

HG Reporter E-Mail Web Mail Instructions

HG Reporter E-mail can be used by either using the Web Mail Client or using a third party E-mail client such as Microsoft Outlook. For instructions on setting up a third party client please check the downloads section at <http://www.hglitigation.com/reporter/forms.html>. For Web Mail access navigate to <http://www.hglitigation.com/reporter> and click on the Reporter E-mail link.

The login page will require you to enter your username and password. This information can be obtained from your HG Resource Manager. Please write this information down and store in a safe location. If you forget or lose the information please contact your Resource Manager.

HG Litigation Services - Reporter Email Login - Microsoft Internet Explorer

Address: <http://mail.hgreporters.com/mewebmail/base/default/lang/EN/login.asp>

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"I feel sure that Henjum Goucher's hiring policy must be stringent, as their staff is certainly the cream of the crop." -- Karen Rider, Legal Assistant for Danie Sheehan & Associates, LLP

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Welcome HG Reporters

Please log in with your username and password. Once logged in, you can go to the options section to change your password, redirect / forward email to another email account, configure your account to download email to your personal email application such as Outlook. Directions to set up your email can be downloaded from the [Downloads section](#).

Please log in with your username and password.

Login:

Password:

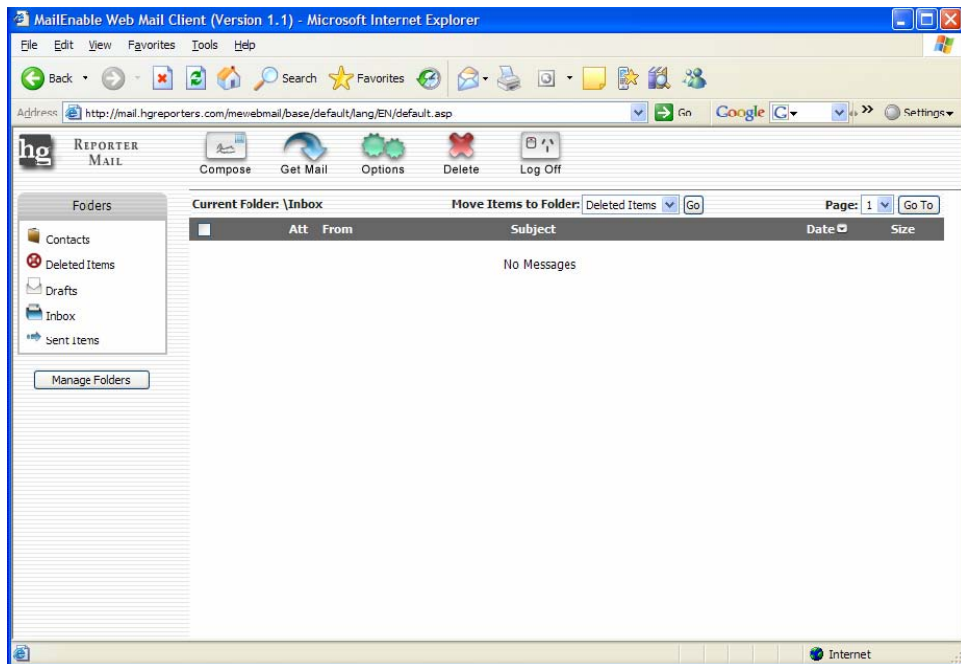
Skin:

If you do not have a username or password or forgotten them, please contact webmaster@hglitigation.com or 1-888-656-DEPO.

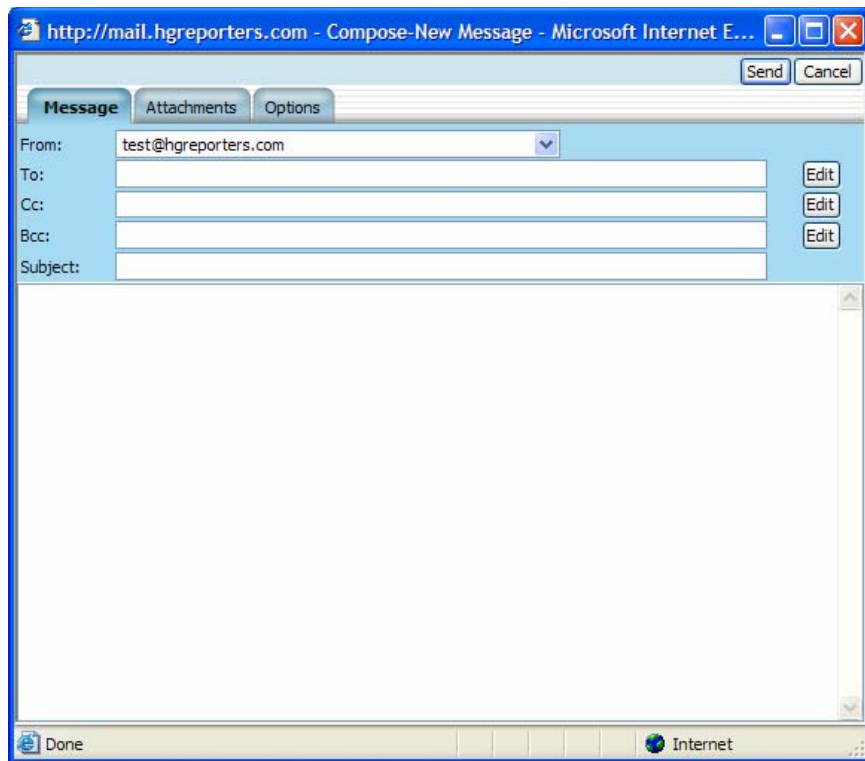
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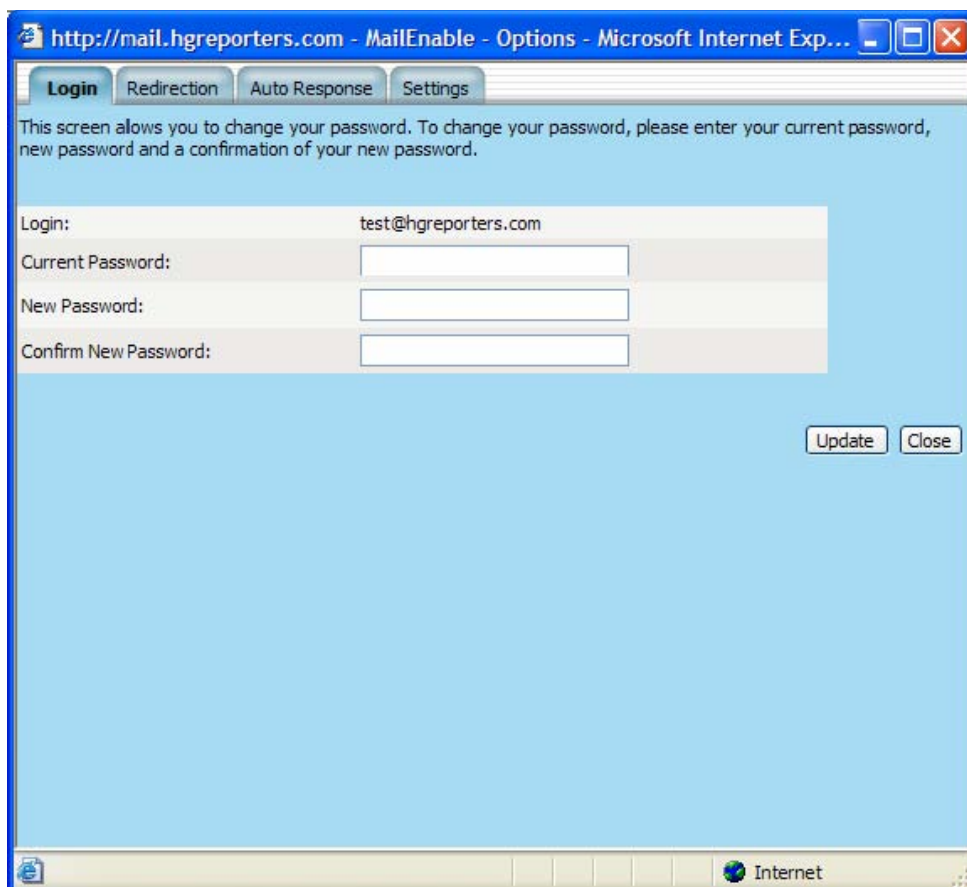
Done Internet



Once you have logged in you will see your inbox and available options. Most of the buttons are self explanatory. Take a moment to click and experiment with each one. When you click each button a pop-up will open for that task. Please make sure your popup blocker does not block these windows.



The Compose Message window always you to send a new message. You can click on the attachments tab to add any attachments. You may also click the options tab to request a Read Receipt.



The Options button will allow you to control several features of your HG E-mail box. You can set the Re-direction with the tab at the top. This feature allows you to have your HG E-mail forwarded to your personal E-mail box such as Yahoo or Hotmail. However, if you reply to a HG E-mail from your personal E-mail the address from address will not reflect your HG E-mail Address. You may also change your password from the options window. You can set your Time Zone, add a signature, and an auto response from here as well.

There are features to allow you to start an address book on the right. There is a logoff button for when you are finished to take you back to the HG Website. If you experience any problems with the Web Mail Client it is recommended you log off then log in again to see if your problem has been resolved. If you have any questions, please email webmaster@hglitigation.com or contact your HG Resource Manager at 1-888-656-DEPO(3376).

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