



For users

AlphaOffice MegaType Cabinet guide (English-language edition)

[View Files](#)

How to Login

- Go to the member site [URL: <https://www.alpha-office.jp/>]. Follow the steps below to login.

1. Click the 'ログイン' (Login) button.

2. Click the search icon.

3. Click the 'English' link.

4. Input your [User ID] and [Password].

5. Click the 'Login' button.

How to view files in Cabinet

- Click the folder you want to view files.
- Click [View] next to the file name which you want to view.

1. Click the 'Cabinet' icon.

2. Click the 'AlphaOffice Data' folder.

3. Click the 'View' button next to the file 'office_choirot.JPG'.

How to view a file on your Notification message

- Click the URL in your Notification message.

1. Click the URL: <https://gl.alpha-mail.ne.jp/cmp2/cab/go.do?id=1ng5khd59>

- Input your [User ID] and [Password]. Click [Login].

User ID :

Password :

- Click [View].

File Name	File Size	View	Download
MailSettingVer2.ppt (1,205KB)		<input type="button" value="View"/>	<input type="button" value="Download"/>

How to change to English

1. Click the 'English' link in the top right.

2. Click the 'OK' button in the dialog box.

- Click [English].
- Click [OK].

Once you switch to English, it'll be in English version until you switch to Japanese again. You only have to do this step only once!



How to set up the Start-up Cabinet

Follow the steps below to show the Cabinet Settings.

1. Click the 'Settings' icon.

2. Click the 'Cabinet' link.

3. Click the 'Settings for Start-up Cabinet' link.

- Click [Select start-up cabinet].
- Click the cabinet you want to set up as the Start-up Cabinet.
- Click [Save] to save the settings.

4. Click the 'AlphaOffice Data' cabinet.

5. Click the 'Save' button.

6. Click the 'Save' button at the bottom right.

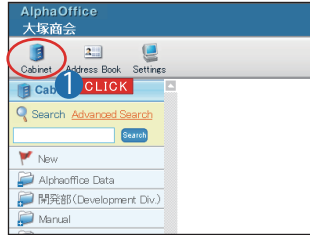


For users

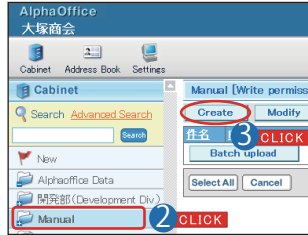
AlphaOffice MegaType Cabinet guide (English-language edition)

Create Files

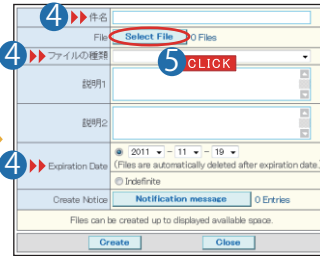
How to add files



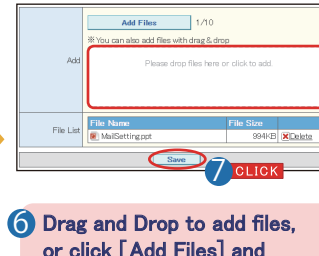
1 Click [Cabinet].



2 Click the folder you want to add files.
3 Click [Create].



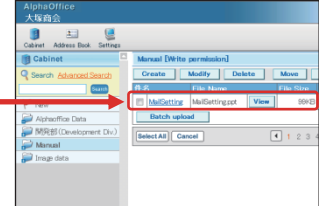
4 Input required fields.
5 Click [Select File].



6 Drag and Drop to add files, or click [Add Files] and choose files you want to add. To add multiple files at once, select files and Drag and Drop. ※ Up to 10 files.
7 Click [Save].

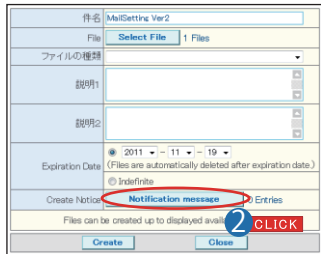


8 Check the total number of added file.
9 Click [Create].

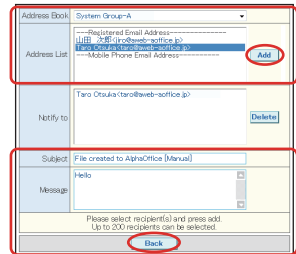


Created !

How to send Notification messages



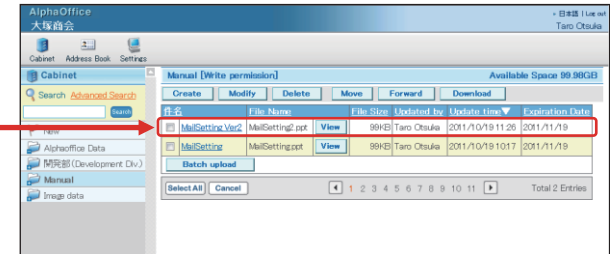
1 Follow 7 steps as described above.
2 Click [Notification message].



3 Choose the address, and click [Add].
4 Input [Subject] and [Message], and click [Back].



5 Check the total number of added addresses.
6 Click [Create].



The Notification message will be send.