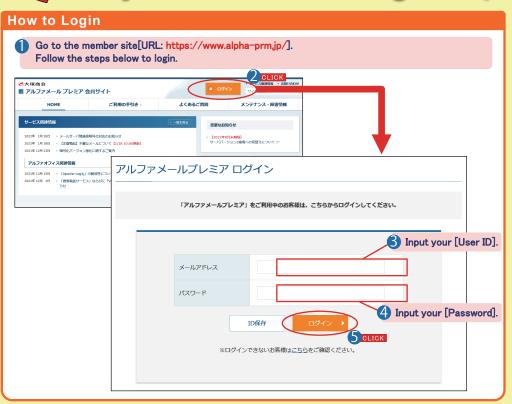


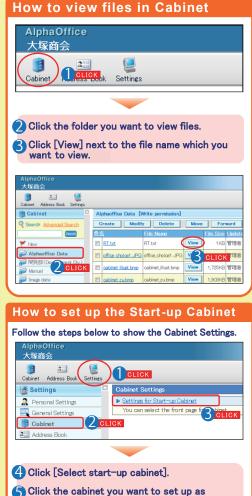
## For users

## AlphaOffice Cabinet guide (English-language edition)

**View Files** 







the Start-up Cabinet.

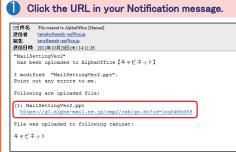
Once changes are made, press "Save

Alphaoffice Data

Olick [Save] to save the setting.







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

User ID:						
Password:						
Save D Login						
	Copyright (					

G Click [View].

				Move to top	
Cabinet Name:キャビネ	ył.				
MailSettingVer2	800-0800	gertage and the second	20000-00	and agree 1	
Oreator	Taro Otsuka	Time created	2011/10	/2014:11	
Updated by	Hanako Otsuka	Update time	2011/10/2014:11		
File Name	MailSettingVer2.ppt (1,205KB)		View Download		
ファイルの種類					
説明1					
説明2					
Begin editing					
Download Log					
Time User Name		File	File Name		
		View downloa	d history	for the last 30 days	
	Move	to top		1	
lk.					



## AlphaOffice Cabinet guide (English-language edition)

Create Files





For users









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

- 4 Input required fields.
- 6 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.
- Click[Save].

- Check the total number of added file.
- Olick [Create].

## How to send Notification messages









- 4 Input [Subject] and [Message], and click [Back].
- Create 6 CLICK se Check the total number of added addresses.

@ Indefinite Files can be created up to displayed available space.

@ 2011 - - 11 - - 19 -Expiration Date (Files are automatically deleted after expiration date.)

件名 MailSetting Ver2

ファイルの種類

##B月1

##8月2



The Notification message will be send.