CLOUD COMPUTING

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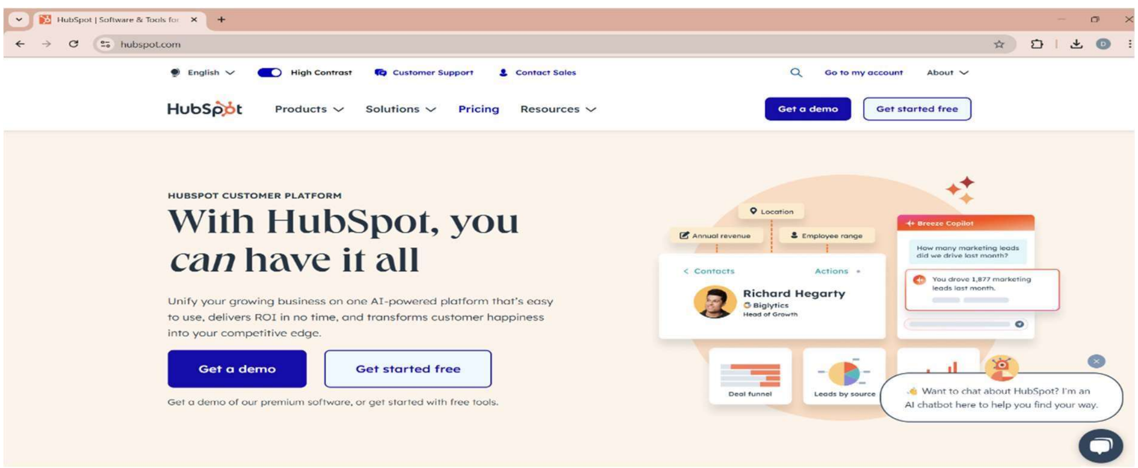
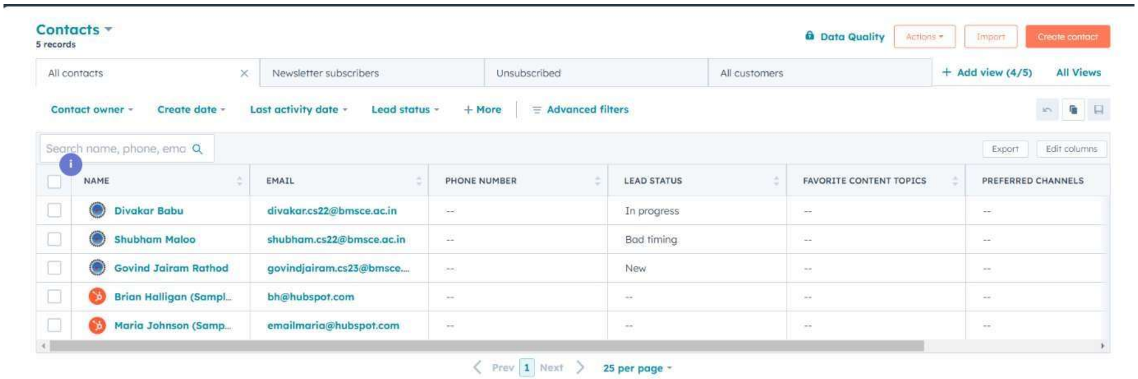
1. Creating an Account in HubSpot CRM
   - Visit HubSpot's website and click on "Get Started for Free."
   - Sign up using your email or Google account, then verify your email.
   - Set up your business details, such as company name, industry, and CRM preferences.

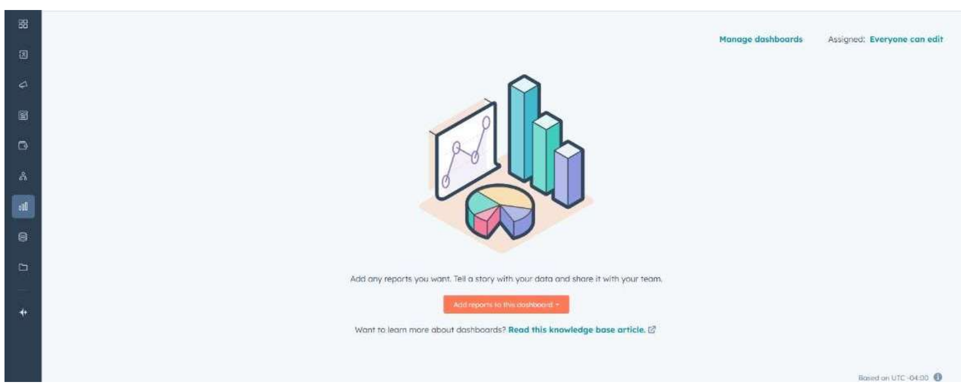


2. Managing Contacts
   - Navigate to the "Contacts" section from the dashboard.
   - Click "Create Contact" and enter details like name, email, phone number, and company.
   - Organize contacts using lists and segmentation.
   - Use filters to search and manage contacts efficiently.



3. Exploring the Dashboard

- Access the dashboard to get an overview of CRM activities.
- Monitor deals, marketing campaigns, and sales performance.
- Customize the dashboard layout by adding or removing widgets

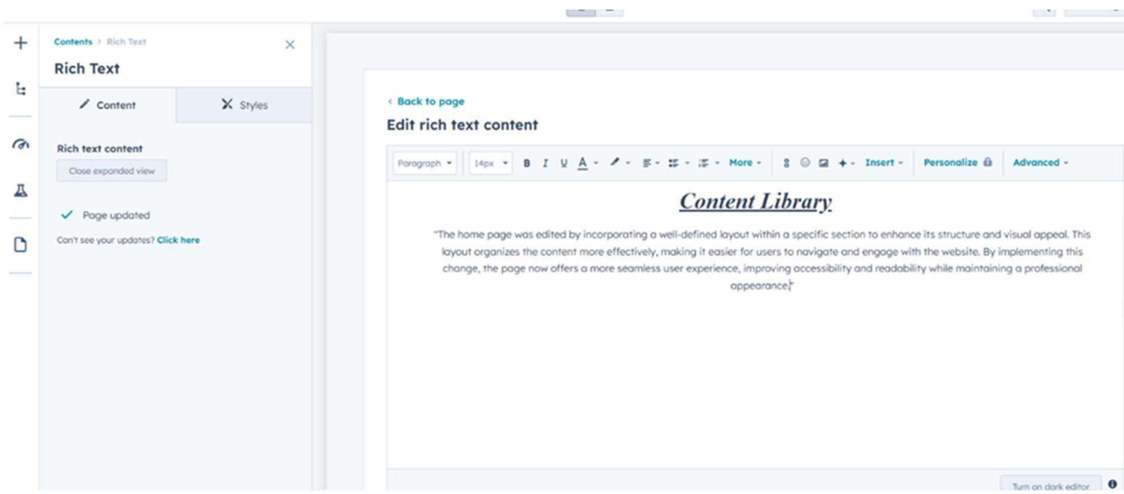


4. Choosing a Theme

- Go to HubSpot Marketplace and browse available themes.
- Select a theme that fits your business needs and branding.
- Click "Install" or "Use this theme" to apply it to your website.

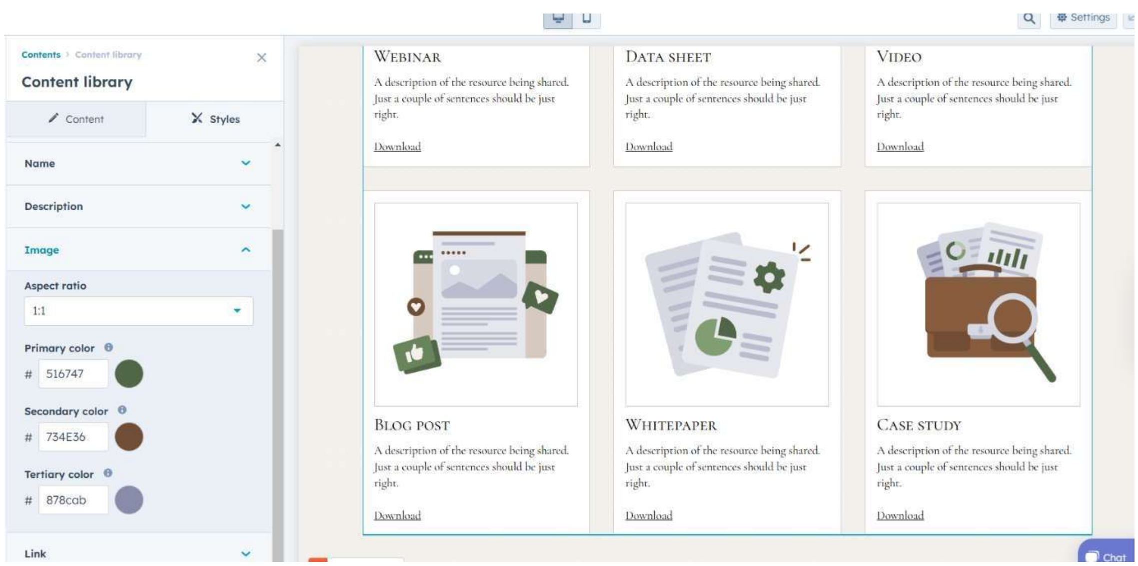
5. Adding Text

- Click on the "Text" module in the page editor.
- Type the desired content and format using the toolbar.
- Adjust font size, alignment, and color as per branding requirements.



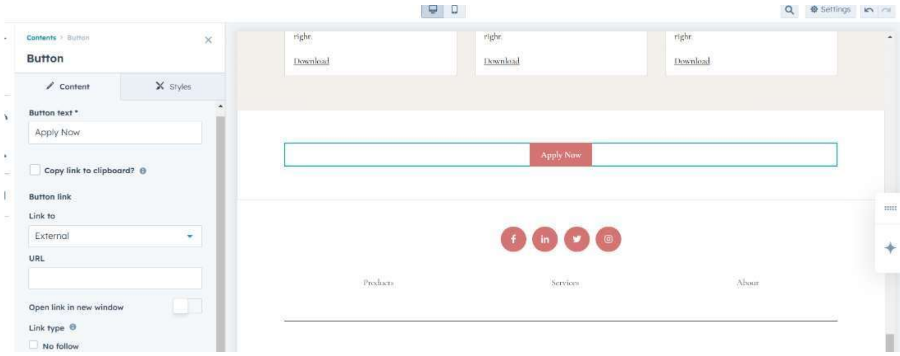
6. Adding an Image

- Click on the "Image" module in the editor.
- Upload or select an image from HubSpot’s image library.
- Use the settings to adjust image alignment, size, and alt text for SEO.

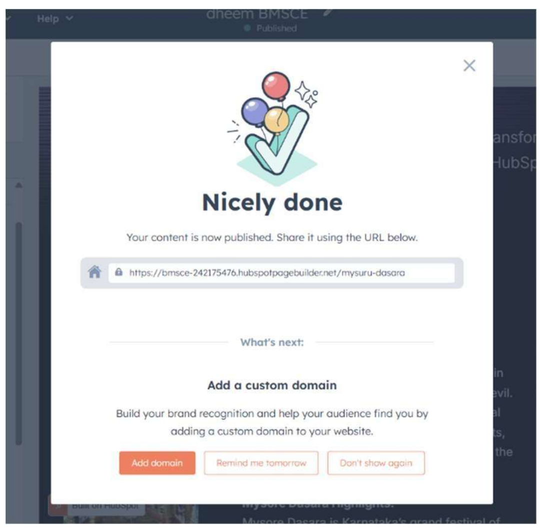


7. Adding Buttons

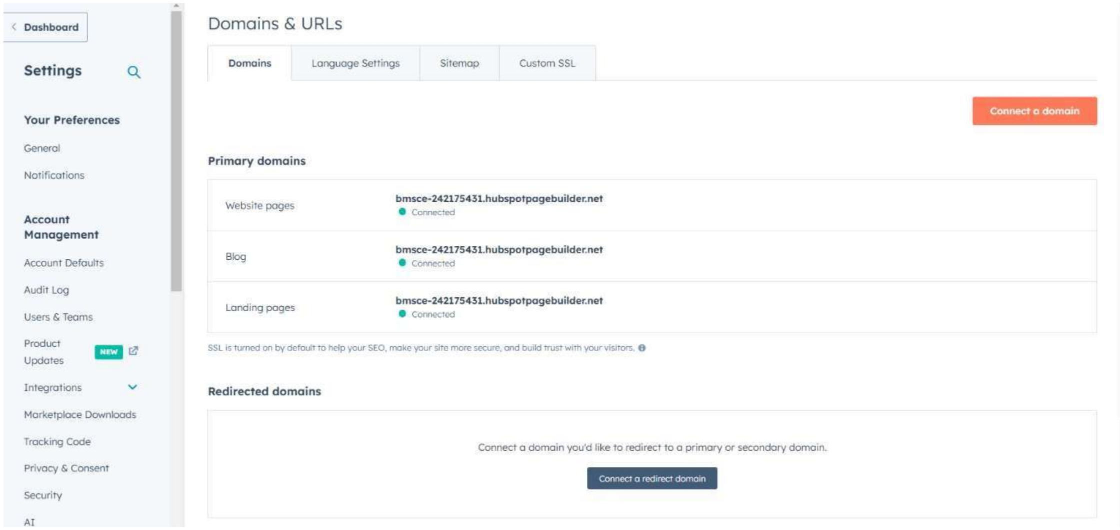
- Navigate to the "Buttons" section in the left panel.
- Click "Add Button" and enter the button text (e.g., "Learn More" or "Contact Us").
- Customize button styles, including color, shape, and hover effects.



8. Publishing the Page
   - Click "Preview" to see changes before publishing.
   - If satisfied, click "Save" and then "Publish" to make the page live.



9. Updating a Published Page
   - Navigate to the published page in the HubSpot editor.
   - Make necessary changes to text, images, or layout.
   - Click "Update" to reflect the modifications without republishing the entire site.



10. Managing Tasks

- Open the "Tasks" section from the CRM dashboard.
- Click "Create Task" and enter details such as task name, due date, and priority.
- Assign tasks to team members and track progress.
- Use filters to view pending, completed, or overdue tasks.