

## **HG Reporter E-mail**

### ***E-mail Client Setup***

HG Reporter E-mail can be setup to be received by any POP3 email client. A POP3 client is a program like Microsoft Outlook, Outlook Express, Eudora, etc. This tutorial is for Outlook 2003, if you are using a different program please search the web for instructions for that program and use the information supplied in this tutorial.

The most important information you need is your username, password, and mail server names. Everything else will be default. Below are the E-mail server names.

Incoming or POP3 Server: **[mail.hgreporters.com](mailto:mail.hgreporters.com)**

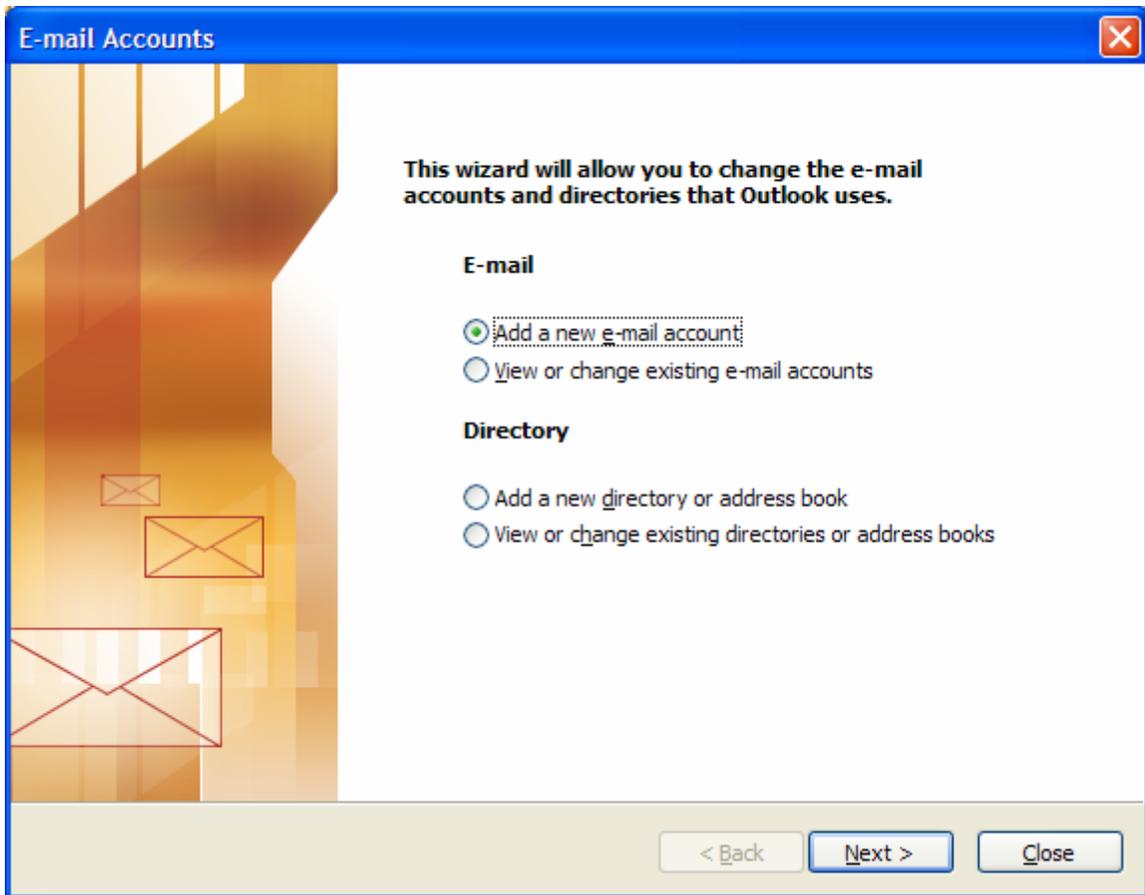
Outgoing or SMTP Server: **[mail.hgreporters.com](mailto:mail.hgreporters.com)**

Your username and password will be given to you by your HG Resource Manager. Please write these down in a safe location in case you need them.

To setup Outlook or Outlook express see the instructions below.

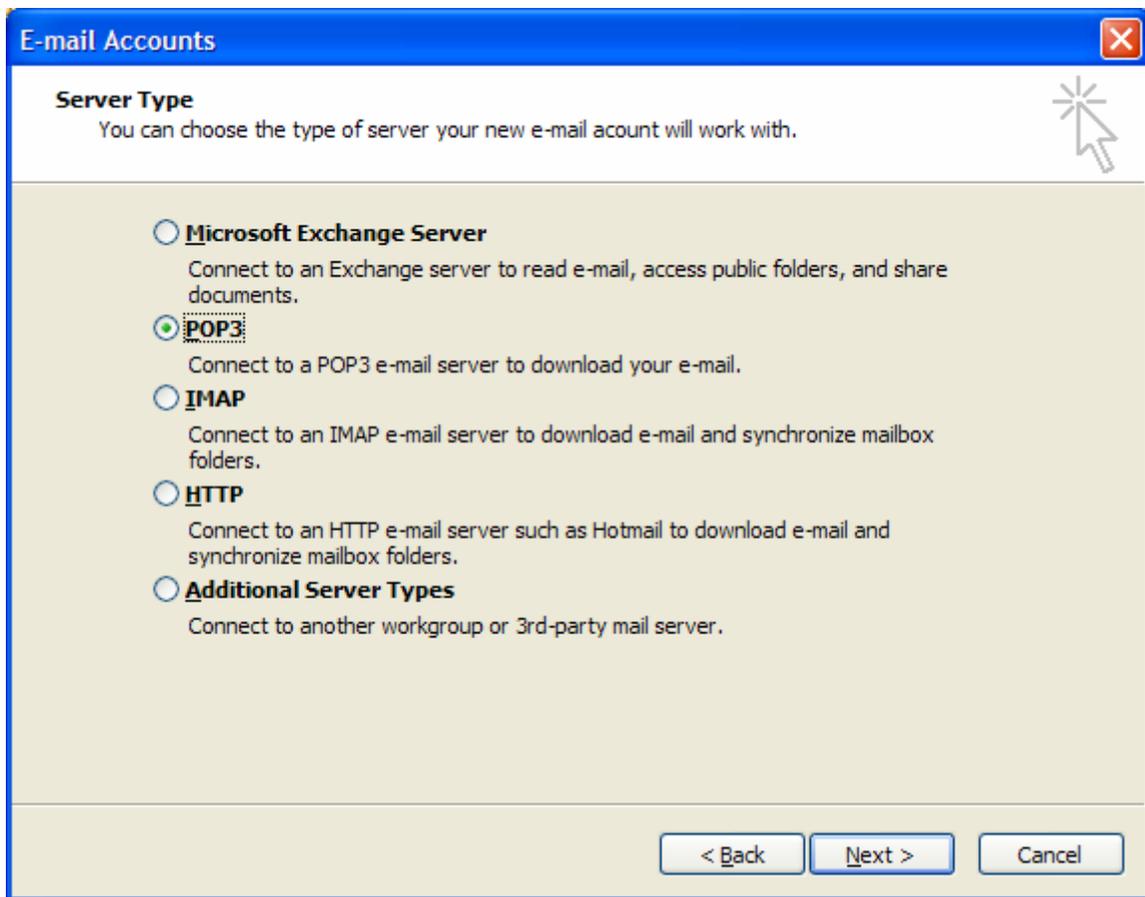
#### **Step 1:**

Open Outlook and click on <***Tools***> then on <***E-mail Accounts***> (*note some versions say accounts, account settings, or they can be found under options*). A screen similar to the below screen shot will open.



**Step 2:**

Select <Add New E-mail Account> and click <Next>.



**Step 3:**

Select <POP3> then hit <Next>.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

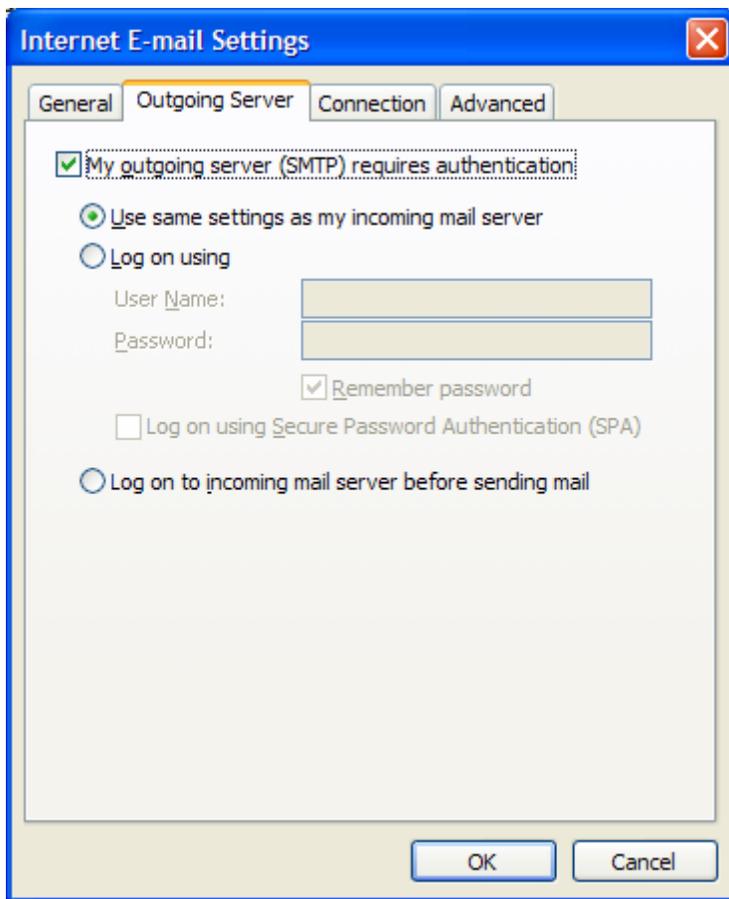
**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

#### **Step 4:**

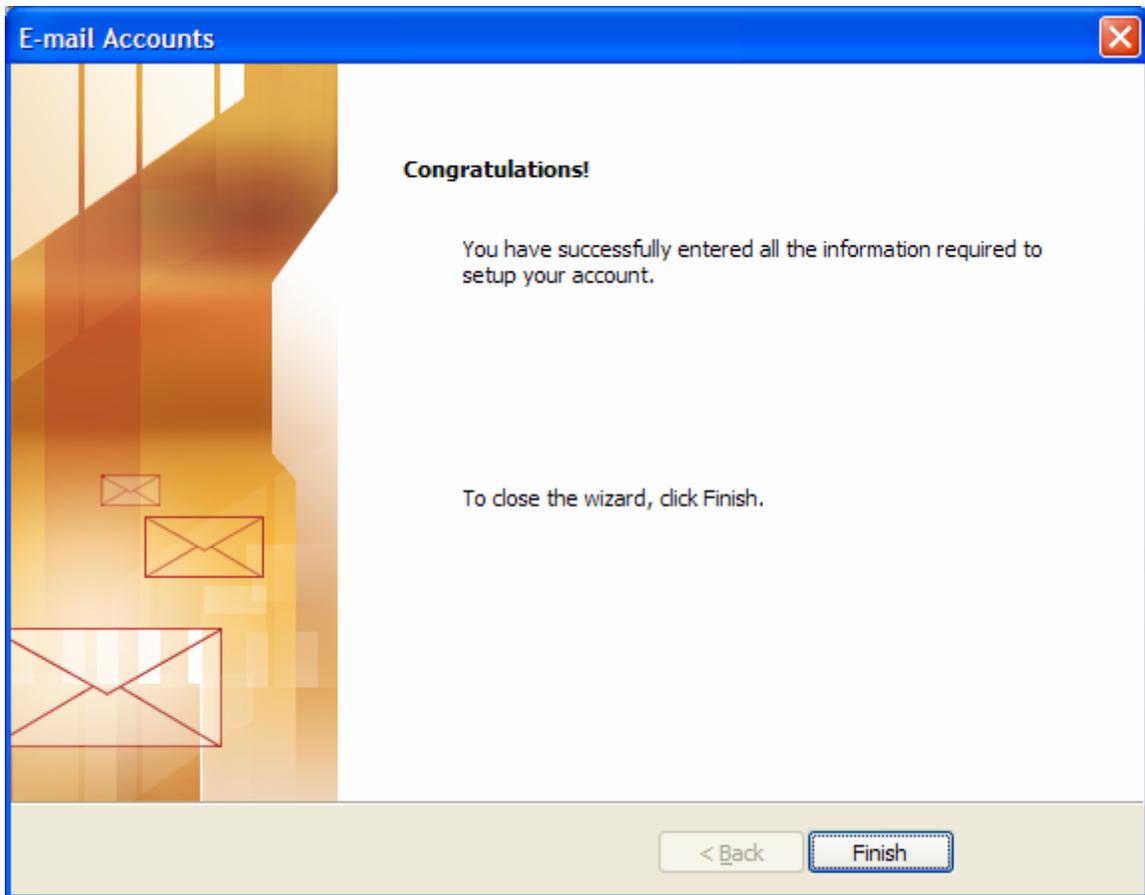
Enter your information in the boxes like above. *<Your Name>* will be your first and last name, this will display when you email people. *<E-mail Address>* will be your HG Reporter E-mail address. Your *<Username>* will be the prefix of your E-mail address and your *<Password>* will be the one given to you by your HG Reporter Manager. The *<Incoming Mail Server (POP3)>* and *<Outgoing Mail Server (SMTP)>* will both be mail.hgreporters.com. You can click on *<Test Settings>* and should see all green check marks, this indicates you are setup and ready to send and receive E-mail. You will then need to click on the *<More Settings>* button.

*(NOTE: Some Internet Service Providers (ISP's), such as SWBELL, AT&T, and a few others require you to use their Outgoing Mail Server or SMTP Server; you may have to contact them to get outgoing server information and setup instructions.)*



### **Step 5:**

In the settings select the <Outgoing Server> tab at the top. Then check the first box, <My Outgoing Server (SMTP) Requires Authentication.> Leave the first radio button ticked to <Use The Same Settings As My Incoming Mail Server>, then click <Ok> to take you back to the previous screen.



**Step 5:**

You can click <Next> and <Finish> when you get to the screen above. This is all you need to do. You may send and receive email through our server now.

Written by:  
Josh Conley  
[webmaster@hglitigation.com](mailto:webmaster@hglitigation.com)  
HG Litigation Services, L.P.  
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