



For users

# AlphaOffice MegaType Cabinet guide (English-language edition)

[View Files](#)

## How to Login

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

AlphaOffice MegaType ログイン

「AlphaOfficeメガタイプ」をご利用中のお客様は、こちらからログインしてください。

ユーザID:

パスワード:

管理権限 記憶 ID保存 ログイン

※ ログインできないお客様はこちらをご確認ください。

AlphaOffice MegaType Login

The visitor under use needs to login "AlphaOffice MegaType" from here.

User ID:

Password:

Save User ID Login

## How to change to English

Web ページからのメッセージ

英語に切り替えますか?  
Switch to English?

OK キャンセル

- 1 Click [English].
- 2 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 view files in Cabinet

AlphaOffice 大塚商会

Cabinet 1 CLICK Settings

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

File Name	File Size	Update
RT.txt	RT.txt	1KB
office_choice1.JPG	office_choice1.JPG	1KB
cabinet_illust.bmp	cabinet_illust.bmp	1,725KB
cabinet_zubmp	cabinet_zubmp	1,808KB

## How to set up the Start-up Cabinet

Follow the steps below to show the Cabinet Settings.

AlphaOffice 大塚商会

Settings Cabinet Settings

Personal Settings General Settings Cabinet Address Book

Settings for Start-up Cabinet

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

Settings for Start-up Cabinet

Start-up Cabinet

Select start-up cabinet

AlphaOffice Data

## How to view a file on your Notification message

- 1 Click the URL in your Notification message.

File created to AlphaOffice [diana]

has been uploaded to AlphaOffice [キャビネット]

I modified "MailSettingVer2.ppt".  
Point out any errors to me.

Following are uploaded file:

(1) MailSettingVer2.ppt  
<https://gl.alpha-mail.ne.jp/omp2/cab/go.do?id=ing6khd59>

File was uploaded to following cabinet:  
キャビネット

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

User ID:

Password:

Save ID Login

- 3 Click [View].

MailSettingVer2

Creator	Time created
Taro Otsuka	2011/10/20 14:11

File Name: MailSetting/ver2.ppt (1,205KB) View Download

Download Log

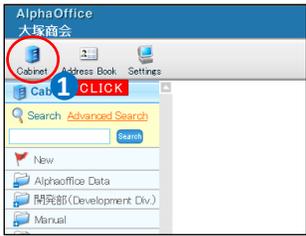


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Create Files

## How to add files



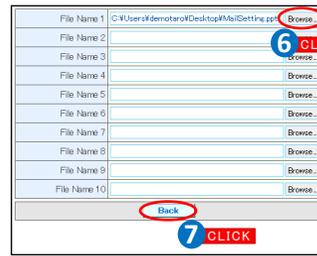
1 Click [Cabinet].



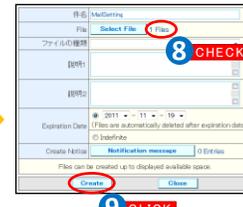
2 Click the folder you want to add files.  
3 Click [Create].



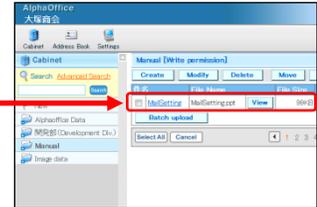
4 Input required fields.  
5 Click [Select File].



6 Click [Browse...], and choose files you want to add.  
7 Click [Back].

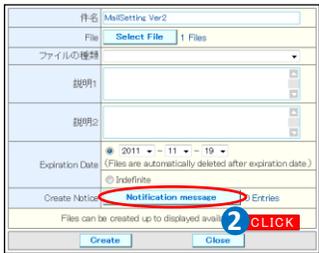


8 Check the total number of added files.  
9 Click [Create].

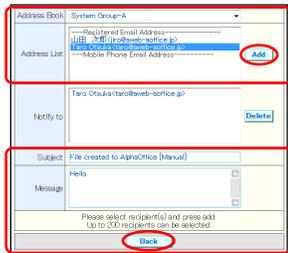


Created !

## How to send Notification messages



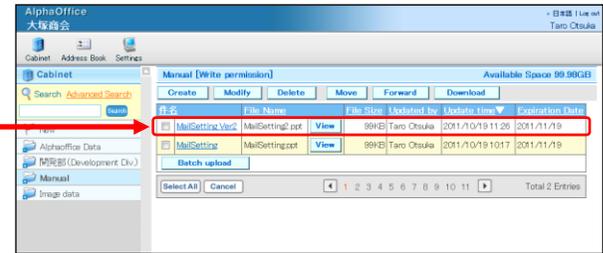
1 Follow 7steps as described above.  
2 Click [Notification message].



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



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

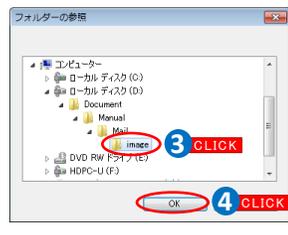


The Notification message will be send.

## How to upload multiple files at once



1 Click the folder you want to add files.  
2 Click [Batch upload].



3 Choose the folder.  
4 Click [OK].



5 Select files you want to add.  
6 Click [アップロード開始].



Created !

