

How to Add Users to HubSpot

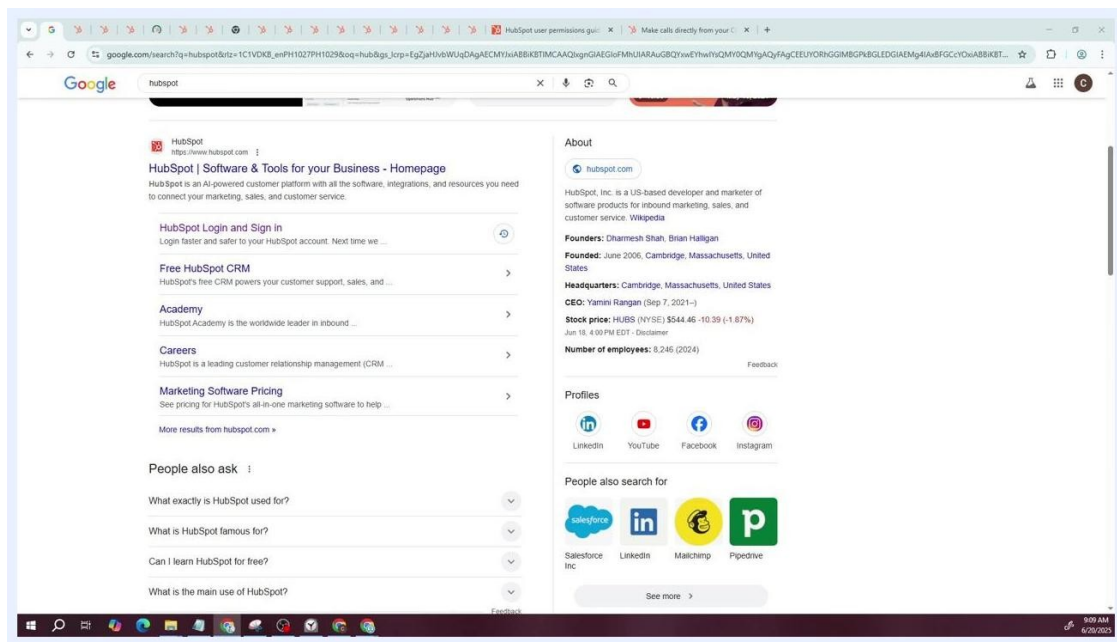
Managing your team's access in HubSpot starts with knowing how to add users to HubSpot and configure their permissions correctly. This guide walks you through logging into your HubSpot account, creating new users, and reviewing or adjusting their access so each team member has exactly the permissions their role requires.

Prerequisites

- A web browser with internet access.
- Your HubSpot login credentials (email and password).
- Administrator-level access to your HubSpot account to manage users and permissions.

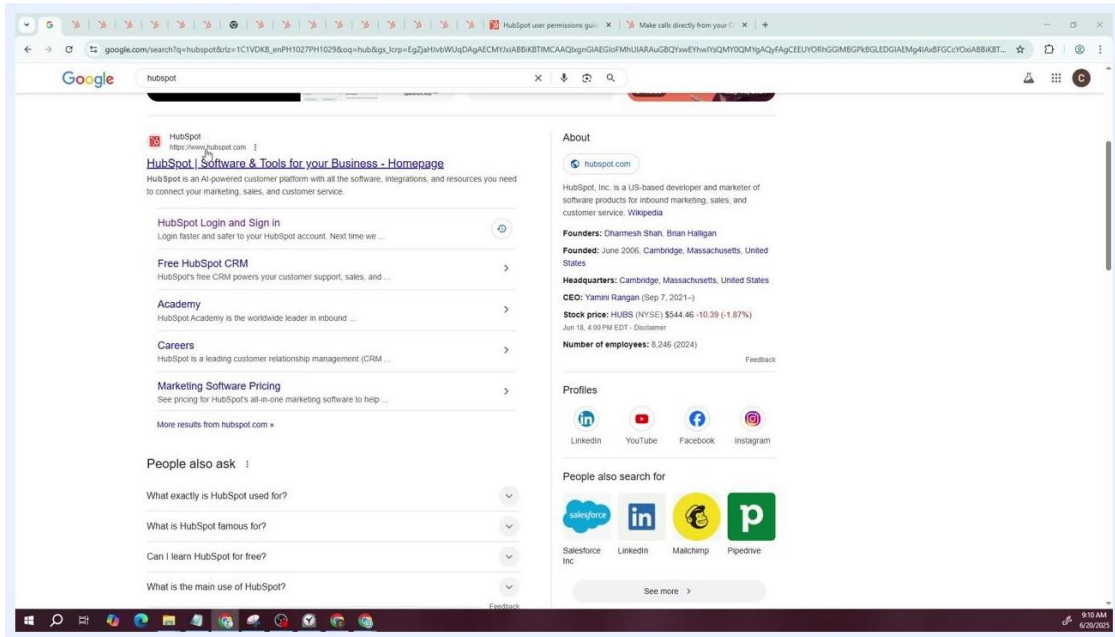
Step 1: Access the HubSpot website

Open your preferred web browser and navigate to the Google search page. Type "HubSpot" in the search bar, and the official HubSpot website will appear at the top of the results, alongside options such as HubSpot Login and Sign in, Free HubSpot CRM, Academy, Careers, and Marketing Software Pricing.



Google search results for "HubSpot" showing links to the homepage and related resources

Click the link titled HubSpot | Software & Tools for your Business - Homepage, or go directly to <https://www.hubspot.com>.



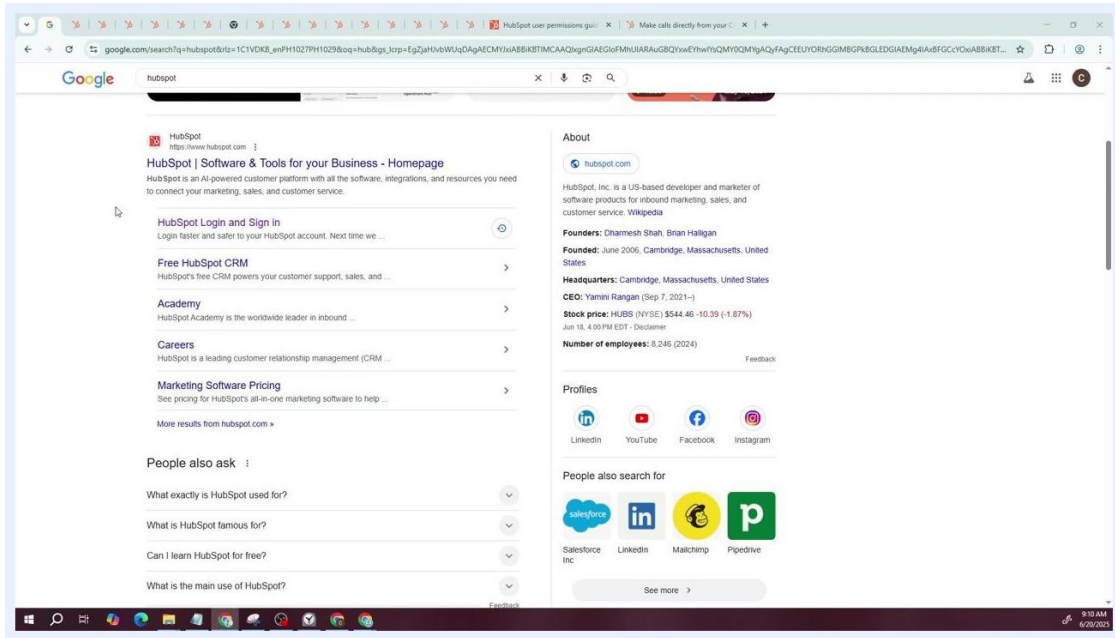
Google search results for "HubSpot" with the cursor positioned near the homepage link, ready to click

Step 2: Log into your HubSpot account

Enter your email and password on the login page to access your dashboard. If you're new to HubSpot, make sure you have your login credentials ready before starting.

Step 3: Open the settings menu

Once logged in, locate the gear icon in the upper right corner of the HubSpot dashboard. This icon opens the Settings menu. Click on it to continue.

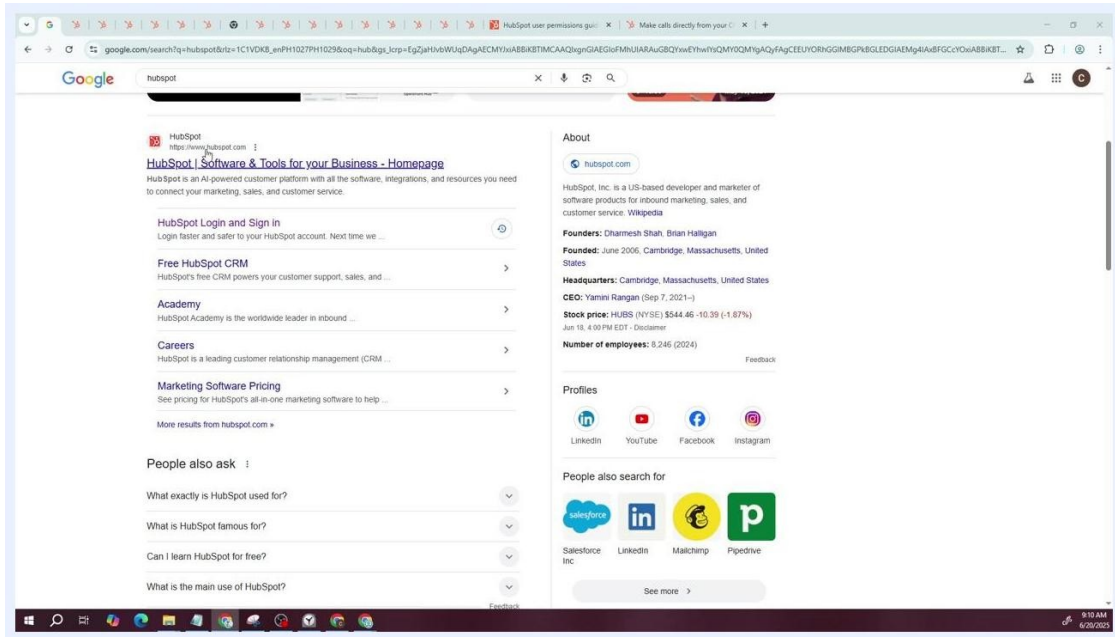


HubSpot dashboard with the settings gear icon visible in the upper right corner

Step 4: Navigate to Users & Teams

In the settings menu, look at the left sidebar for the Account Management section. Under Account Management, select Users & Teams to manage user access and permissions.

If you see a message stating "All is not lost. There was a problem loading your settings," try refreshing the page or logging in again.

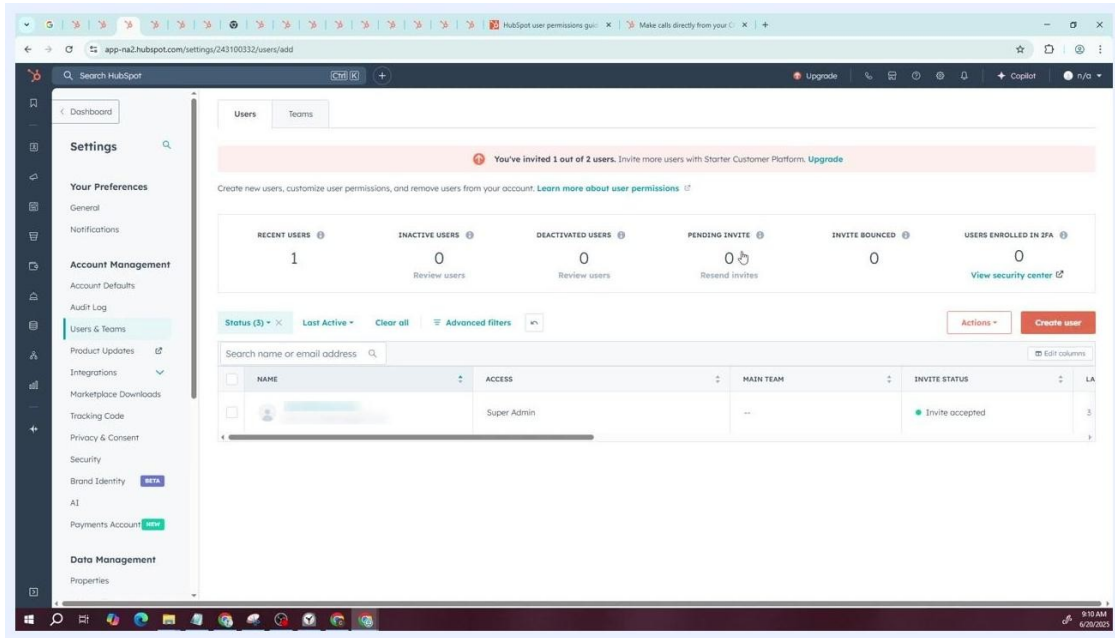


HubSpot settings page with "Users & Teams" highlighted under Account Management

In the Users & Teams section, you can review the list of current users and their statuses, including recent users, inactive users, deactivated users, and pending invites.

Step 5: Create a new user

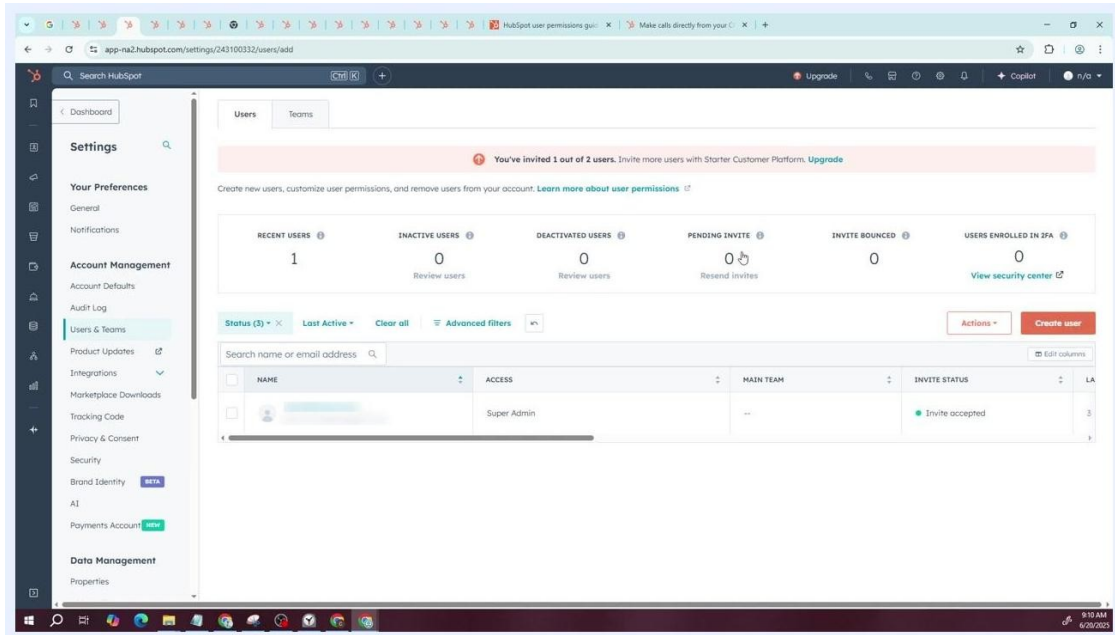
To add a new user, click the orange Create user button in the upper right area of the user management panel.



HubSpot Users & Teams management screen with the "Create user" button visible

In the Quickly create new users dialog box, enter the email address of the person you wish to add in the Email address field. Decide whether to grant the new user Super Admin access by checking or unchecking the Make super admin box.

If you need more control over permissions, click Set custom access permissions to customize the user's access.



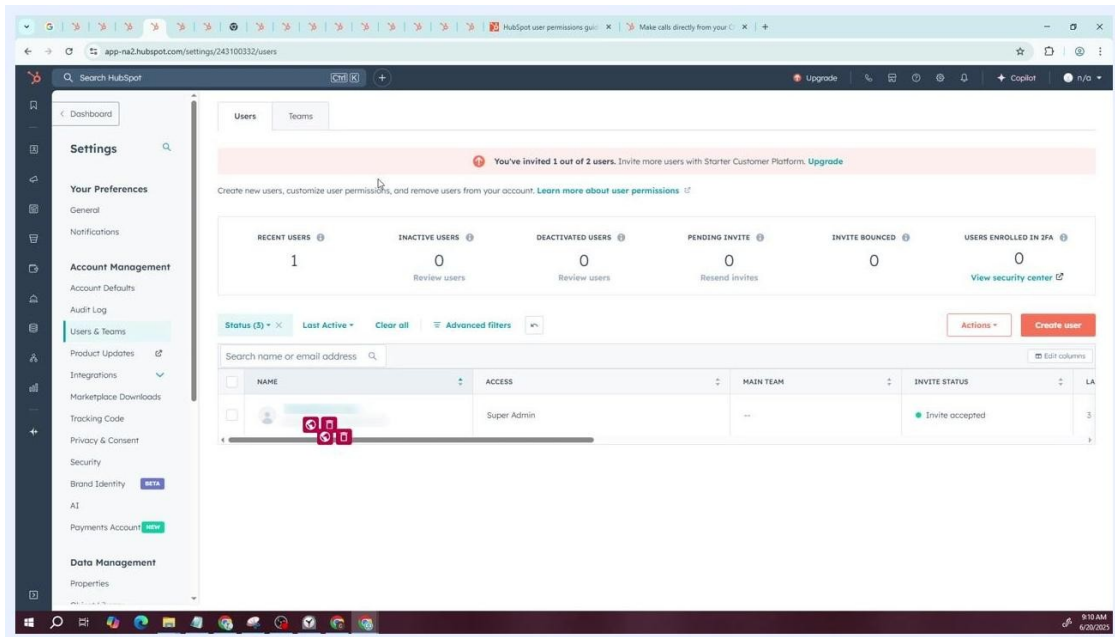
Dialog box for quickly creating new users in HubSpot, with fields for email address and the super admin checkbox

Carefully consider the seat type and permissions for each new user. The seat type determines the extent of access a user will have, so only grant the permissions necessary for the user to perform their job effectively. Avoiding unnecessary access helps protect your account's security.

Step 6: Review existing users and account limits

Remain in the Users & Teams section to see a list of existing users, with columns for Name, Access, Main Team, Invite Status, and Last Active. The top of the panel displays statistics such as Recent Users, Inactive Users, Deactivated Users, Pending Invites, Invite Bounced, and Users Enrolled in 2FA.

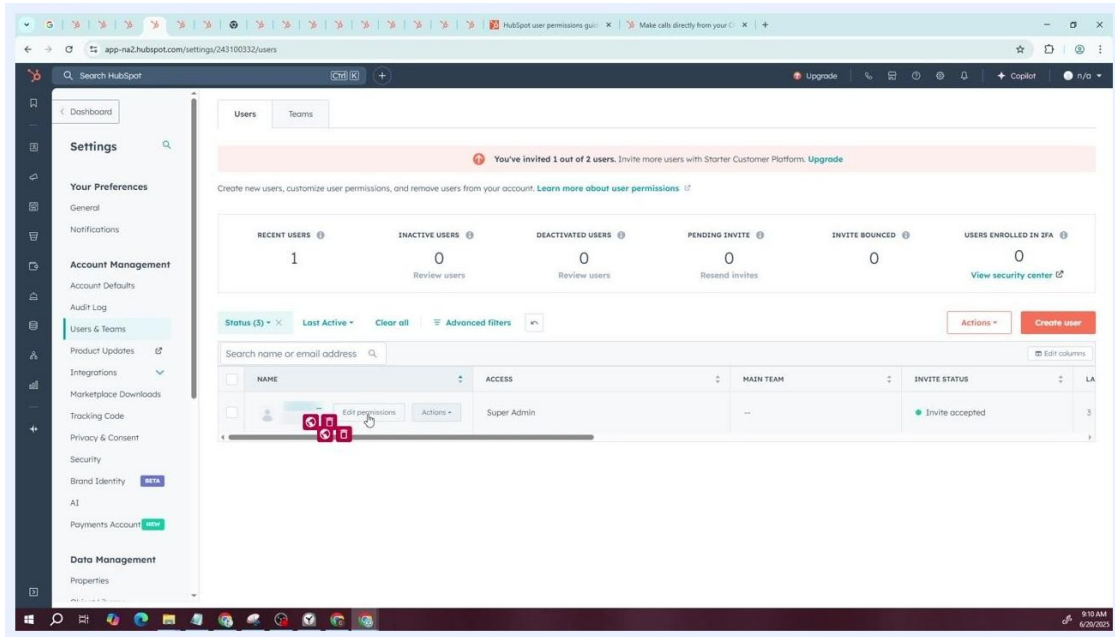
If you've reached your user limit, a notification will appear at the top of the panel (for example, "You've invited 1 out of 2 users").



HubSpot Users & Teams section showing the user list, account statistics, and a user limit notification

Step 7: Edit a user's permissions

Locate the user whose permissions you want to manage by scrolling through the list or using the search bar to enter their name or email address. Click on the user's name or the Edit permissions button next to their entry to open their profile and access management options.



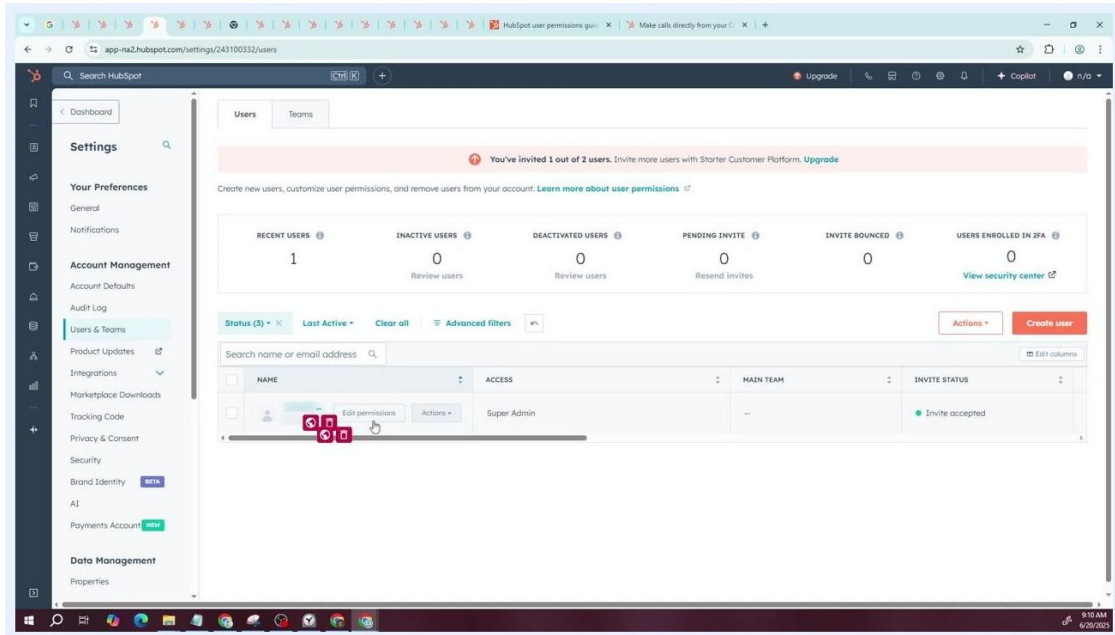
Cursor hovering over the "Edit permissions" option for a user in the Users & Teams list

In the user's profile, navigate to the Access tab to review and modify their permissions.

Step 8: Configure seat type and access

On the Manage user access screen, you'll see three main sections: Assign a seat, Choose how to set access, and Choose permissions. The user's current seat type (for example, "Core Seat") appears on the right.

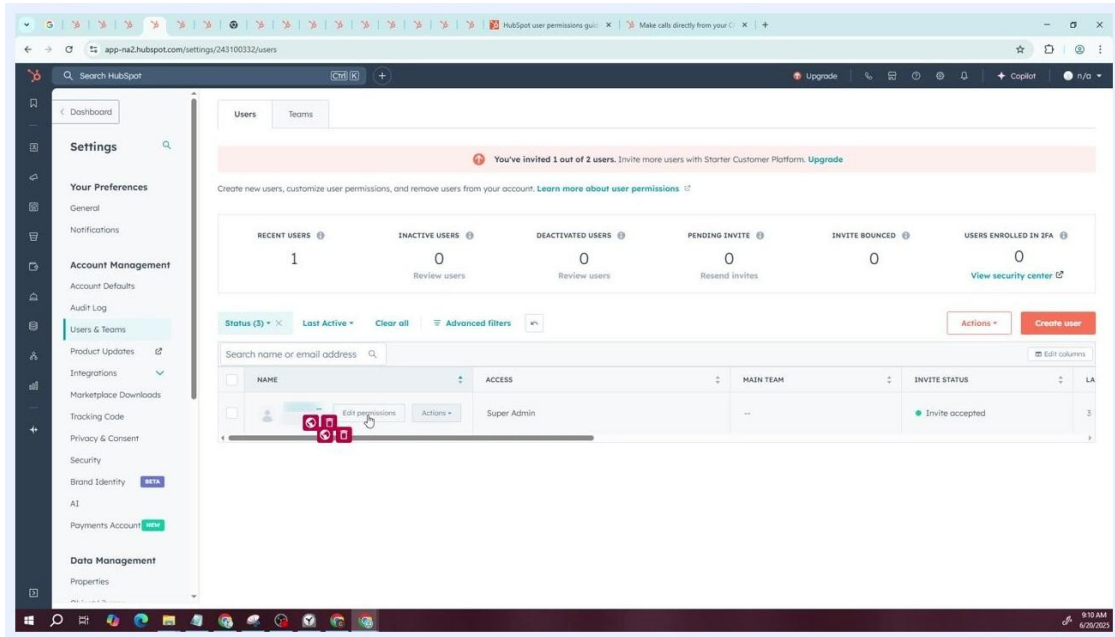
If the user is a Super Admin, a message will indicate that "Super Admins can access almost everything."



Manage user access screen showing options to assign a seat, choose how to set access, and choose permissions, with a Super Admin message visible

Expand Choose how to set access to select whether to use default or custom permissions. In Choose permissions, specify which tools and datasets the user can access—for example, granting sales team members access to Contacts while restricting access to Reports if it isn't needed.

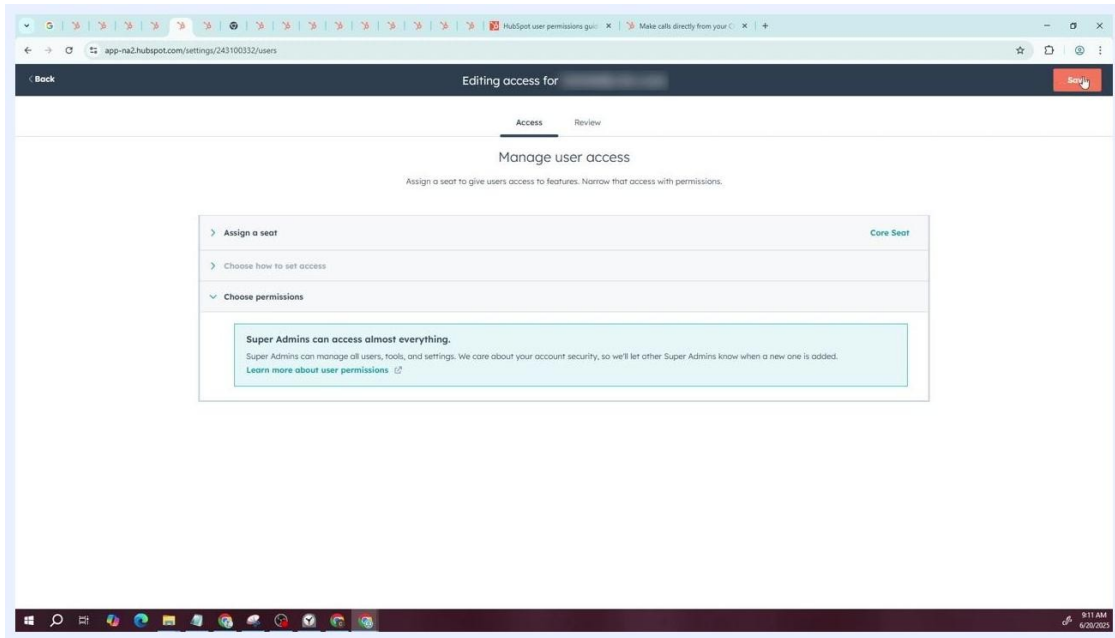
Review each permission carefully and tailor it to the user's role and responsibilities.



Manage user access screen showing permission options and Super Admin information while a user reviews and tailors permissions

Step 9: Save the permission changes

After configuring the permissions, click the orange Save button in the upper right corner to apply your changes. Double-check all selections before saving to avoid granting unnecessary access.



Manage user access screen with the cursor on the "Save" button, ready to apply changes

Once saved, the system updates the user's access immediately, confirming that they now have the appropriate permissions for their role.

Summary

You've now learned how to add users to HubSpot, create new user accounts, and review or adjust their permissions. By assigning the right seat type and access level to each team member, you keep your HubSpot account both productive and secure.