



For users

AlphaOffice Cabinet guide (English-language edition)

[View Files](#)

How to Login

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

The screenshot shows the login process in five steps:

1. Click the **ログイン** (Login) button.
2. Click the **English** language selector.
3. Click the **English** button in the language dropdown.
4. Input your **[User ID]** and **[Password]** in the respective fields.
5. Click the **Login** button.

How to change to English

The screenshot shows the language switch process in two steps:

1. Click the **English** button in the top right corner.
2. Click **OK** in the "Switch to English?" dialog box.

- 1 Click **[English]**.
- 2 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

The screenshot shows the file list interface in three steps:

1. Click the **Cabinet** icon in the top navigation bar.
2. Click the folder you want to view files (e.g., **AlphaOffice Data**).
3. Click **[View]** next to the file name which you want to view (e.g., **office_choice1.JPG**).

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

How to set up the Start-up Cabinet

The screenshot shows the settings process in six steps:

1. Click the **Settings** icon in the top navigation bar.
2. Click **Cabinet** in the left sidebar.
3. Click **Settings for Start-up Cabinet** in the sub-menu.
4. Click **[Select start-up cabinet]** in the "Start-up Cabinet" section.
5. Click the cabinet you want to set up as the Start-up Cabinet (e.g., **AlphaOffice Data**).
6. Click **[Save]** to save the setting.

Follow the steps below to show the Cabinet Settings.

- 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 setting.

How to view a file on your Notification message

The screenshot shows the notification message in three steps:

1. Click the URL in your Notification message: <https://gl.alpha-mail.ne.jp/cmp2/cnb/go.do?id=ing6khd59>
2. Input your **[User ID]** and **[Password]**.
Click **[Login]**.

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

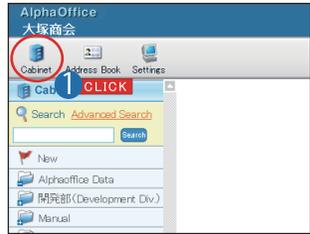
The screenshot shows the file details page with one step:

- 3 Click **[View]**.

- 3 Click **[View]**.



How to add files



1 Click [Cabinet].



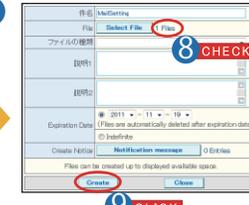
2 Click the folder you want to add files.
3 Click [Create].



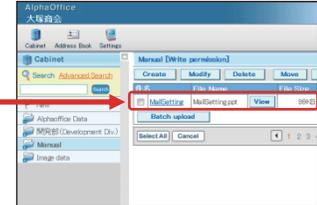
4 Input required fields.
5 Click [Select File].



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].

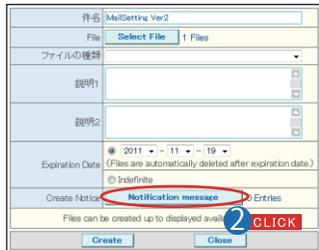


8 Check the total number of added file.
9 Click [Create].

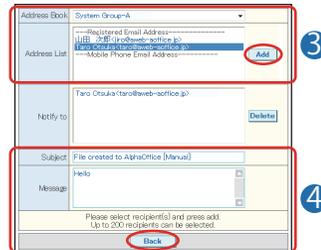


Created !

How to send Notification messages



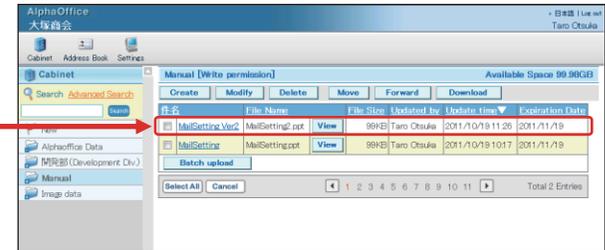
1 Follow 7steps as described above.
2 Click [Notification message].



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.