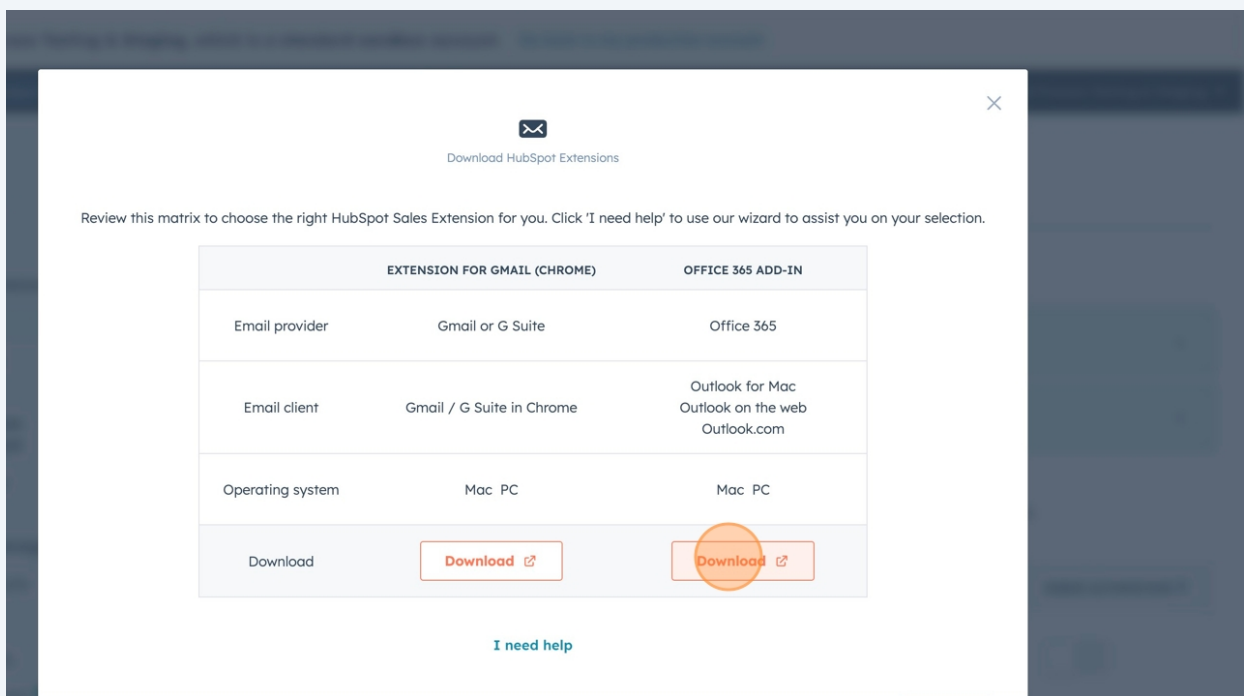
## 9 You will be prompted to login to/pick your Microsoft account.



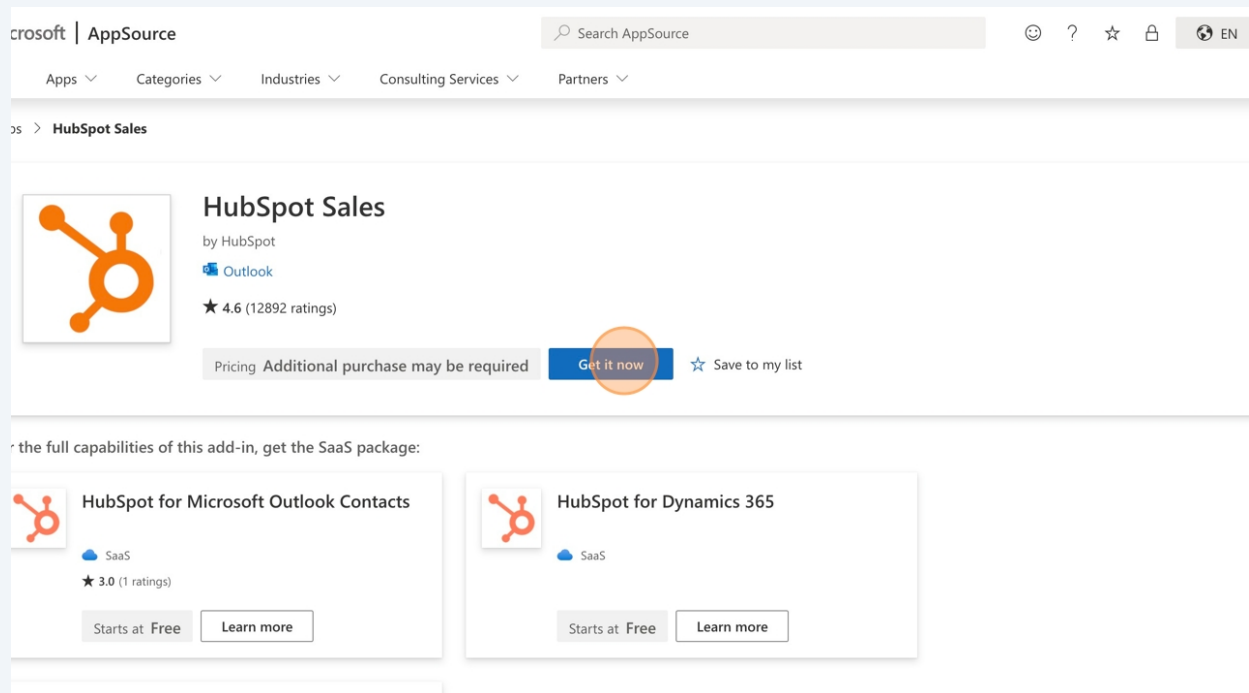
## 10 Click "Download Extension"



## 11 Click "Download" the Office 365 add-in



## 12 Click "Get it now"



## 13 Click "Continue"

Once you have received confirmation that it was successfully installed you can use it within your Outlook inbox. If you use the desktop version, there will be an option to download extension for the desktop version on the Microsoft AppSource page.

