



For users

AlphaOffice Cabinet guide (English-language edition)

View Files

How to Login

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

1 **CLICK**

2 **CLICK**

3 **Input your [User ID].**

4 **Input your [Password].**

5 **CLICK**

「アルファメールプレミア」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。

メールアドレス

パスワード

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。

How to change to English

1 **CLICK**

2 **CLICK**

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

- 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 view files in Cabinet

AlphaOffice 大塚商会

Cabinet Address Book Settings

1 **CLICK**

2 **CLICK**

3 **CLICK**

AlphaOffice Data [Write permission]

File Name	File Size	Update
RT.txt	1KB	管理者
office_choirot.JPG	1,725KB	管理者
cabinet_illust.bmp	1,803KB	管理者

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

How to set up the Start-up Cabinet

AlphaOffice 大塚商会

Cabinet Address Book Settings

Settings Cabinet Settings

Personal Settings General Settings Cabinet Address Book

1 **CLICK**

2 **CLICK**

3 **CLICK**

4 **CLICK**

5 **CLICK**

6 **CLICK**

Settings for Start-up Cabinet

Start-up Cabinet: AlphaOffice Data

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

How to view a file on your Notification message

- Click the URL in your Notification message.

1 **CLICK**

File created to AlphaOffice [Dfama]

送信者 hanako@web-office.jp
宛先 taro@web-office.jp
送信日時 2011年10月20日(木) 14:11:26

"MailSettingVer2" 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/cmp2/cnb/go.do?id=mg5khd59>

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

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

User ID :

Password :

Save ID Login

- Click [View].

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Cabinet Name: キャビネット

MailSettingVer2

Creator	Taro Otsuka	Time created	2011/10/20 14:11
Updated by	Hanako Otsuka	Update time	2011/10/20 14:11
File Name	MailSettingVer2.ppt (1,205KB)	View	Download

説明1

説明2

Begin editing

Download Log

Time	User Name	File Name
View download history for the last 30 days		

Move to top



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 7steps 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.