



For users

# AlphaOffice Cabinet guide (English-language edition)

[View Files](#)

## How to Login

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

1 **CLICK**

2 **CLICK**

3 **CLICK**

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

5 **CLICK**

## How to change to English

1 **CLICK**

2 **CLICK**

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

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



## How to view files in Cabinet

1 **CLICK**

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

2 **CLICK**

3 **CLICK**

## How to set up the Start-up Cabinet

Follow the steps below to show the Cabinet Settings.

1 **CLICK**

2 **CLICK**

3 **CLICK**

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

4 **CLICK**

5 **CLICK**

6 **CLICK**

## How to view a file on your Notification message

- Click the URL in your Notification message.

1 **CLICK**

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

2 **Input your [User ID] and [Password].**

3 **CLICK**

- Click [View].

3 **CLICK**

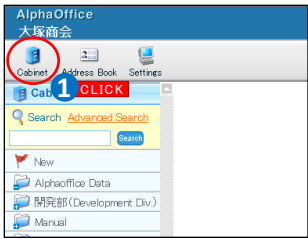


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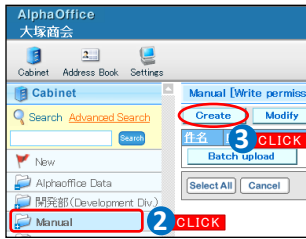
# AlphaOffice Cabinet guide (English-language edition)

Create Files

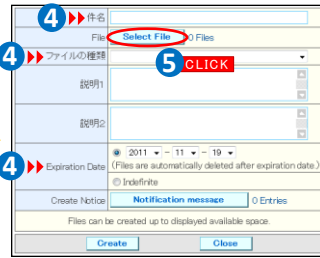
## How to add files



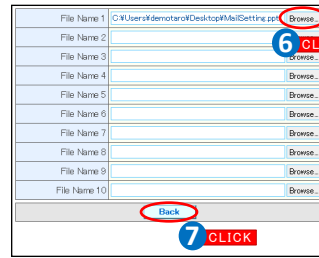
1 Click [Cabinet].



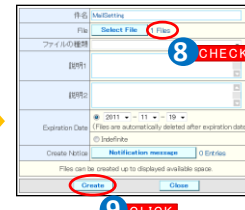
2 Click the folder you want to add files.  
3 Click [Create].



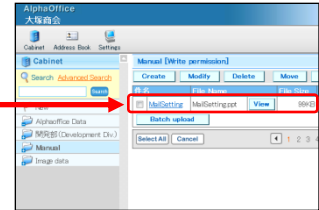
4 Input required fields.  
5 Click [Select File].



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



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

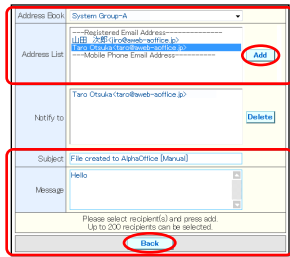


Created !

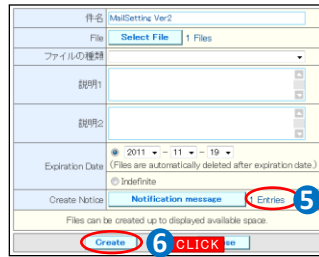
## How to send Notification message



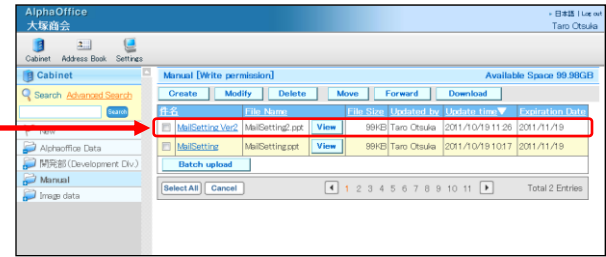
1 Follow 7steps as described above.  
2 Click [Notification message].



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

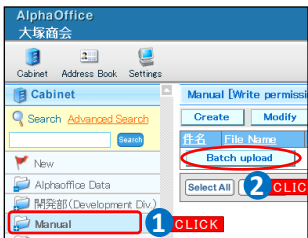


5 Check the total number of added addresses.  
6 Click [Create].

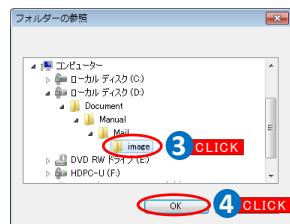


The Notification message will be send.

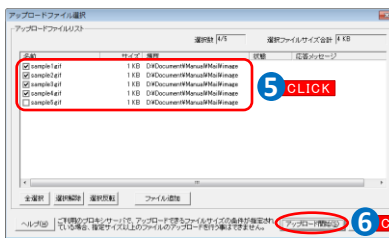
## How to upload multiple files at once



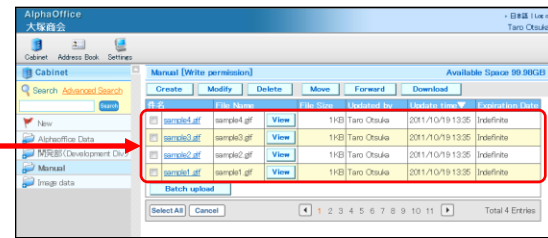
1 Click the folder you want to add files.  
2 Click [Batch upload].



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 !

