

D.e-Express Registered user's manual

Ver. 2022-10-01

TOYOTA SYSTEMS CORPORATION

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1. Login

1. Open browser and enter the URL(<https://mailbox.exp.d-cruise.jp/twsm/main>) of D.e-Express into the address-bar.
2. Enter [UserID] and [Password]. Then, Click [Login] button.

Login Window

Login

Login via D.e-Express account

UserID(E-mail address)
e.g.) user@exp.d-cruise.jp

Password
Enter Password.

Login

[Password reset HERE.](#)

----- Use Other account. -----

Dedicated members of ToyotaSystems.

Login via MS account

[Login FAQ](#)

Your IP address : xxx.xxx.xxx.xxx

3. D.e-Express main window will be opened, if you get authorized successfully with correct ID/Password.

Main Window

New message

Reload Download(Selected)*Plugin Delete

TEST MAKER1 COPORATION 05taru user05

Transfer mode : Plugin(High-Speed) MENU

Mailbox/Inbox

Subject: [] Only new

Label: [] Date: YYYY/MM/DC - YYYY/MM/DC Status: [] Search Clear

Star	File	Label	Subject	From	Date	Status
No message.						

20 Page: 1 of 1 Displaying 0 to 0 of 0 items

Select message

[NOTE] Please close all windows of the browser to logout. (* Be careful if you use shared PC.)

2. Sending

**[NOTE] You can't see [New message] button if you don't have permission to use sending functions.
(For example, free users don't have permission)**

1. Click [New Message] button and you'll see a menu that listing available contract-name(*1) and send-methods(*2).
==> Select a suitable item for your sending from the menu.

New Message window will be opened.

*1 Contract names are assigned by the contractor.

*2 It's called [Send function] in this system.

Calling Sending Function

The screenshot shows a web application interface for sending messages. The browser address bar displays the URL `https://mailbox.exp.d-cruise.jp/twsm/main`. The page title is `Data Exchange With External (ContractNo:2015110500)`. The user is identified as `TEST MAKER1 COPORATION 05taro user05`. The interface includes a `New message` dropdown menu, a `Reload` button, and a `Transfer mode` set to `Plugin(High-Speed)`. A search bar is present with fields for `Date` and `Status`. A table with columns `Star`, `File`, `Label`, `Subject`, `From`, `Date`, and `Status` is shown, but it contains no messages, displaying `No message.` and `Displaying 0 to 0 of 0 items`. A `Select message` prompt is visible at the bottom of the table area. A `javascriptvoid(0)` error message is visible in the bottom left corner.

[NOTE] Some of these entry fields may be invisible or fixed value by configuration.

2. Click on [TO] [ReportTo] button opens a window and select addressees.(* [TO] is the required field.)
(Note that these sequence is for picking pre-registered addressees under mutual disclosure agreement.
If you pick non-registered addressees, please skip to the paragraph 7.)

New Message Window

TEST MAKER1 COPORATION 05staro user05
Transfer mode : Standard

Data Exchange With External (ContractNo:2015110500) - Standard

From : user05@test-maker1.jp.d-cruise.co.jp

To :

ReportTo :

Subject : Label :

Attached : Plugin mode

Keeping days : default Download password :

Message :

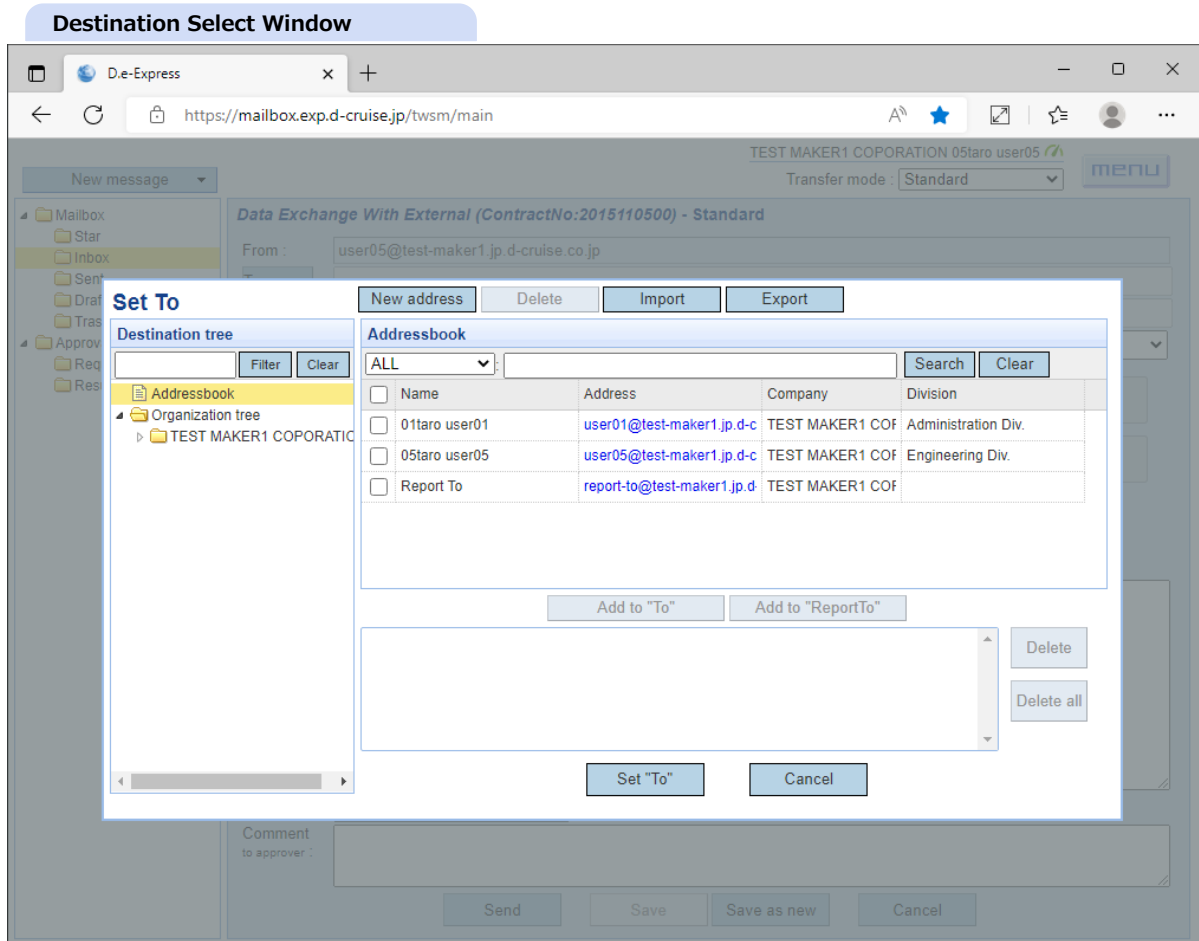
Approver :

Comment to approver :

3. Tree view of companies and its divisions hierarchy is shown in the left hand of the window.(Use filtering or searching keyword to narrow addressee candidates.)

On the right hand, persons(users) will be listed those are belong to the organization you selected.

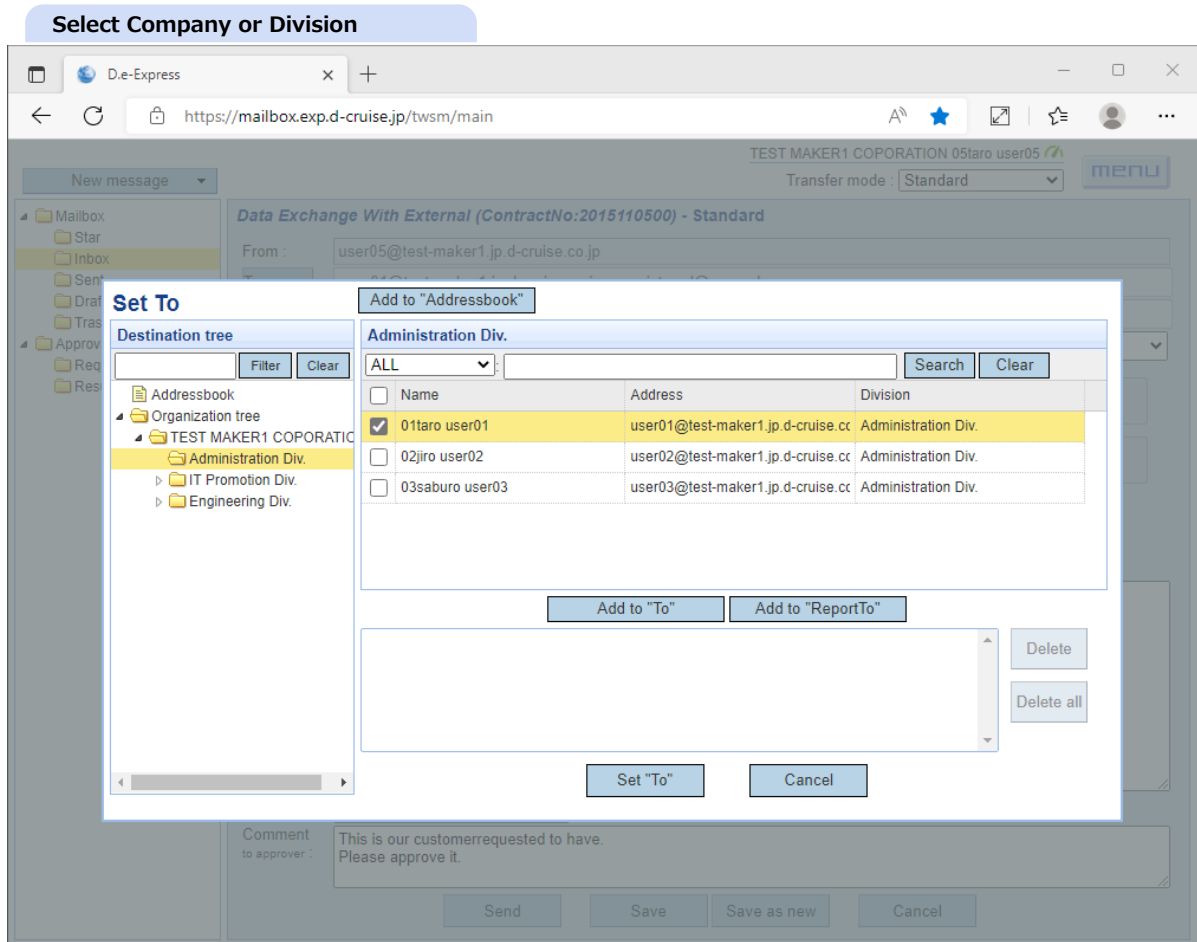
* This is available only for pre-registered addressees under mutual disclosure agreement.



4. Click a triangle that's on left beside of each folder to open a node, and select an organization to which the target person may belongs.

==> The involved persons(users) will be listed on the right hand.

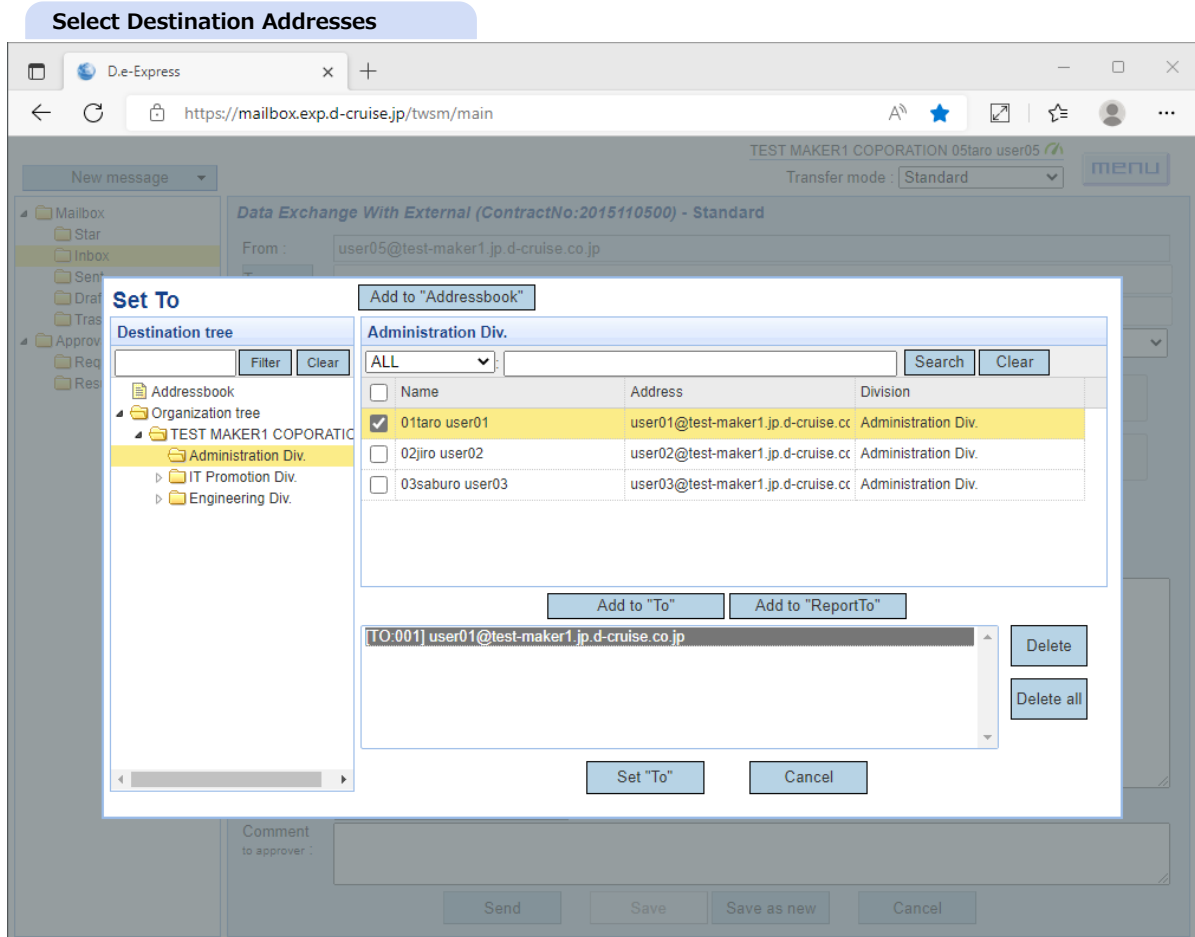
* Persons can be listed up to 100 at once. Please narrow with keywords if you get more than 100.



5. Double click on a target person to pick as an addressee. That one(s) will be added on the list below. You can remove those added names from the list by

'Delete' button or 'Delete all' button.

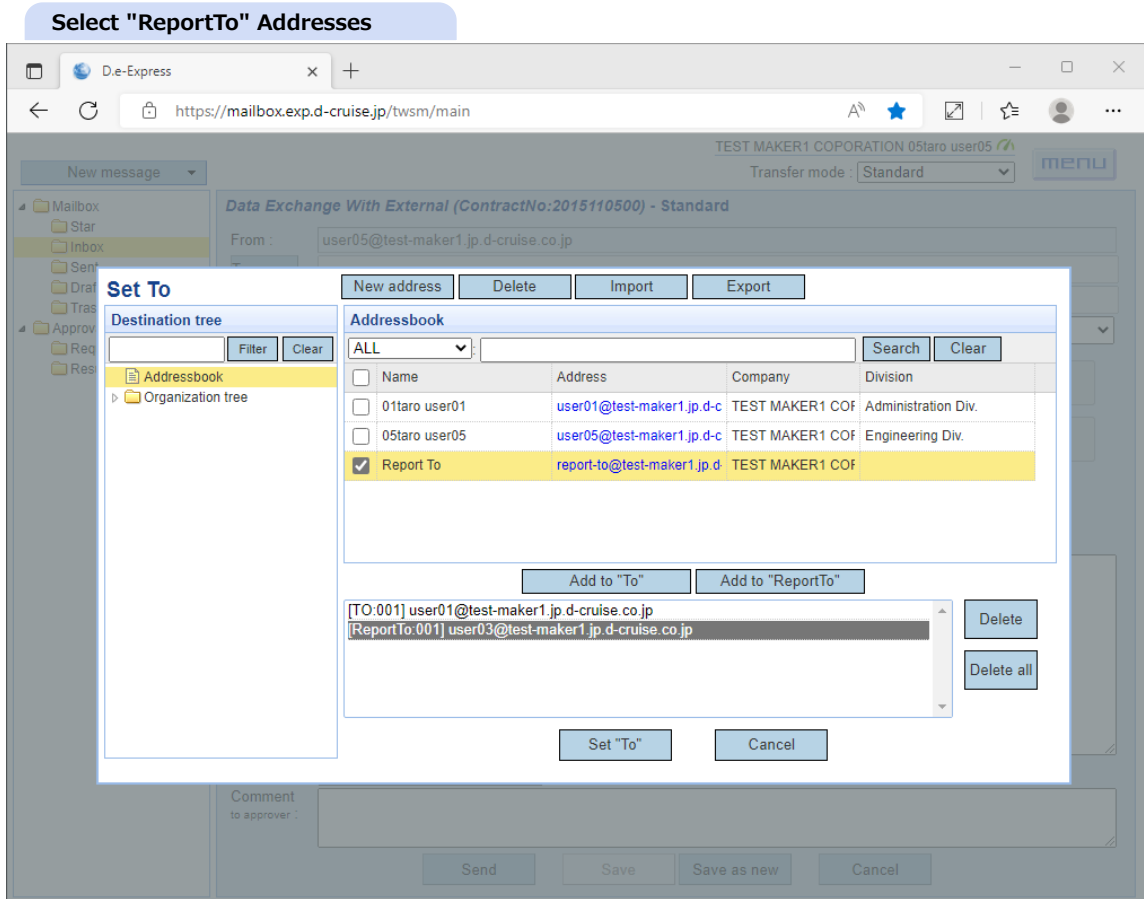
* You can also check a checkbox beside a target person name, and click [Add to 'To'] button.



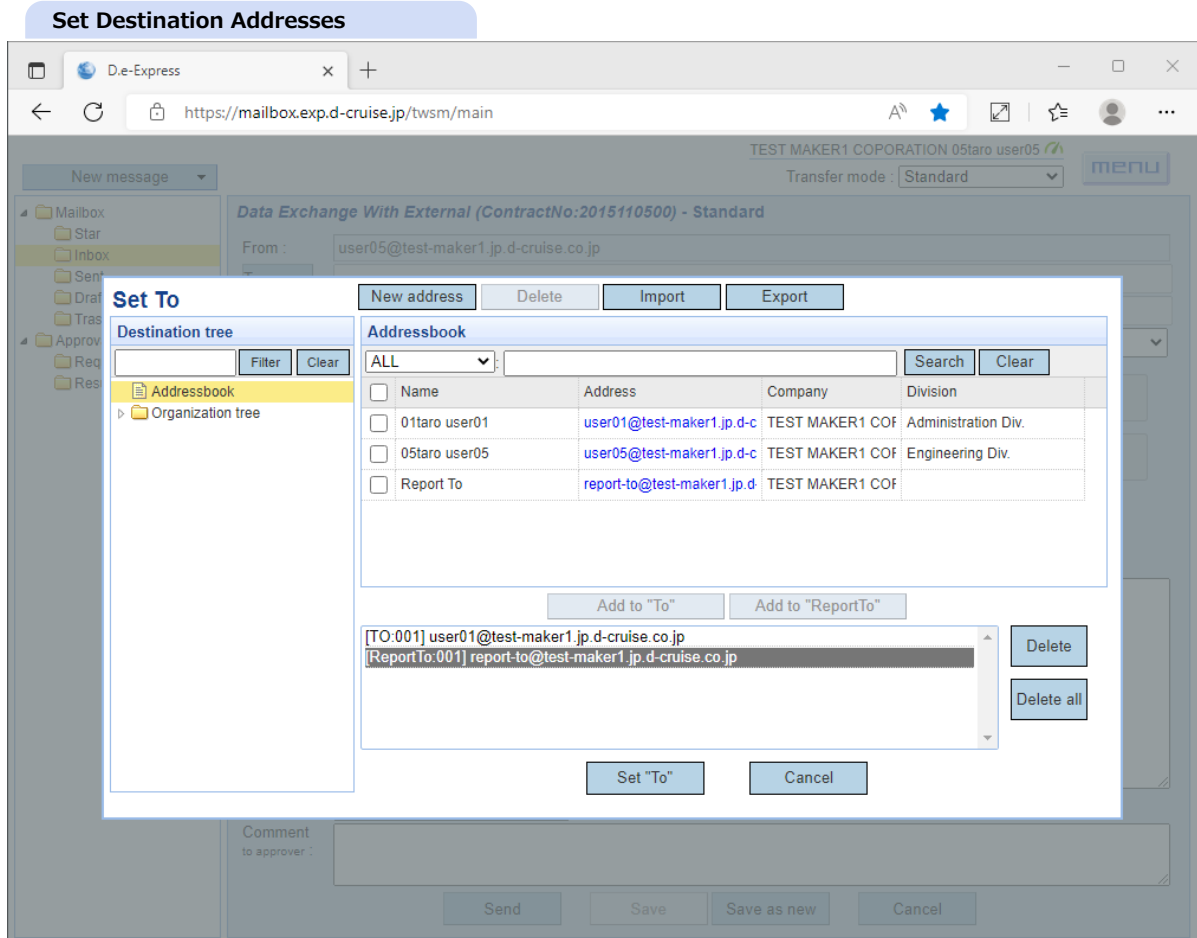
[Memo] Sending completion and downloading notice will be sent to "ReportTo" address.

* Downloading the attachment files is not available on "ReportTo" address users.

- Select address on "ReportTo"
- Click on "Add to ReportTo"
- The email address will be set to "ReportTo"



6. Click [Set 'To'] button to decide addressee as listed in 8, and reflect them into 'To' field.



7. You can type addresses directly(*) into 'To' field if you need to send a message to users those are not in the tree view. If the recipient doesn't have D.e-Express ID (or non-registered user) , a login password will be given automatically by an e-mail from the system to the recipient.
- This password is one time use only and it's valid on a message(Every message has different one time password). Place a comma(',') or semicolon(';') to delimit multiple addresses and the addresses can be set up to 100. All specified addresses will be disclosed to each recipient(*).
- You have to send by separate message if you want to conceal addresses as BCC of e-mail.

* Except for non-registered recipient.

[NOTE] Please be careful not to make typing mistakes of e-mail addresses.

Entry for Destination Address

The screenshot shows a web browser window with the URL `https://mailbox.exp.d-cruise.jp/twsm/main`. The page title is "Data Exchange With External (ContractNo:2015110500) - Standard". The user is logged in as "TEST MAKER1 COPORATION 05taro user05". The transfer mode is set to "Standard".

The form fields are as follows:

- From :** `user05@test-maker1.jp.d-cruise.co.jp`
- To :** `user01@test-maker1.jp.d-cruise.co.jp, unregister@example.com`
- ReportTo :** `report-to@test-maker1.jp.d-cruise.co.jp`
- Subject :** (empty)
- Label :** (dropdown menu)
- Attached :** (empty text area with "Add" and "Delete" buttons)
- Keeping days :** `default` (dropdown menu)
- Download password :** (checkbox and empty text field)
- Message :** (empty text area)
- Approver :** (dropdown menu)
- Comment to approver :** (empty text area)

Buttons at the bottom: `Send`, `Save`, `Save as new`, `Cancel`.

[NOTE] Some of these entry fields may be invisible or fixed value by configuration.

8. Input email address on "ReportTo" for unregistered user(This "ReportTo" accepts unregistered address on every sending function).

Maximum 100 email addresses are available with ","(comma) or ";"(semi-colon) separated.

The addresses on "ReportTo" will be displayed on CC of "Sending completion" and "Downloading"notification email.

(Unregistered email address will be shown only in "Sending completion" notification email.)

[Ref] [Switching ON/OFF of "ReportTo"](#)

	Sending completion	Downloading completion
D.e-Express registered	Initial default : ON * Available switching ON/OFF on "Personal preference"	Initial default : OFF * Available switching ON/OFF on "Personal preference"
D.e-Express unregistered	ON (Not available to switch ON/OFF)	OFF (Not available to switch ON/OFF)

* Registered user can switch ON/OFF with reading [[12. Preference](#)]

Entry for "ReportTo" Address

The screenshot shows a web browser window titled "D.e-Express" with the URL "https://mailbox.exp.d-cruise.jp/twsm/main". The page displays a "New message" form for "Data Exchange With External (ContractNo:2015110500) - Standard".

On the left, there is a mailbox navigation tree with folders: Mailbox, Star, Inbox (selected), Sent, Draft, Trash, Approval, Request, and Result. A "Clear" button is next to the Trash folder.

The main form area includes the following fields and controls:

- From :** user05@test-maker1.jp.d-cruise.co.jp
- To :** (empty)
- ReportTo :** report-to@test-maker1.jp.d-cruise.co.jp
- Subject :** (empty)
- Label :** (dropdown menu)
- Attached :** (empty area with "Add" and "Delete" buttons)
- Plugin mode :** (checkbox, currently unchecked)
- Keeping days :** default (dropdown menu)
- Download password :** (checkbox, currently unchecked)
- Message :** (large text area)
- Approver :** (dropdown menu)
- Comment to approver :** (text area)

At the bottom of the form, there are four buttons: "Send", "Save", "Save as new", and "Cancel".

9. Enter a message subject into 'Subject' field. <REQUIRED>
10. Select a 'Label' that system prepared. This is for tagging/sorting in an optional manner.
'Document', 'Reference', 'Approval', 'Formal' and 'Preliminary' are available.

[NOTE] Some of these entry fields may be invisible or fixed value by configuration.

11. For security purpose, you can shorten downloadable period for recipients by setting 'Keeping days'.
You can select from 1-15 days. By 'default', it will be kept for 30 days after arrival (15 days for non-registered recipients).
12. 'Download password' sets the password on downloading attachment files.
the LOGIN PASSWORD(set by registered recipient users according to his/her ID) or ONETIME PASSWORD(automatically issued by D.e-Express system to non-registered recipients on everytime you send a message) is ALWAYS REQUIRED when recipients login before download.
Check the 'Download password' for entering a password.
* This password is required only for recipients to download the password protected files, senders and approvers are not required. Recipient(s) will receive a password notification e-mail from the server, if you send with a password.

Type of Password

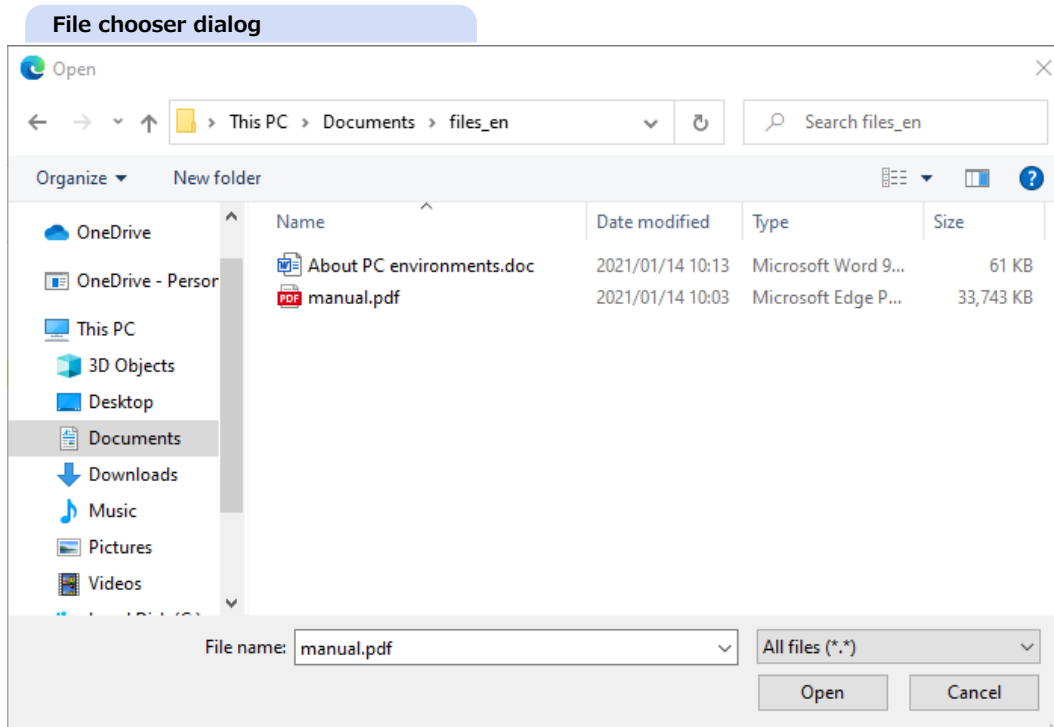
Download password (Set by sender)	Operation that's required for receiver	
	On Login	On Download
With password	Login password is always required. Onetime password will be required	Download password is required
Without password	if the recipient is a non-registered user	No Download password is required

Characters can be used as password

Characters	Available
Alpha-numeric	A~Z, a~z, 0~9
Symbols	! @ # \$ % ^ & _ + - = ; ? , . /

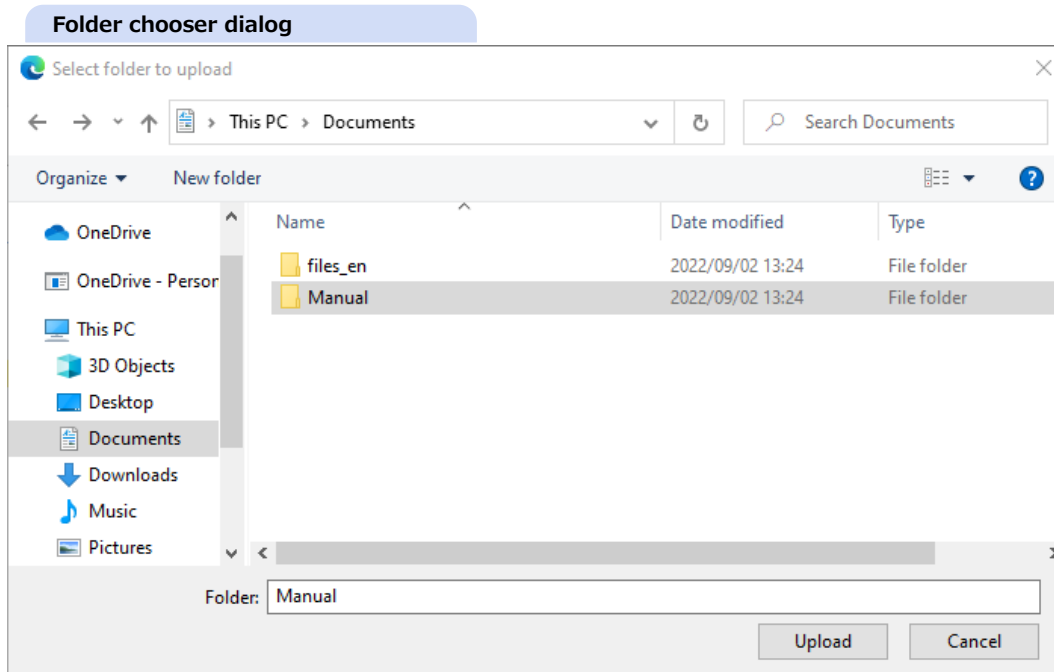
13. Enter message body into 'Message' field.

14. Select an approver for the message from 'Approver'(*). <REQUIRED>
 - * Need to be registered in advance. If you select yourself as an approver, the following approve/reject operation will be omitted.
15. Enter for 'Comment to approver' field.
16. Click [Add] button.
 - ==> File chooser dialog will be opened.
 - *For Chrome/Edge: A menu to select the File or Folder will be shown. Select it.
17. Select a files or folder you want to send, and click [Open] or [Upload] button.
 - Multiple files can be selected on the File chooser dialog.



One folder can be selected on the Folder chooser dialog.

[NOTE] Empty folder can not be uploaded.



Limitation and condition of attachment files/folders

Item	Limitation/condition
Length of file name	210 letters and 255 bytes(UTF-8) or lower.
File type	No limitation(Configurable by send function.)
Prohibited Characters on file name	* < > " ¥ / : ? % , & (Highlighted characters are prohibited on Windows)
File size	Up to 100GB(*)
The number of files	Up to 50,000 files(*)

- * The maximum size and number of files you can upload depends on your environment. we can upload 4,000MB/3,000 files at once.
- If and more, please [install Plug-in](#) or compress before uploading.

Drag-and-drop file uploading

Drag-and-drop into the 'Attached' area makes files and folders upload.

- * Empty folder can be uploaded.

Drag-and-drop uploading

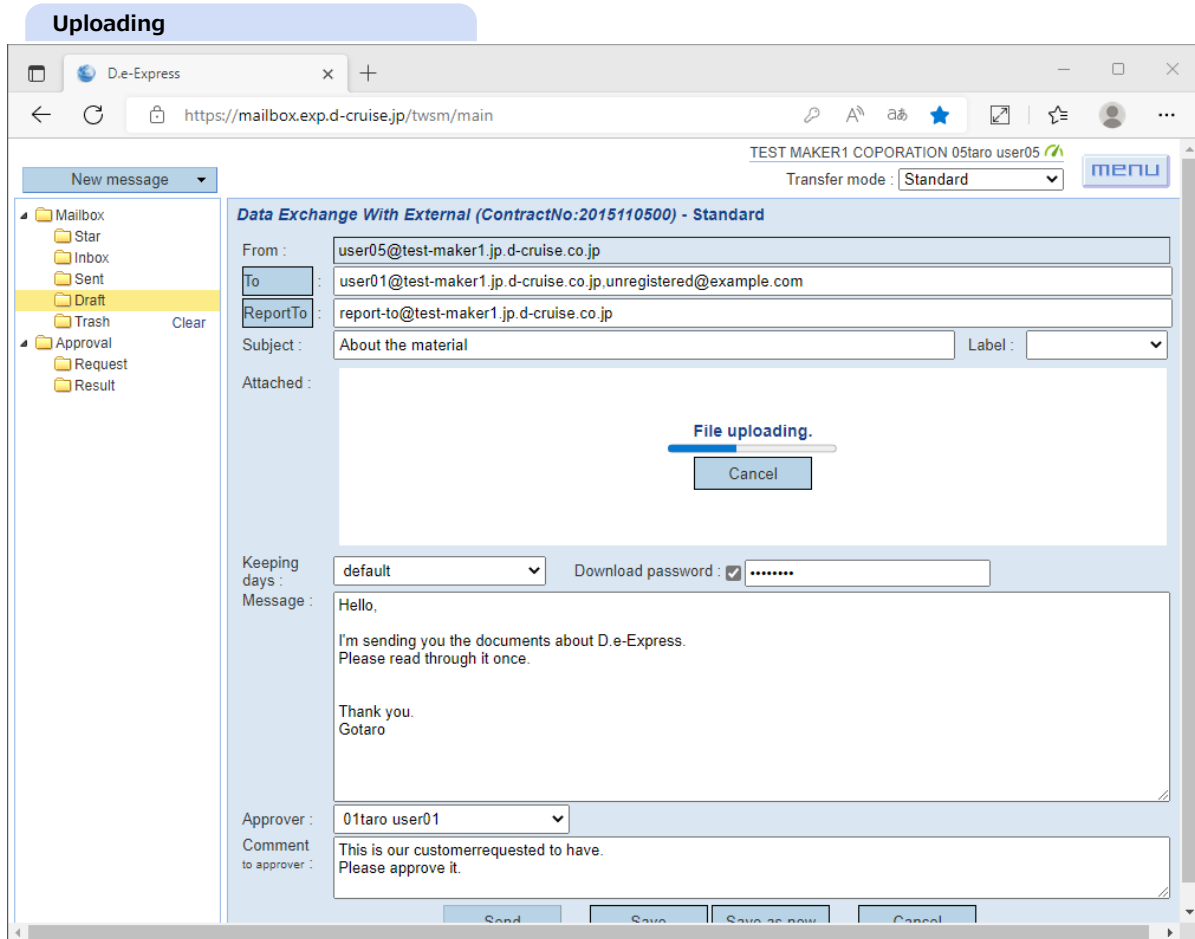
The screenshot shows a web browser window with the URL <https://mailbox.exp.d-cruise.jp/twsm/main>. The page title is "Data Exchange With External (ContractNo:2015110500) - Standard". The interface includes a navigation menu on the left with folders like Mailbox, Star, Inbox, Sent, Draft, Trash, Approval, Request, and Result. The main form has the following fields:

- From:** user05@test-maker1.jp.d-cruise.co.jp
- To:** user01@test-maker1.jp.d-cruise.co.jp, unregistered@example.com
- ReportTo:** report-to@test-maker1.jp.d-cruise.co.jp
- Subject:** About the material
- Attached:** A dashed blue box with the text "Drop file here" and instructions: "If using Internet Explorer, folders cannot be attached. Inaccessible files and folders that contain it cannot be attached. Inaccessible folder attached as a empty folder." There are "Add" and "Delete" buttons next to this area.
- Keeping days:** default
- Download password:** [checked] [password field]
- Message:** Hello, I'm sending you the documents about D.e-Express. Please read through it once. Thank you. Gotaro
- Approver:** 01taro user01
- Comment to approver:** This is our customerrequested to have. Please approve it.

At the bottom of the form are buttons for "Send", "Save", "Save as new", and "Cancel".

18. The file upload will start.

[NOTE] DO NOT edit or delete the attached file while uploading.



[Ref] You can edit other input fields while uploading. Click [Cancel] button to terminate uploading.

19. Click [Send] button to send the message.

[Ref] Your sent message is stored in 'Sent' folder(*).

* It's deleted after 30 days for files/folders, 365 days for message record.

Do send (Request for approval)

TEST MAKER1 COPORATION 05taro user05
Transfer mode : Standard

Data Exchange With External (ContractNo:2015110500) - Standard

From : user05@test-maker1.jp.d-cruise.co.jp

To : user01@test-maker1.jp.d-cruise.co.jp,unregistered@example.com

ReportTo : report-to@test-maker1.jp.d-cruise.co.jp

Subject : About the material Label :

Attached :
 Plugin mode
About PC environments.doc (60.2 KB)
manual.pdf (32.9 MB)

Keeping days : default Download password :

Message :
Hello,
I'm sending you the documents about D.e-Express.
Please read through it once.
Thank you.
Gotaro

Approver : 01taro user01

Comment to approver : This is our customerrequested to have.
Please approve it.

Send Save Save as new Cancel

Error that occurs when the number of the attached files exceeds its upper limit

When the number of the attached files exceeds its upper limit, the following error message appears.

Error image

The number of attached files exceeds the limit.(FBWERR0033)

20. Depends on configuration, there may be allowed to send to non-registered user (called One-time sending).

Under One-time sending available, you'll see a warning like this. Please verify addresses in 'To' field.

Alert dialog on sending (Request for approval)

mailbox.exp.d-cruise.jp says

[CAUTION]
This sending function allows you sending the message to users who are not registered.
Please verify the address(es) is correct
since this message can be lost on delivery if it contains typo.

Are you sure you send this message with the address(es) as above?

OK Cancel

3. Approve/Reject for send

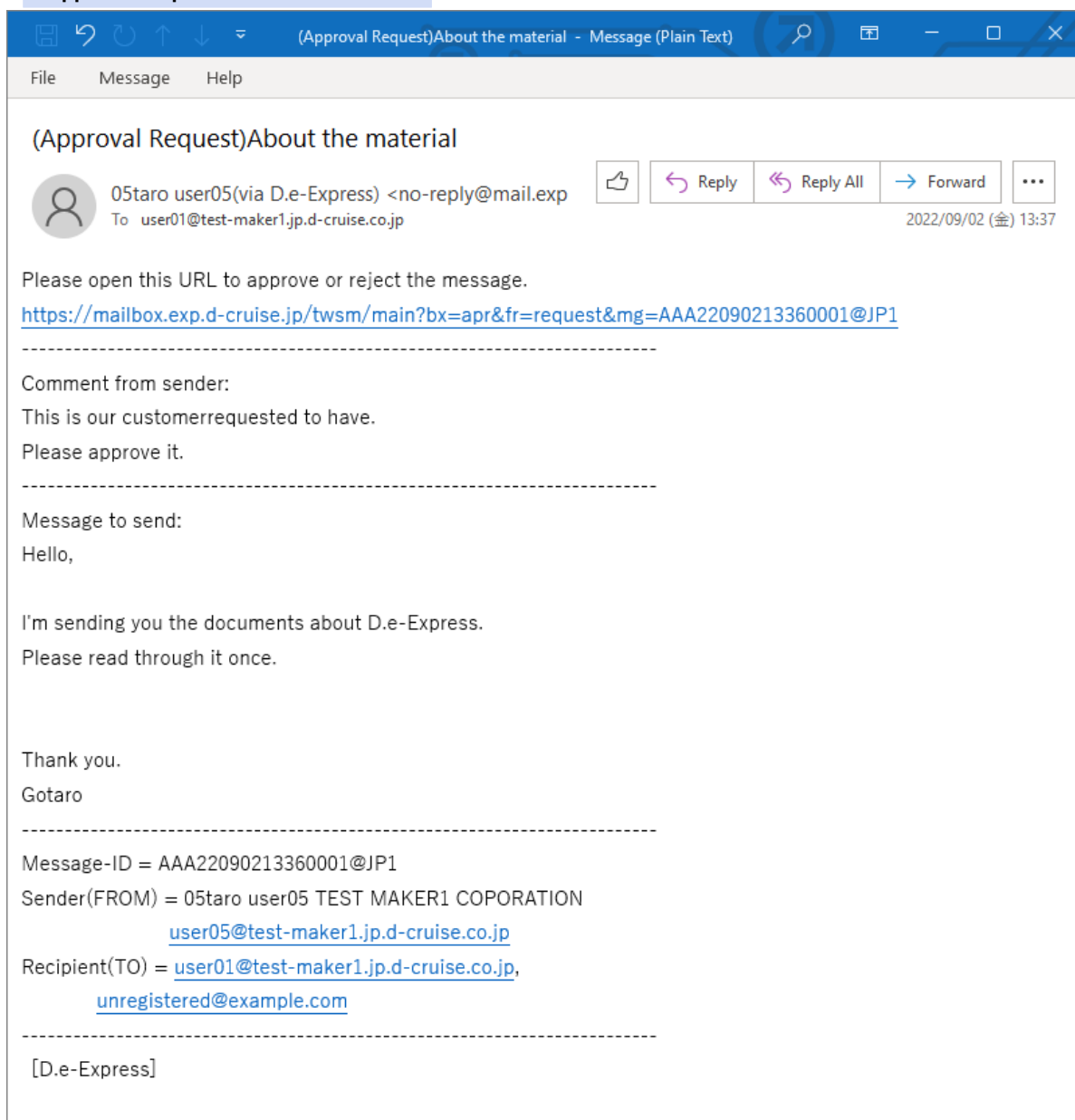
1. A notification e-mail like this will be sent to the person who is specified as an approver on the message.
2. Click URL on the e-mail to login([\[Ref.\] 1. Login](#)).

'Request' folder in 'Approval' folder will be opened.

[Ref] Every approval request message will delivered into 'Request' folder in 'Approval' folder.

Therefore, you can just login and open that folder to make approval for any message you have.

Approval request notification



The screenshot shows an email client window titled "(Approval Request)About the material - Message (Plain Text)". The email header includes the sender "05taro user05(via D.e-Express) <no-reply@mail.exp>" and the recipient "user01@test-maker1.jp.d-cruise.co.jp". The email body contains a URL for approval, a comment from the sender, and a message to send. The message to send includes a greeting and a request to read documents about D.e-Express. The email footer contains technical details such as Message-ID, Sender (FROM), and Recipient (TO).

(Approval Request)About the material

05taro user05(via D.e-Express) <no-reply@mail.exp>
To user01@test-maker1.jp.d-cruise.co.jp

2022/09/02 (金) 13:37

Please open this URL to approve or reject the message.
<https://mailbox.exp.d-cruise.jp/twsm/main?bx=apr&fr=request&mg=AAA22090213360001@JP1>

Comment from sender:
This is our customer requested to have.
Please approve it.

Message to send:
Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

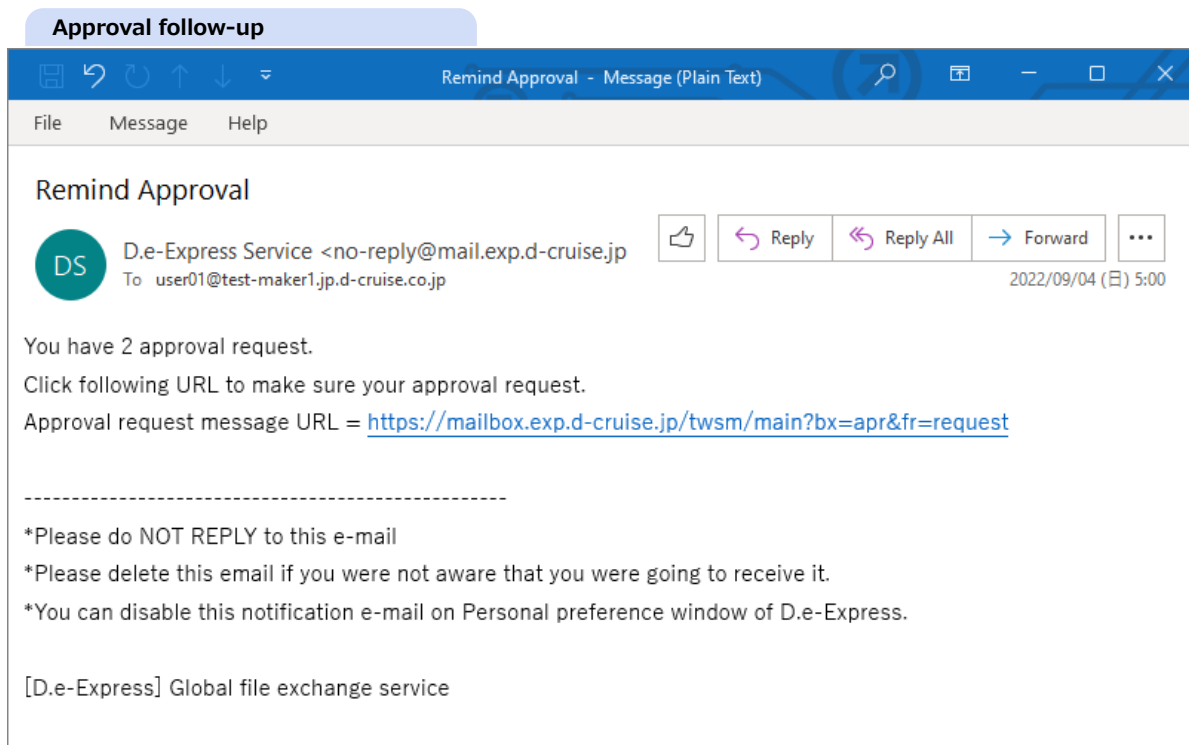
Thank you.
Gotaro

Message-ID = AAA22090213360001@JP1
Sender(FROM) = 05taro user05 TEST MAKER1 COPORATION
user05@test-maker1.jp.d-cruise.co.jp
Recipient(TO) = user01@test-maker1.jp.d-cruise.co.jp,
unregistered@example.com

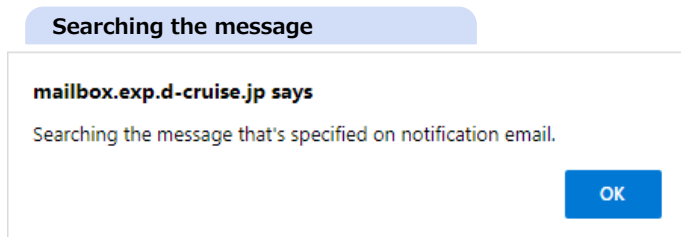
[D.e-Express]

[Ref] You'll get a follow-up e-mail like this, if you leave approval requests.
This e-mail is sent once a day until you approve or reject all of requests.

[Memo] You can disable this e-mail at 'Personal preference'([Ref.] 12.Preference).



3. Automatically, searching the message that's specified on notification e-mail.
Click 'Request' folder if you don't have a notification e-mail to open the approval request message.



4. Click the target message from the message list.

Open approval request

TEST MAKER1 COPORATION 01taro user01

Transfer mode: Standard

Approval/Request

MessageID: AAA22090213360001@JP1 Only new Search Clear

Label: Date: YYYY/MM/DD - YYYY/MM/DD Status: Search Clear

<input type="checkbox"/>	File	Label	Subject	From	Date	Status
<input type="checkbox"/>			About the material	user05@test-maker1.jp.d-cru	Fri 09 02 13:36 ,2022	ApprovalWaiting

20 Page: 1 of 1 of 1 items Displaying 1 to 1 of 1 items

About the material Approve Reject Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Date : Fri 09 02 13:36 ,2022
MessageID : AAA22090213360001@JP1

Attached file list: (TotalSize: 33.0 MB, Keeping days: default) Download *Plugin Download (zip)

[AAA22090213360001@JP1/](#)

Comment to approver:
This is our customer requested to have.
Please approve it.

Message contents:
Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you

5. Verify the contents and addresses of the message whether it's okay to send.

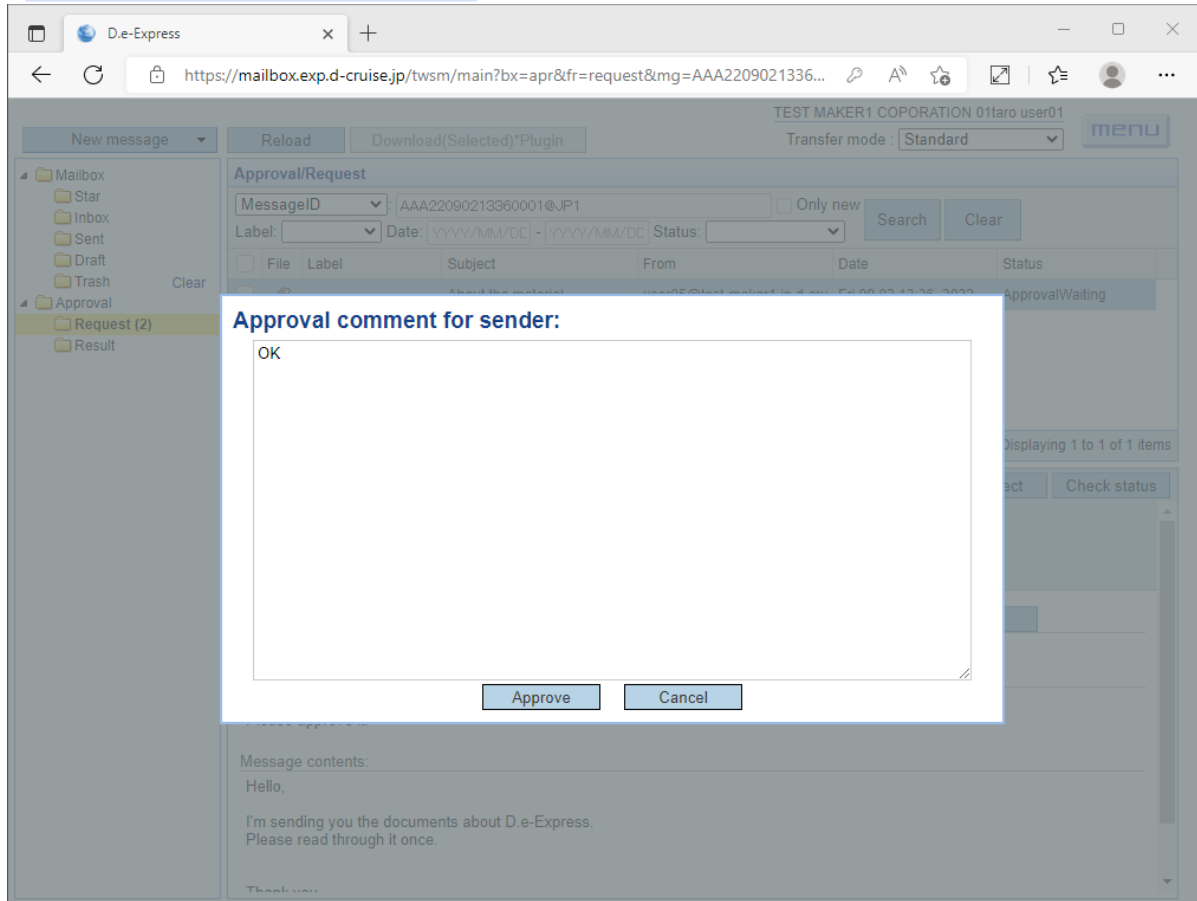
6. Please see download instruction([\[Ref.\] 4. Receive](#)) to check the actual files to be sent.

7. Click [Approve] button or [Reject] button to give your decision.

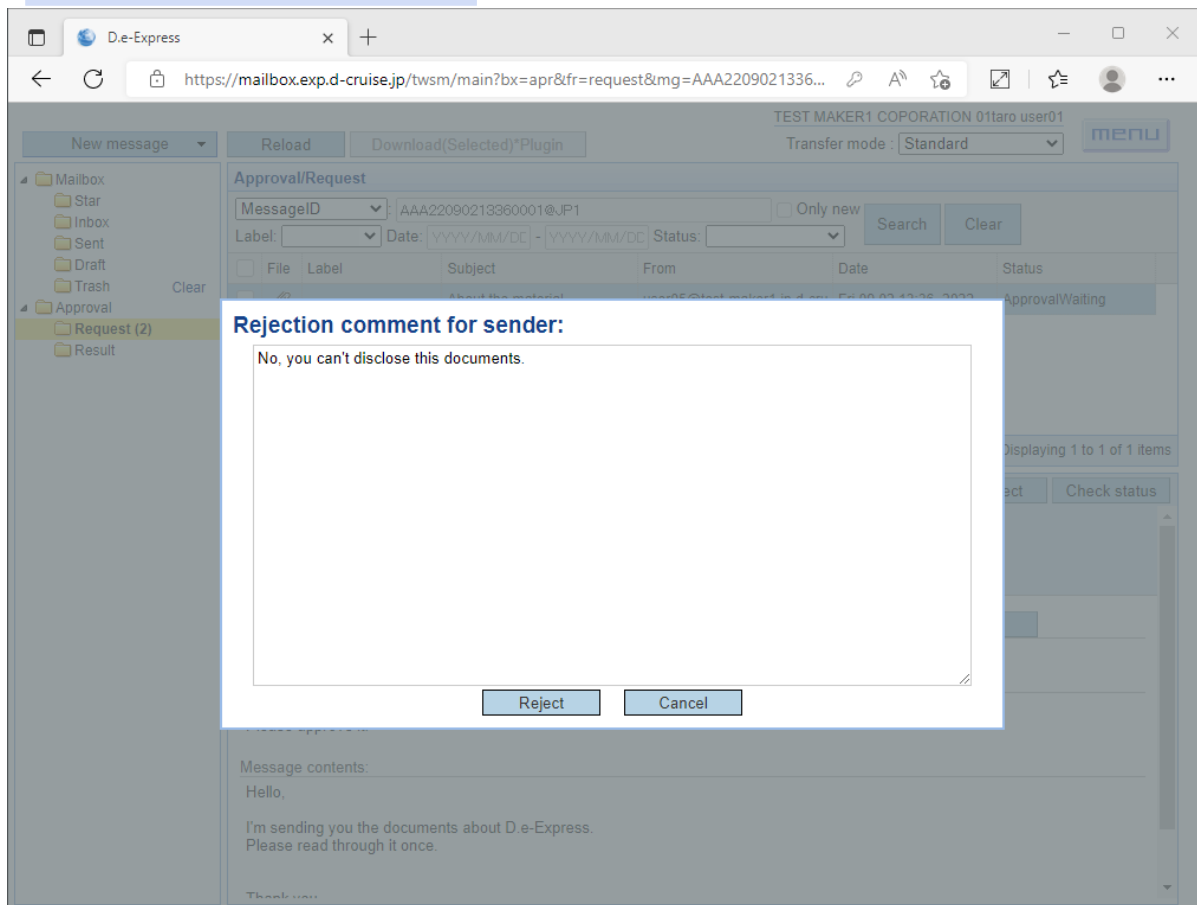
==> Approval/Reject comment entry dialog will be opened.

8. Enter your comment about your approval decision.

Approval comment entry



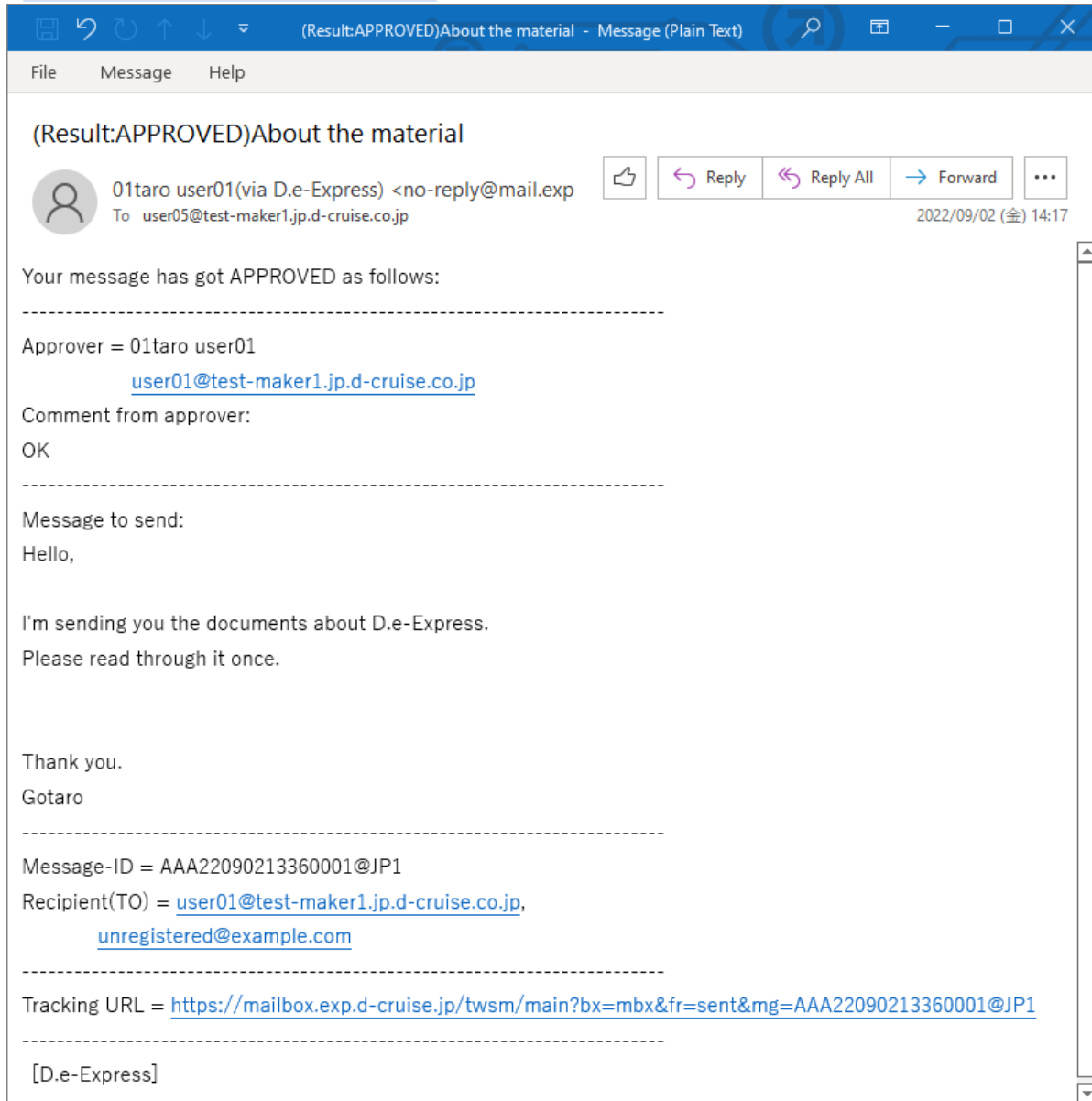
Rejection comment entry



9. Click [Approve] / [Reject] button on the comment window to finalize it.
==> Request message is moved from 'Request' folder to 'Result' folder.
==> Original sender will have notification e-mail of the approval result.

10. Result notification e-mails are as below.

Approval result notification



The screenshot shows an email client window with the following content:

File Message Help

(Result:APPROVED>About the material

01taro user01 (via D.e-Express) <no-reply@mail.exp>
To user05@test-maker1.jp.d-cruise.co.jp

2022/09/02 (金) 14:17

Your message has got APPROVED as follows:

Approver = 01taro user01
user01@test-maker1.jp.d-cruise.co.jp

Comment from approver:
OK

Message to send:
Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

Message-ID = AAA22090213360001@JP1
Recipient(TO) = user01@test-maker1.jp.d-cruise.co.jp,
unregistered@example.com


Tracking URL = <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=sent&mg=AAA22090213360001@JP1>






[D.e-Express]

(Sent)About the material - Message (Plain Text)

File Message Help

(Sent)About the material

 D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user05@test-maker1.jp.d-cruise.co.jp
Cc report-to@test-maker1.jp.d-cruise.co.jp

  Reply  Reply All  Forward 

2022/09/02 (金) 14:17

Your message have been sent.

Message you sent:

Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

Message-ID = AAA22090213360001@JP1
Recipient(TO) = user01@test-maker1.jp.d-cruise.co.jp,
unregistered@example.com

File(s) =
About PC environments.doc,
manual.pdf

Tracking URL = <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=sent&mg=AAA22090213360001@JP1>

[D.e-Express]


[Ref] If a sender specified wrong recipient e-mail address and it bounced, the sender will get a bounce notification e-mail as follows. (It depends on the recipient's e-mail server)




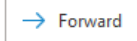

Bounce notification

(Returned)RE: return test - Message (Plain Text)


File Message Help


(Returned)RE: return test

 D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user05@test-maker1.jp.d-cruise.co.jp

  Reply  Reply All  Forward 

2022/09/02 (金) 14:21

 We removed extra line breaks from this message.

 Undelivered Mail Returned to Sender.eml
4 KB

This message to the address below is returned from the e-mail system.

Please find and read through the returned message from it as in attached file(s).

You can ignore this notice, if it's clear that there's no delivery failure such as just an auto reply mail saying "I'm out now" or something like that.

Or else, the address you've entered could be wrong, considerable delay or the recipient's e-mail box may be full.
Please confirm the address/recipient's status.

Recipient(TO) = unknown@fileboat.com
Subject = return test
Message-ID = AAA22090214190001@JP1

Tracking URL = <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=sent&mg=AAA22090214190001@JP1>

[D.e-Express]

* Please do NOT REPLY to this e-mail.

4. Receive

1. You will have a notification e-mail of new message arrived.
2. A message will be expired after download period(*). Please download within the term.
 - * It's deleted after 30 days for files/folders, 365 days for message record, normally.
Only 15 days for those recipients who don't have D.e-Express ID.
 - * It can be shorten by the sender.
3. Click URL on the e-mail to login([Ref.] 1. Login).
==> 'Inbox' folder in 'Mailbox' folder will be opened.

Arrived notification

(Arrived)About the material (AAA22090213360001@JP1)

05taro user05(via D.e-Express) <no-reply@mail.exp>
To user01@test-maker1.jp.d-cruise.co.jp; unregistered@example.com

2022/09/02 (金) 14:17

Please download your files from this URL.
<https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@JP1>

* Note that you will receive a password in another e-mail,
if the sender set one.

Hello,

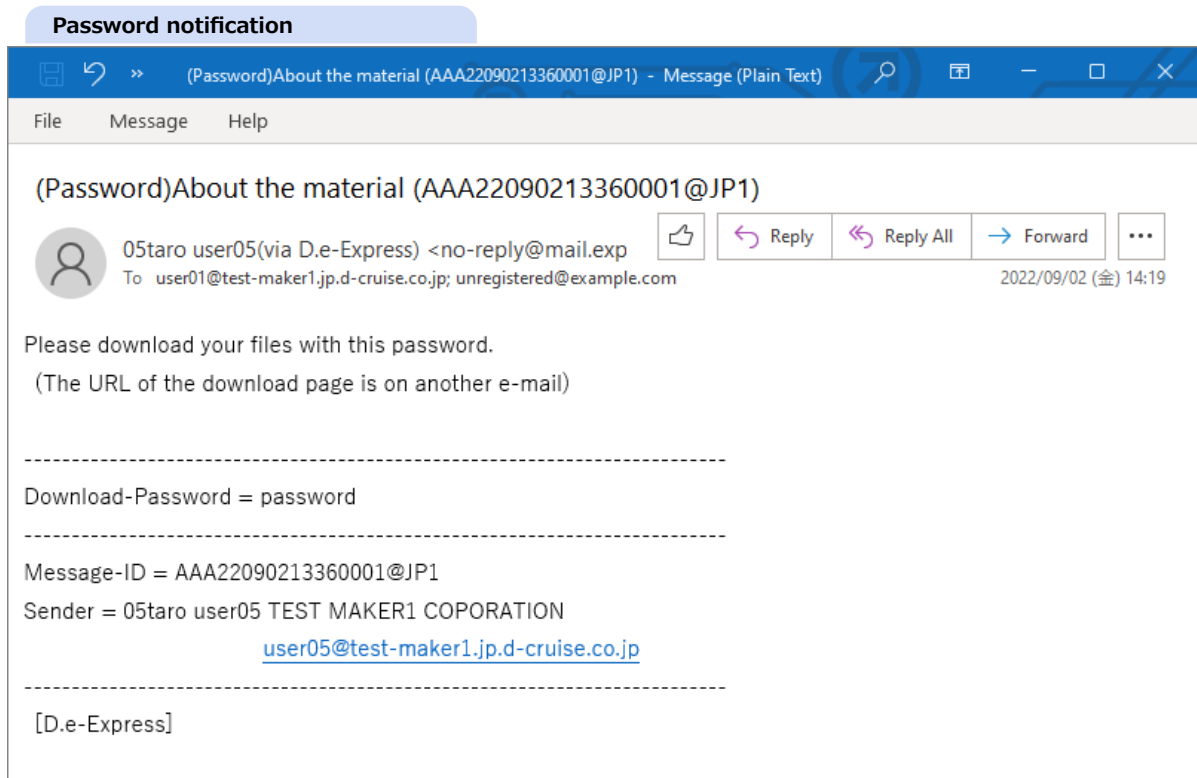
I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

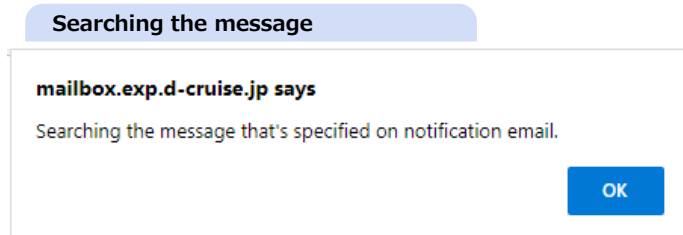
Message-ID = AAA22090213360001@JP1
Valid until = 10 02,2022
Sender(FROM) = user05@test-maker1.jp.d-cruise.co.jp
File(s) =
About PC environments.doc,
manual.pdf

[D.e-Express]

[Ref] You will receive a password notification e-mail as below, if the sender set the download password.



4. Copy (press Ctrl-key and C-key) the password string from the e-mail since it's required to download attached files even if you already logged in.
5. Automatically, searching the message that's specified on notification e-mail. Click 'Inbox' folder if you don't have any notification e-mail to open the arrived message.



6. Click a file name anchor (which is underlined) to download the file.

* Click a folder item to move down into subfolders, and you can download files in it.

Select files and folders, and click [Download(zip)] button to download multiple files/folders at once.

* Downloading at once can not exceed 300MB and 100 files.

If and more, you need to use [plug-in](#) or download in multiple times.

[NOTE] Uncompressing the downloaded zip file using Windows Explorer or any software that supports UTF-8.

Arrived message

The screenshot shows a webmail interface for 'D.e-Express'. The main content area displays a message titled 'About the material' with the following details:

- From: user05@test-maker1.jp.d-cruise.co.jp
- To: user01@test-maker1.jp.d-cruise.co.jp
- Date: Fri 09 02 14:16 ,2022
- MessageID: AAA22090213360001@JP1

The message includes an attached file list with a total size of 33.0 MB, expiring on 10 02,2022. The file is named 'AAA22090213360001@JP1/'. The message content reads: 'Hello, I'm sending you the documents about D.e-Express. Please read through it once. Thank you. Gotaro'.

[Ref] Icons in [File] column will appear as below according to attached files state of each message.

Icon	Condition of the attached file
	With Password
	With Password (Deleted)
	Without Password
	Without Password (Deleted)

7. Password is required if the sender set to it.

Enter the password into [Download password] from the password notification e-mail.

Download password

The screenshot shows a webmail interface for 'D.e-Express'. The browser address bar displays the URL: <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA2209021336001...>. The user is logged in as 'TEST MAKER1 COPORATION 01tarō user01'. The interface includes a navigation menu on the left with folders like Mailbox, Star, Inbox, Sent, Draft, Trash, Approval, Request, and Result. The main content area shows a message titled 'About the material' from 'user05@test-maker1.jp.d-cruise.co.jp' to 'user01@test-maker1.jp.d-cruise.co.jp' on 'Fri 09 02 14:16 ,2022'. The message ID is 'AAA22090213360001@JP1'. Below the message details, there is an attached file list with a total size of 33.0 MB, expiring on 10/02/2022. The file is named 'AAA22090213360001@JP1/'. A 'Download password' field is present with a masked password '*****' and an 'Unlock' button. The message content reads: 'Hello, I'm sending you the documents about D.e-Express. Please read through it once. Thank you. Gotaro'.

Mailbox/Inbox

MessageID: AAA22090213360001@JP1 Only new Search Clear

Label: Date: YYYY/MM/DD - YYYY/MM/DD Status: Search Clear

<input type="checkbox"/>	Star	File	Label	Subject	From	Date	Status
<input type="checkbox"/>	★	📎		About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16 ,2022	Arrived

20 Page: 1 of 1 Displaying 1 to 1 of 1 items

About the material Reply Delete Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Date : Fri 09 02 14:16 ,2022
MessageID : AAA22090213360001@JP1

Attached file list: (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip)

Download password: ***** Unlock

AAA22090213360001@JP1/

Message contents:

Hello,

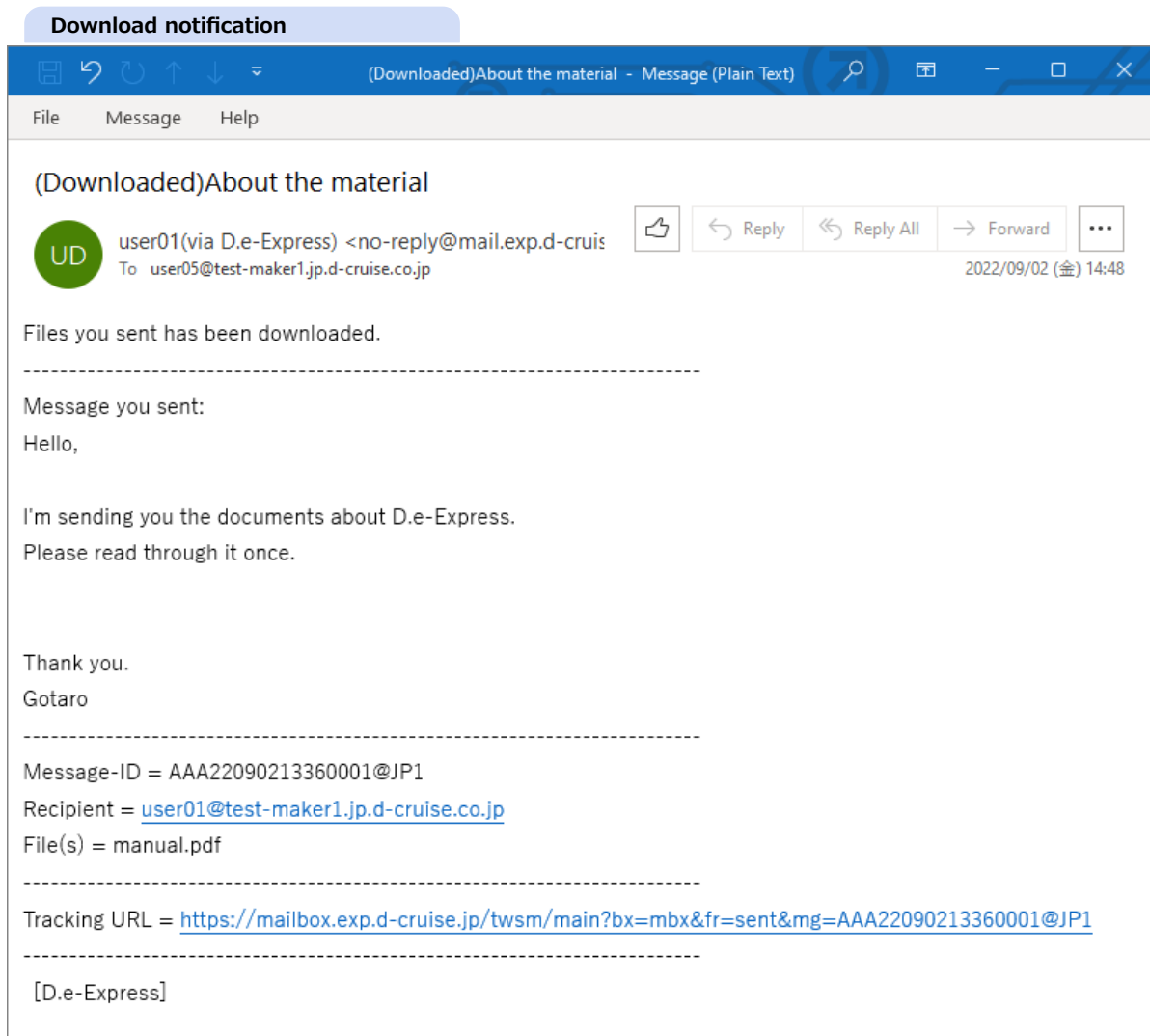
I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

8. Every time when you download, the sender will receive a notification e-mail as below.


* Senders can stop these notifications by their own preferences([Ref.] 12. Preference)

Download notification



The screenshot shows an email client window titled "(Downloaded)About the material - Message (Plain Text)". The window has a menu bar with "File", "Message", and "Help". The email content is as follows:

(Downloaded)About the material

 user01(via D.e-Express) <no-reply@mail.exp.d-cruis
To user05@test-maker1.jp.d-cruise.co.jp

2022/09/02 (金) 14:48

Files you sent has been downloaded.

Message you sent:

Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

Message-ID = AAA22090213360001@JP1
Recipient = user01@test-maker1.jp.d-cruise.co.jp
File(s) = manual.pdf

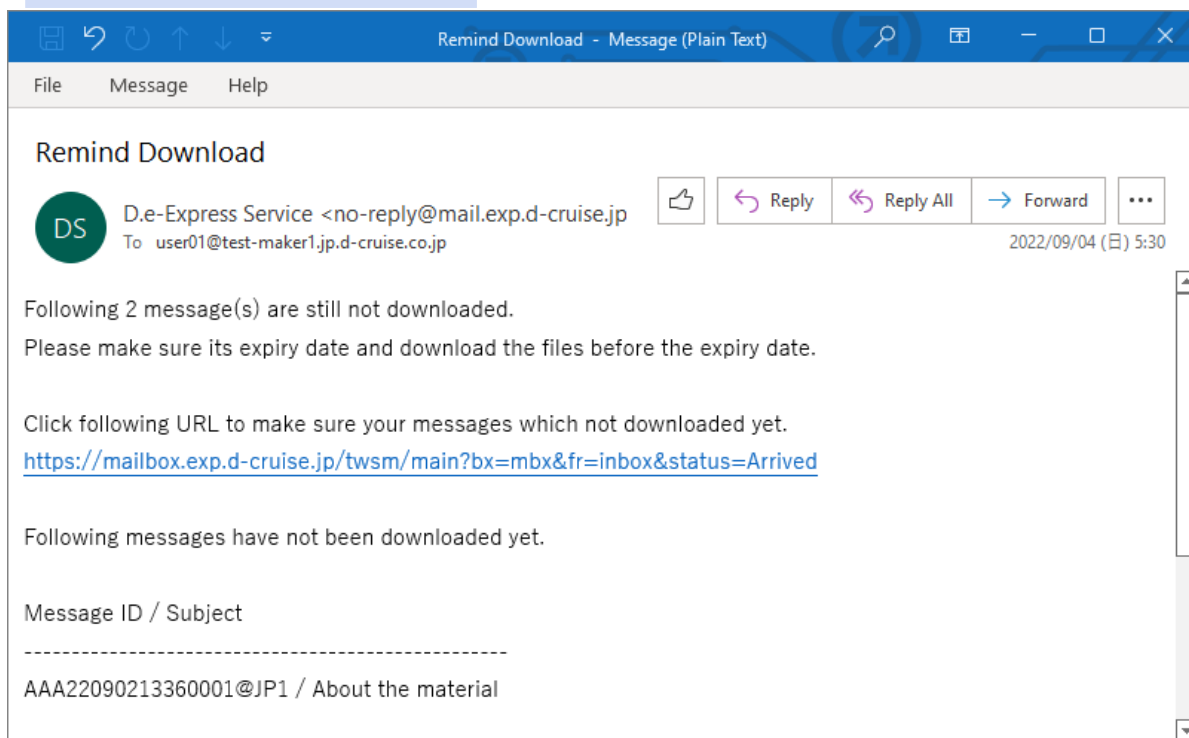
Tracking URL = <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=sent&mg=AAA22090213360001@JP1>

[D.e-Express]

[Ref] You'll get a follow-up e-mail like this, if you leave arrived messages.
This e-mail is sent once a day until you download or delete all of your messages.

[Memo] You can disable this e-mail at [\[Ref.\] 12. Preference](#)

Download reminder



The screenshot shows an email client window titled "Remind Download - Message (Plain Text)". The window has a menu bar with "File", "Message", and "Help". The email content is as follows:

Remind Download

DS D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user01@test-maker1.jp.d-cruise.co.jp 2022/09/04 (日) 5:30

Following 2 message(s) are still not downloaded.
Please make sure its expiry date and download the files before the expiry date.

Click following URL to make sure your messages which not downloaded yet.
<https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&status=Arrived>

Following messages have not been downloaded yet.

Message ID / Subject

AAA22090213360001@JP1 / About the material

5. Reply

1. Click a message from the message list.
2. If the message has reply permission(*), [Reply] button is shown.

Click [Reply] button and go to Reply message window.

* Permission is preset for each send function. Also you can not reply to a replied message.

Message to reply

The screenshot shows a webmail interface for 'D.e-Express'. The browser address bar displays the URL: <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J...>. The interface includes a navigation menu on the left with folders like Mailbox, Star, Inbox, Sent, Draft, Trash, Approval, Request, and Result. The main content area shows a message titled 'About the material' from 'user05@test-maker1.jp.d-cruise.co.jp' to 'user01@test-maker1.jp.d-cruise.co.jp' on 'Fri 09 02 14:16 ,2022'. The message ID is 'AAA22090213360001@JP1'. The message content is: 'Hello, I'm sending you the documents about D.e-Express. Please read through it once. Thank you. Gotaro'. There is a 'Reply' button next to the message title. Below the message, there is an attached file list with a total size of 33.0 MB, expired on 10 02,2022. The file is named 'AAA22090213360001@JP1/' and has a download password field with an 'Unlock' button.

TEST MAKER1 COPORATION 01taro user01

Transfer mode : Plugin(Normal)

Mailbox/Inbox

MessageID : AAA22090213360001@JP1 Only new Search Clear

Label: Date: YYYY/MM/DC - YYYY/MM/DC Status:

<input type="checkbox"/>	Star	File	Label	Subject	From	Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16 ,2022	Downloaded

20 Page: 1 of 1 Displaying 1 to 1 of 1 items

About the material Reply Delete Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Date : Fri 09 02 14:16 ,2022
MessageID : AAA22090213360001@JP1

Attached file list : (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip)

Download password: Unlock

[AAA22090213360001@JP1/](#)

Message contents:

Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

3. Fill out required fields and attach your files to reply.
The operations are same as New Message([Ref.] 2. Send).

Reply message Window

D.e-Express x +

https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J... A ☆

TEST MAKER1 COPORATION 01taro user01
Transfer mode : Standard MENU

New message ▾

- Mailbox
 - Star
 - Inbox
 - Sent
 - Draft
 - Trash
- Approval
 - Request
 - Result

Clear

Reply

From : user01@test-maker1.jp.d-cruise.co.jp

To : user05@test-maker1.jp.d-cruise.co.jp

ReportTo :

Subject : Re:About the material Label :

Attached :
 Plugin mode

Keeping days : default Download password :

Message :

Approver : ▾

Comment to approver :

Send Cancel

6. Star

[Memo] You can view marked messages in a single list whether the message is from Sent folder or Inbox folder.

1. Click a star icon beside a message to mark.

==> The star on/off switches by clicking on star icon. Yellow star icon indicates "on".

Star (ON/OFF)

The screenshot shows a web browser window with the URL <https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J...>. The page title is "TEST MAKER1 COPORATION 01tarō user01". The interface includes a navigation menu on the left with folders like Mailbox, Star, Inbox, Sent, Draft, Trash, Approval, Request, and Result. The main content area shows a list of messages under "Mailbox/Inbox". One message is highlighted with a yellow star icon. Below the list, the details of the selected message are shown, including the subject "About the material", sender "user05@test-maker1.jp.d-cruise.co.jp", and date "Fri 09 02 14:16 ,2022". The message content is "Hello. I'm sending you the documents about D.e-Express. Please read through it once. Thank you. Gotaro".

Star (ON/OFF)

TEST MAKER1 COPORATION 01tarō user01
Transfer mode : Standard

Mailbox/Inbox

MessageID : AAA22090213360001@JP1 Only new

Label: Date: YYYY/MM/DD - YYYY/MM/DD Status: Search Clear

<input type="checkbox"/>	Star	File	Label	Subject	From	Date	Status
<input checked="" type="checkbox"/>	★			About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16 ,2022	Downloaded

20 Page: 1 of 1 Displaying 1 to 1 of 1 items

About the material Reply Delete Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Date : Fri 09 02 14:16 ,2022
MessageID : AAA22090213360001@JP1

Attached file list: (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip)

Download password: Unlock

AAA22090213360001@JP1

Message contents:

Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

2. Click 'Star' folder.

Star folder

The screenshot shows a webmail interface with a sidebar on the left containing a mailbox tree. The 'Star' folder is highlighted in yellow. The main area shows a list of messages, with one message selected and displayed in detail. The message has a yellow star icon in the 'Star' column. The message details are as follows:

Star	File	Label	Subject	From	Date	Status
<input checked="" type="checkbox"/>			About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16 ,2022	Downloaded

At the bottom of the message list, there is a pagination bar showing 'Page: 1 of 1' and 'Displaying 1 to 1 of 1 items'. Below the message list, there is a large empty area with the text 'Select message'.

==> You can view every yellow starred message within 'Star' folder.

7. Delete

[NOTE] You can't undo message deletion.

1. Click [Delete] button in the current message.
2. Click [OK] button of a confirmation dialog if you are sure to delete the message.

The screenshot shows a webmail interface with a confirmation dialog titled "Delete current message". The dialog asks "Delete this message?" and has "OK" and "Cancel" buttons. The background shows an email list with one message selected: "About the material" from "user05@test-maker1.jp.d-cruise.co.jp" dated "Fri 09 02 14:16 ,2022" with status "Downloaded". Below the list, the email content is displayed, including headers, an attached file list, and the message body.

Delete current message

mailbox.exp.d-cruise.jp says
Delete this message?

OK Cancel

<input type="checkbox"/>	Star	File	Label	Subject	From	Date	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>			About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16 ,2022	Downloaded

20 Page: 1 of 1

Displaying 1 to 1 of 1 items

About the material Reply Delete Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Date : Fri 09 02 14:16 ,2022
MessageID : AAA22090213360001@JP1

Attached file list (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip)

Download password: Unlock

[AAA22090213360001@JP1/](#)

Message contents:

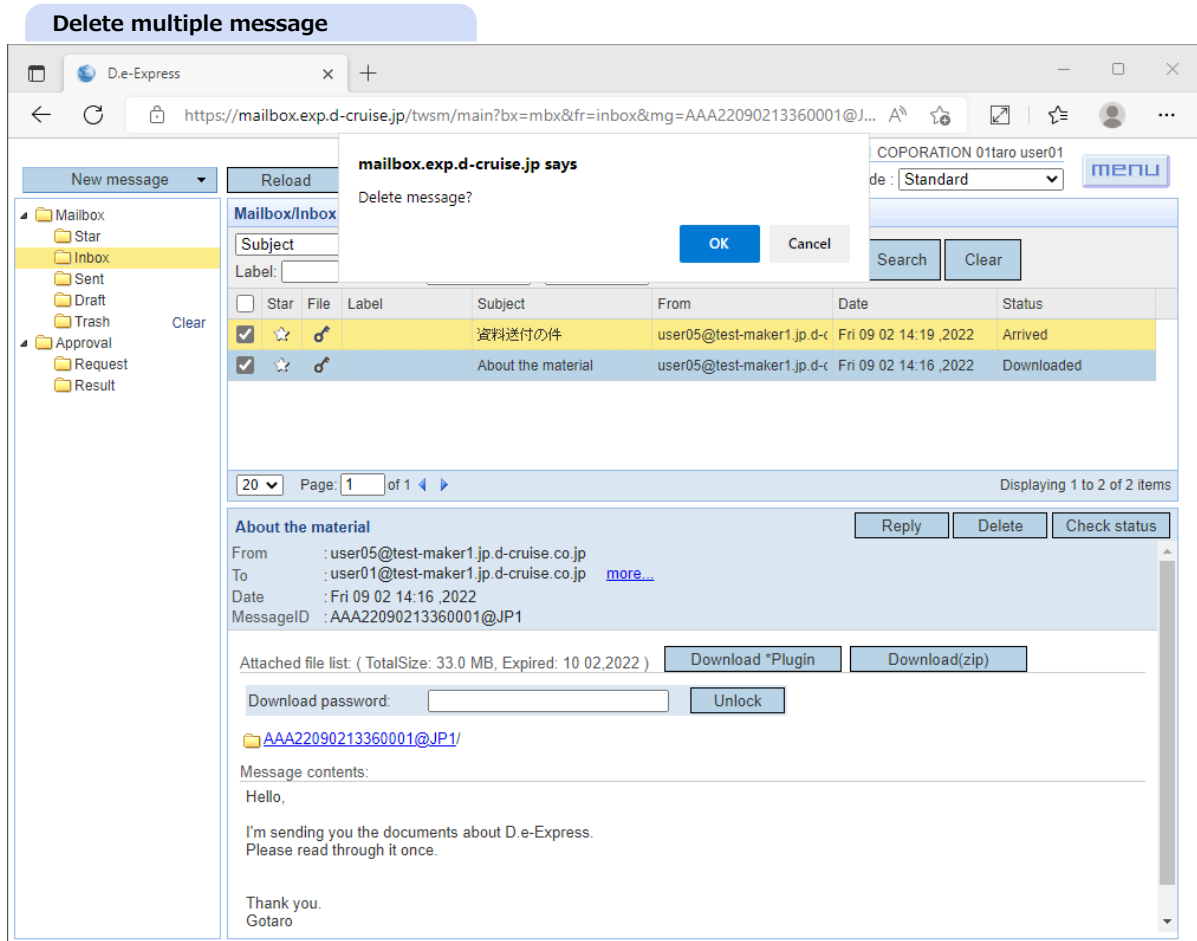
Hello,

I'm sending you the documents about D e-Express.
Please read through it once.

Thank you.
Gotaro

3. Check a checkbox beside target messages from the list.
4. Click [Delete] button at the top part of the window.

5. Click [OK] button of a confirmation dialog if you are sure to delete the message.

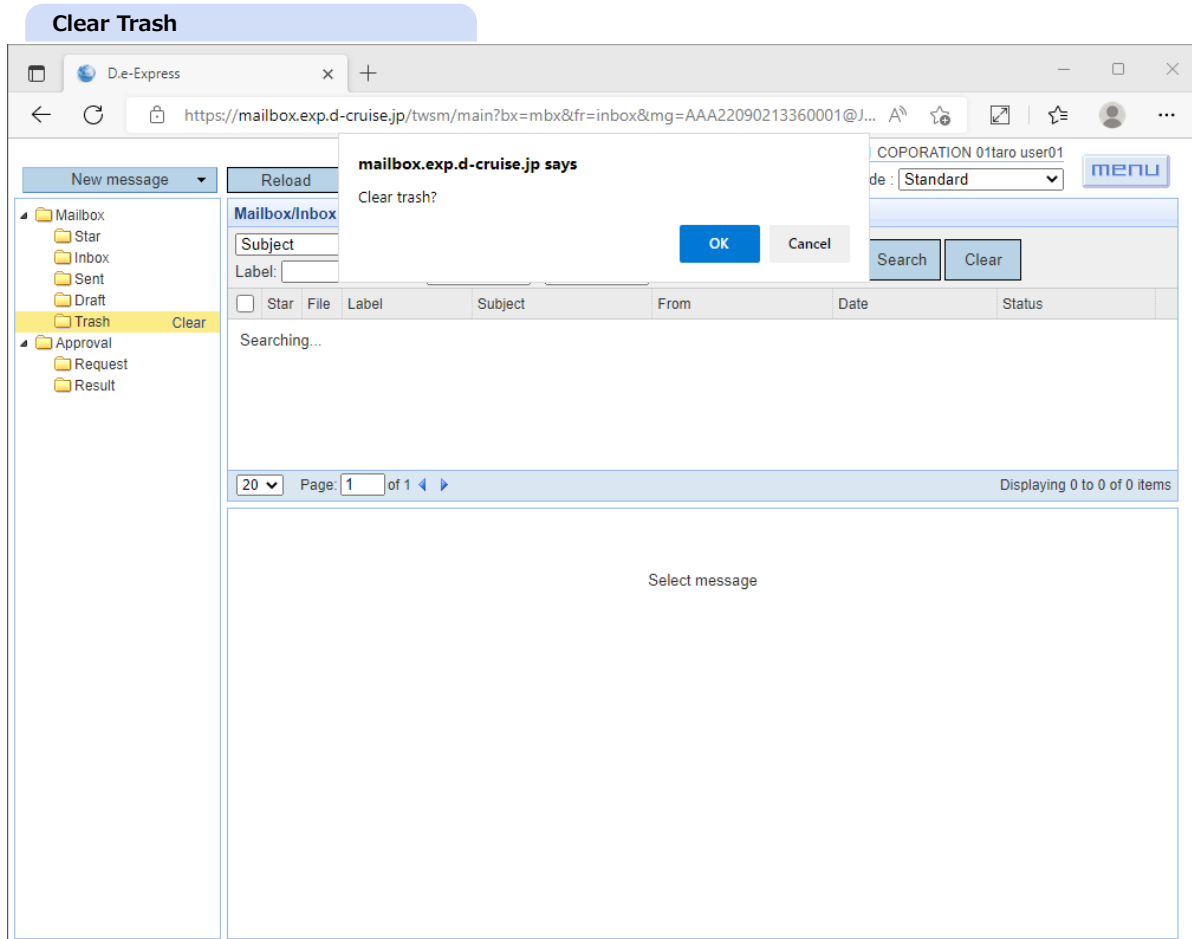


6. Deleted messages are in 'Trash' folder(*), though you can not put them back to where they were.

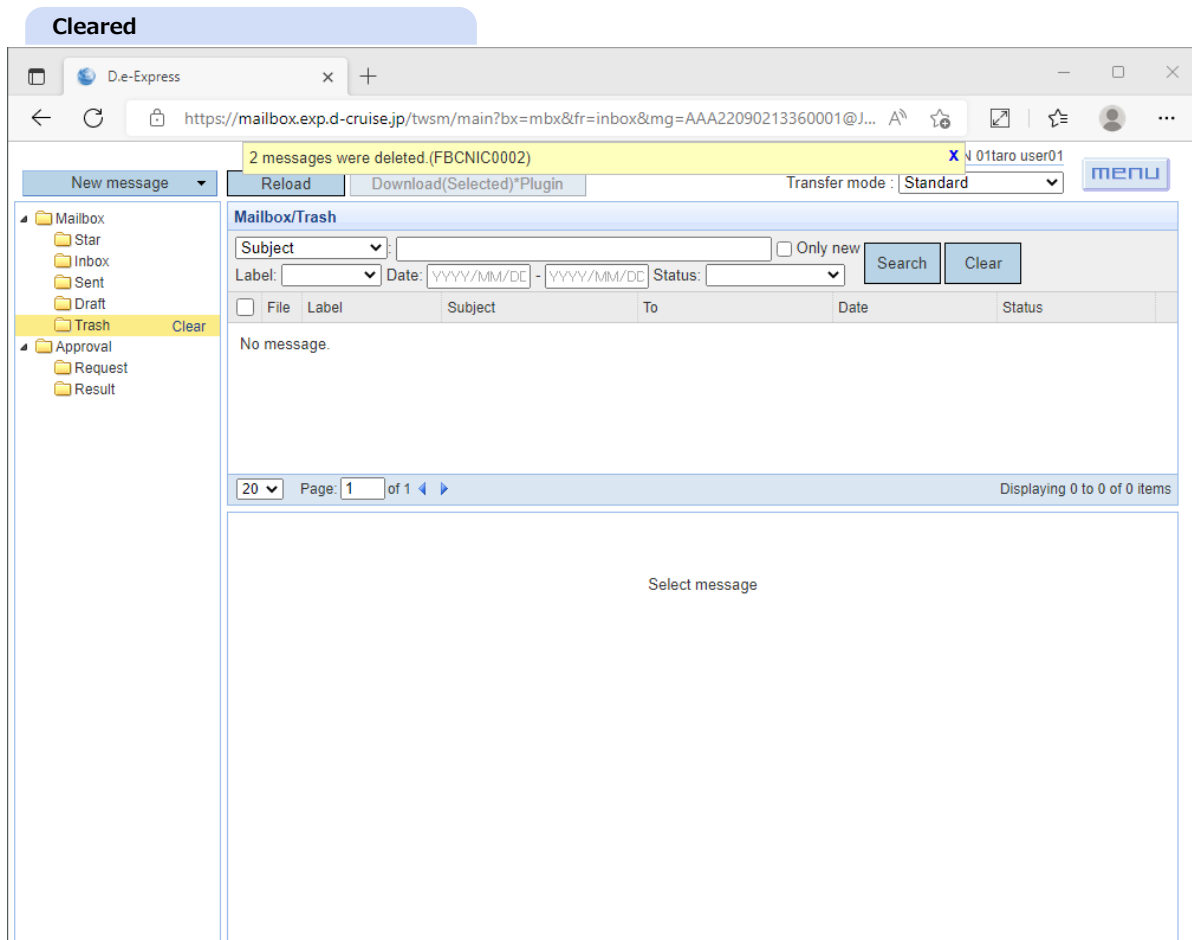
Click [Clear] anchor beside 'Trash' folder to delete completely.

* You can download attached files of messages in 'Trash' folder. Note they are deleted after 30 days.

7. Click [OK] button of a confirmation dialog if you are sure to delete the message.



8. You see the result of deletion.



8. Search messages

[Memo] You can search messages in your folder with keywords.

Search messages

D.e-Express
+

https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&img=AAA22090213360001@J...

New message
Reload
Download(Selected)*Plugin
Delete

TEST MAKER1 COPORATION 01taro user01
Transfer mode : Standard
menu

- Mailbox
- Star
- Inbox
- Sent
- Draft
- Trash
- Approval
- Request
- Result

Mailbox/Inbox

Subject Only new

Label: Date: Status:
Search Clear

<input type="checkbox"/>	Star	File	Label	Subject	From	Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16 ,2022	Downloaded

20 Page: 1 of 1 ◀ ▶
Displaying 1 to 1 of 1 items

Select message

1. Click a target folder to search messages in it, and enter search conditions as below.
2. 'Subject', 'From', 'To', 'Message-ID'(*) : Search messages for a field with any keywords.
 - * 'Message-ID' is common value both sent and received message.
 Select 'ALL' to search for these 4 fields at once.
3. 'Only new' : It narrows down to messages only unopened(*).
 - * **Bolded messages in the list.**
4. 'Label' : Searches for messages labeled as follows by senders.
'Document', 'Reference', 'Approval', 'Formal', 'Preliminary'
5. 'Status' : Searches for messages in status as below.

Status

Status	[Trigger action] and description
InProgress	[Send] Messages just submitted from a sender.
ApprovalWaiting	[(System internal)] Messages waiting for approval in request folder.
Approved	[Approval] Messages just approved. It will be changed into 'Arrived' soon.
Rejected	[Rejection] Messages just rejected by an approver.
Arrived	[(System internal)] Messages in inbox folder of recipients and is not downloaded yet.
Downloaded	[Download] Messages downloaded by recipients.
Deleted	[Delete] Undownloaded attachment files has been deleted.
Canceled	[Cancel]Sender has canceled the sent message.
Error	[(System internal)] Bounced from unregistered recipient, or system error occurred.

6. 'Date' : Specify the target period for message date sent/arrived.
It have to be formatted as 'year(4digits)/month(2digits)/date(2digits)'.
7. Click [Search] button to execute searching. ==> Message list will be updated.

9. Detailed status

[Memo] You can look up operation history for any messages you have.

1. Select a message from the list.
2. Click [Check status] button.

Select a message

The screenshot shows a webmail interface in a browser window. The address bar shows 'https://mailbox.exp.d-cruise.jp/twsm/main'. The interface includes a navigation menu on the left with folders like Mailbox, Star, Inbox, Sent, Draft, Trash, Approval, Request, and Result. The main area displays a list of messages under 'Mailbox/Sent'. The selected message is 'About the material' with subject 'About the material', from 'user01@test-maker1.jp.d-cruise.co.jp', and date 'Fri 09 02 13:36, 2022'. The message details show the sender as 'user05@test-maker1.jp.d-cruise.co.jp', the recipient as 'user01@test-maker1.jp.d-cruise.co.jp', and the subject as 'About the material'. There is an attached file 'AAA22090213360001@JP1' with a size of 33.0 MB. The message content includes a comment to the approver: 'This is our customer requested to have. Please approve it.' and an approval/rejection comment: 'OK'. The message content starts with 'Hello,'.

Mailbox/Sent

Subject: About Only new

Label: Date: YYYY/MM/DD - YYYY/MM/DD Status:

<input type="checkbox"/>	Star	File	Label	Subject	To	Date	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>			About the material	user01@test-maker1.jp.d-c-	Fri 09 02 13:36, 2022	Downloaded
<input type="checkbox"/>	<input checked="" type="checkbox"/>			About the material	user01@test-maker1.jp.d-c-	Tue 04 26 10:44, 2022	Downloaded

20 Page: 1 of 1

Displaying 1 to 2 of 2 items

About the material

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Approver : user01@test-maker1.jp.d-cruise.co.jp
Date : Fri 09 02 13:36, 2022
MessageID : AAA22090213360001@JP1

Attached file list: (TotalSize: 33.0 MB, Keeping days: default)
 AAA22090213360001@JP1/

Comment to approver:
This is our customer requested to have.
Please approve it.

Approval/Rejection comment:
OK

Message contents:
Hello,

==> Detailed status window will be opened.

Detailed status Window

TEST MAKER1 COPORATION 05taro user05

Transfer mode: Plugin(Normal)

Mailbox/Sent

Subject: About

Label: Date: YYYY/MM/DD - YYYY/MM/DD Status: Search Clear

Check message status

MessageID: AAA22090213360001@JP1
Send function: Standard(AAA)
From: 05taro user05 <user05@test-maker1.jp.d-cruise.co.jp>

Date	Status	To	Operational user
Fri 09 02 13:36 ,2022	InProgress	-	user05@test-maker1.jp.
Fri 09 02 13:36 ,2022	ApprovalWaiting	-	
Fri 09 02 14:16 ,2022	Approved	-	user01@test-maker1.jp.
Fri 09 02 14:16 ,2022	Arrived	unregistered@example.com	
Fri 09 02 14:16 ,2022	Arrived	user01@test-maker1.jp.d-cruise.co.jp	
Fri 09 02 14:47 ,2022	Downloaded	user01@test-maker1.jp.d-cruise.co.jp	user01@test-maker1.jp.
Fri 09 02 15:32 ,2022	Downloaded	user01@test-maker1.jp.d-cruise.co.jp	user01@test-maker1.jp.
Fri 09 02 15:32 ,2022	Downloaded	user01@test-maker1.jp.d-cruise.co.jp	user01@test-maker1.jp.

20 Page: 1 of 1

Displaying 1 to 8 of 8 items

Close

Approval/Rejection comment:
OK

Message contents:
Hello.

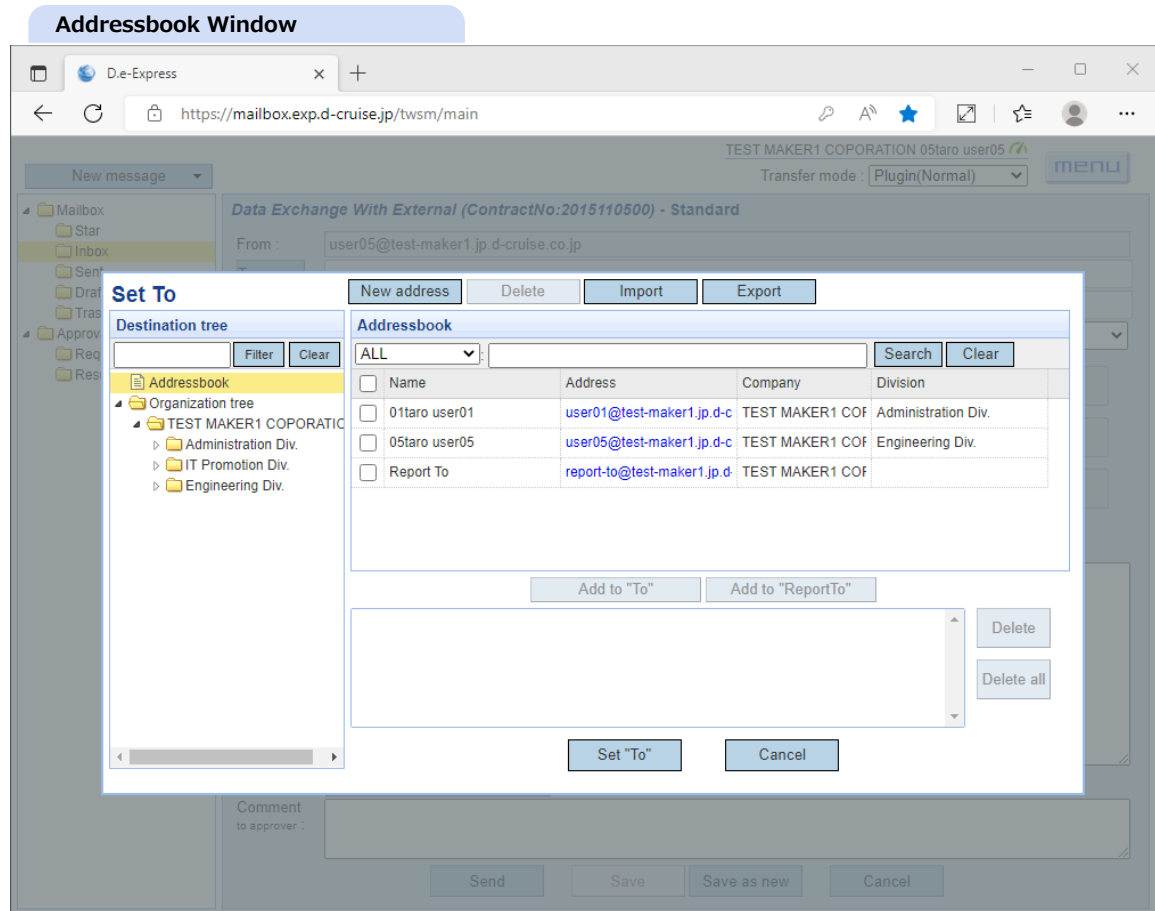
3. 'Date' : The date when the operation is done.
4. 'Status' : Status of the message at that time.
You can narrow Status by a filtering select box.
5. 'To' : Addressee that's specified by the sender.
You can narrow To by a filtering select box or a enter search value. (partial matching)
6. 'Operational user' : A user ID of by who operated the action.

10. Addressbook

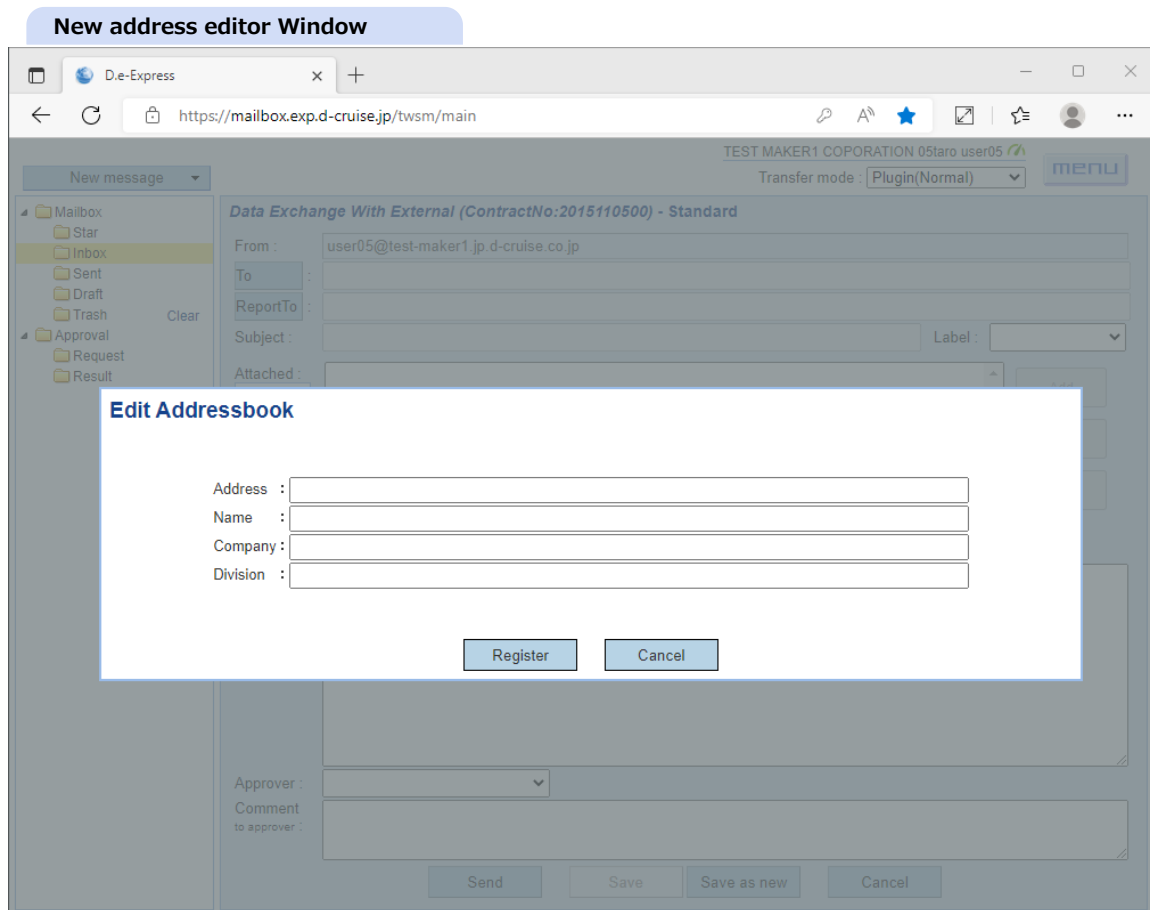
[Memo] You can register any addresses in Addressbook.

10.1 New registration by input

1. Addressbook resides in this address picker window.
You can use it just as you pick addresses from address picker.
2. Click [New address] button.



==> New address editor window will be opened.



3. Enter e-mail address. <REQUIRED>

4. Enter name(*).

5. Enter company name(*).

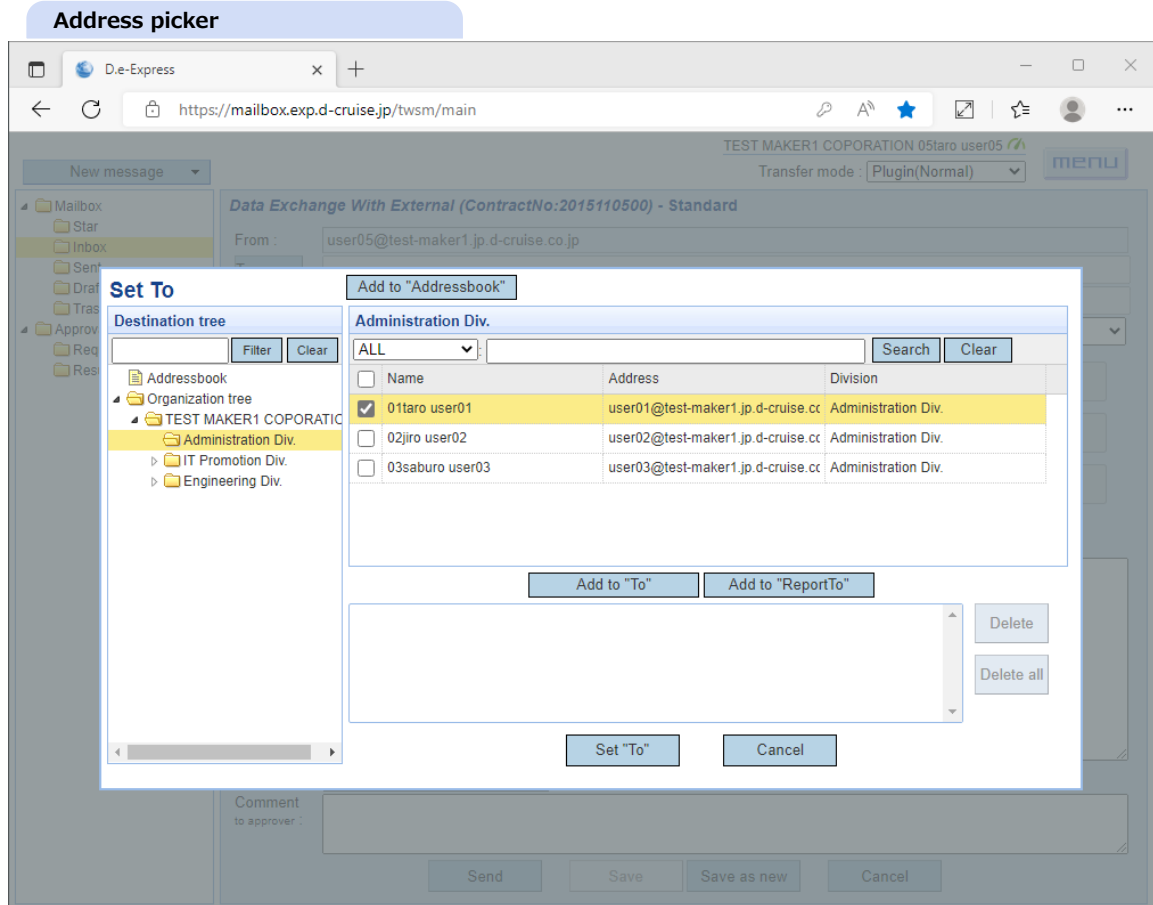
6. Enter division/department name(*).

* These are just for your reference and not disclosed to the other users.

7. Click [Register] button to save it into your personal addressbook.

10.2 New registration by selection from tree

1. Select an organization to which the target person may belongs.



2. Check a checkbox beside the target persons.
3. Click [Add to "Addressbook"] button to register target users with pre-registered information in organization tree(*).
* Address book is just as it is at the registration. Therefore, it won't follow updates of organization tree.

10.3 New registration by 'From' 'To' field

1. Click address string in 'From' or 'To' field.

Message Window

Message Window

TEST MAKER1 COPORATION 05taro user05

Mailbox/Sent

<input type="checkbox"/>	Star	File	Label	Subject	To	Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Tue 09 06 14:48 ,2022	Arrived
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Tue 09 06 14:34 ,2022	ApprovalWaiting
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Mon 09 05 14:29 ,2022	Downloaded
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Mon 09 05 14:26 ,2022	ApprovalWaiting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Mon 09 05 14:24 ,2022	ApprovalWaiting

20 Page: 1 of 1

Displaying 1 to 9 of 9 items

About the material

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [hide](#)
To : unregistered@example.com
ReportTo : report-to@test-maker1.jp.d-cruise.co.jp
Approver : user01@test-maker1.jp.d-cruise.co.jp
Date : Mon 09 05 14:29 ,2022
MessageID : AAA22090514290001@JP1

Attached file list: (TotalSize: 33.0 MB, Keeping days: default) [Download *Plugin](#) [Download\(zip\)](#)
[AAA22090514290001@JP1/](#)

Comment to approver:
This is our customerrequested to have.
Please approve it.

Approval/Rejection comment:

Message contents:
.. ..

==> Address editor window will be opened.

Address editor Window

Address editor Window

TEST MAKER1 COPORATION 05taro user05

Mailbox/Sent

<input type="checkbox"/>	Star	File	Label	Subject	To	Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Tue 09 06 14:48 ,2022	Arrived
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Tue 09 06 14:34 ,2022	ApprovalWaiting
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		About the material	user01@test-maker1.jp.d-c	Mon 09 05 14:29 ,2022	Downloaded

20 Page: 1 of 1

Displaying 1 to 9 of 9 items

Edit Addressbook

Address :
Name :
Company :
Division :

[Register](#) [Cancel](#)

Attached file list: (TotalSize: 33.0 MB, Keeping days: default) [Download *Plugin](#) [Download\(zip\)](#)
[AAA22090514290001@JP1/](#)

Comment to approver:
This is our customerrequested to have.
Please approve it.

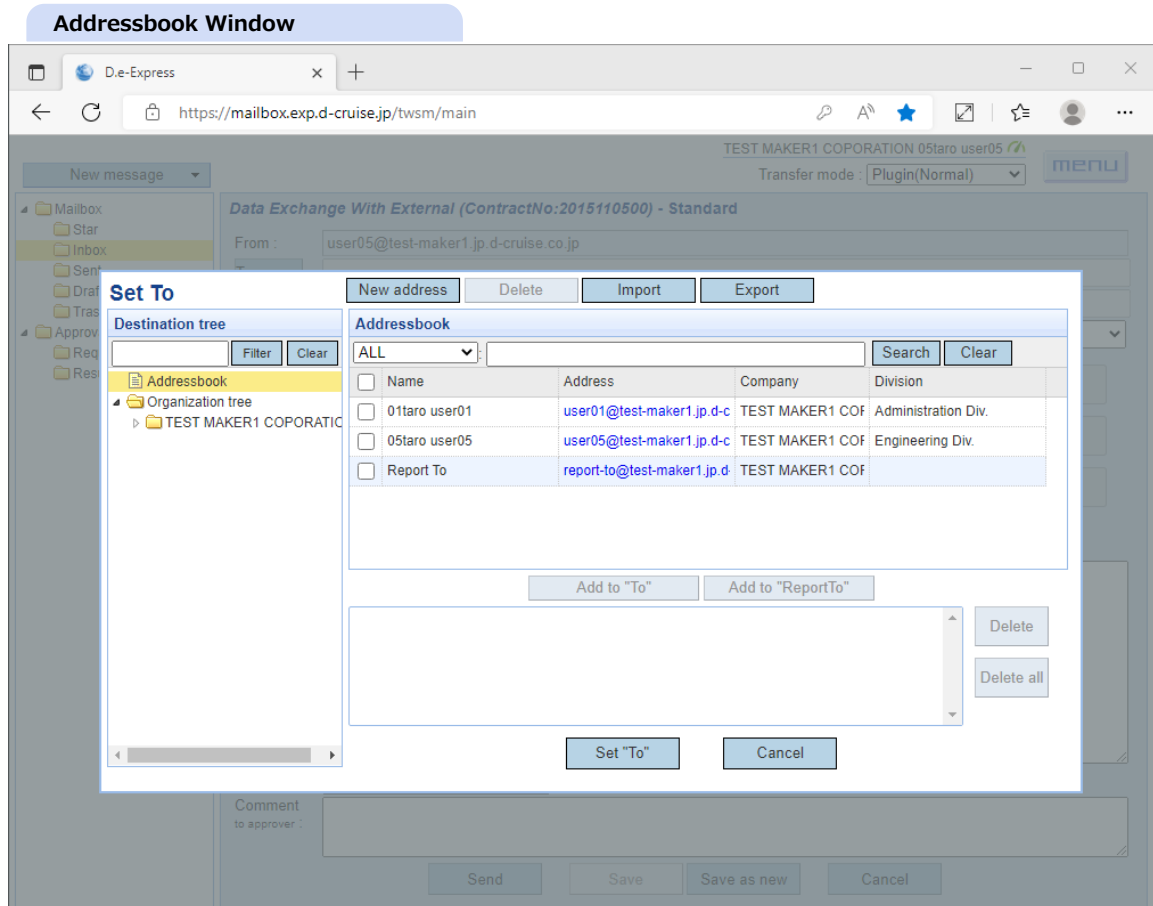
Approval/Rejection comment:

Message contents:
.. ..

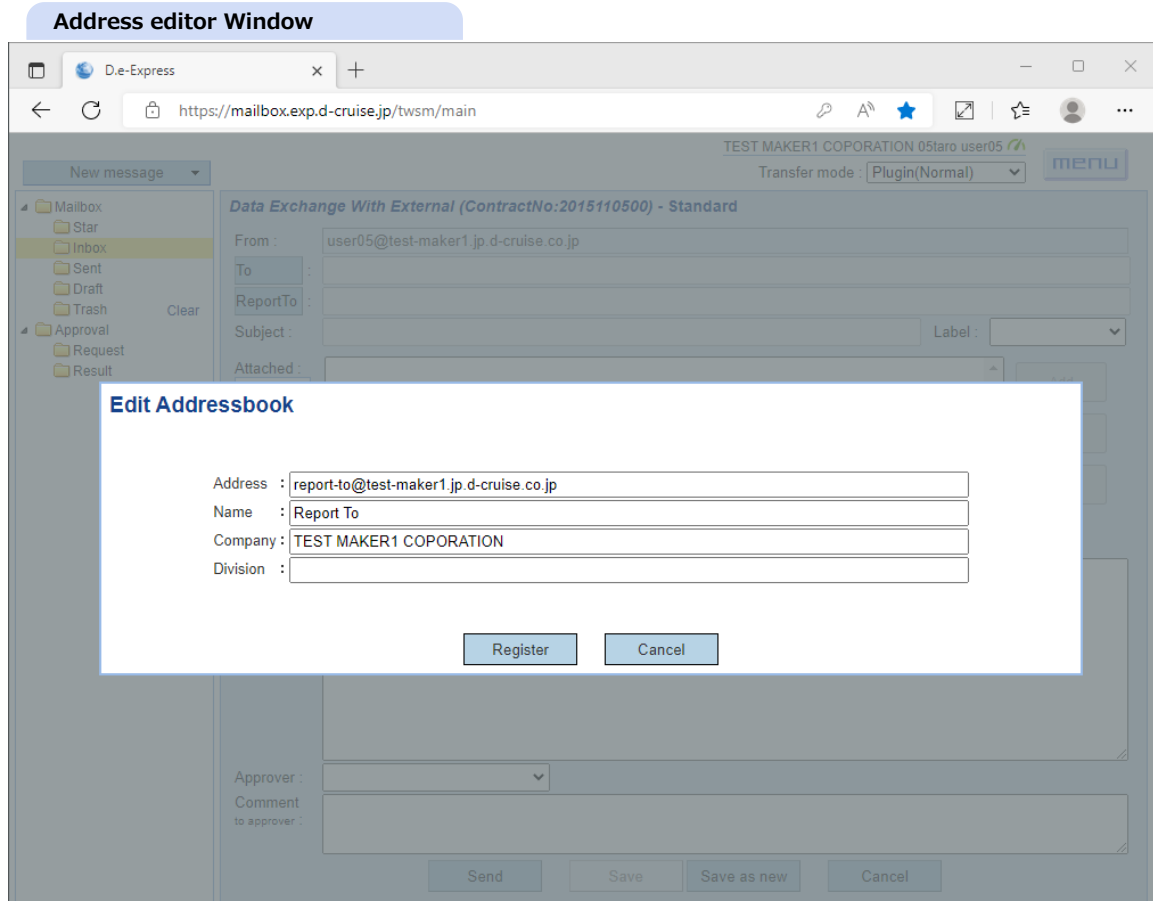
2. Enter each field and click [Register] button.

10.4 Edit

1. Click 'Address' anchor from the address list of Addressbook.



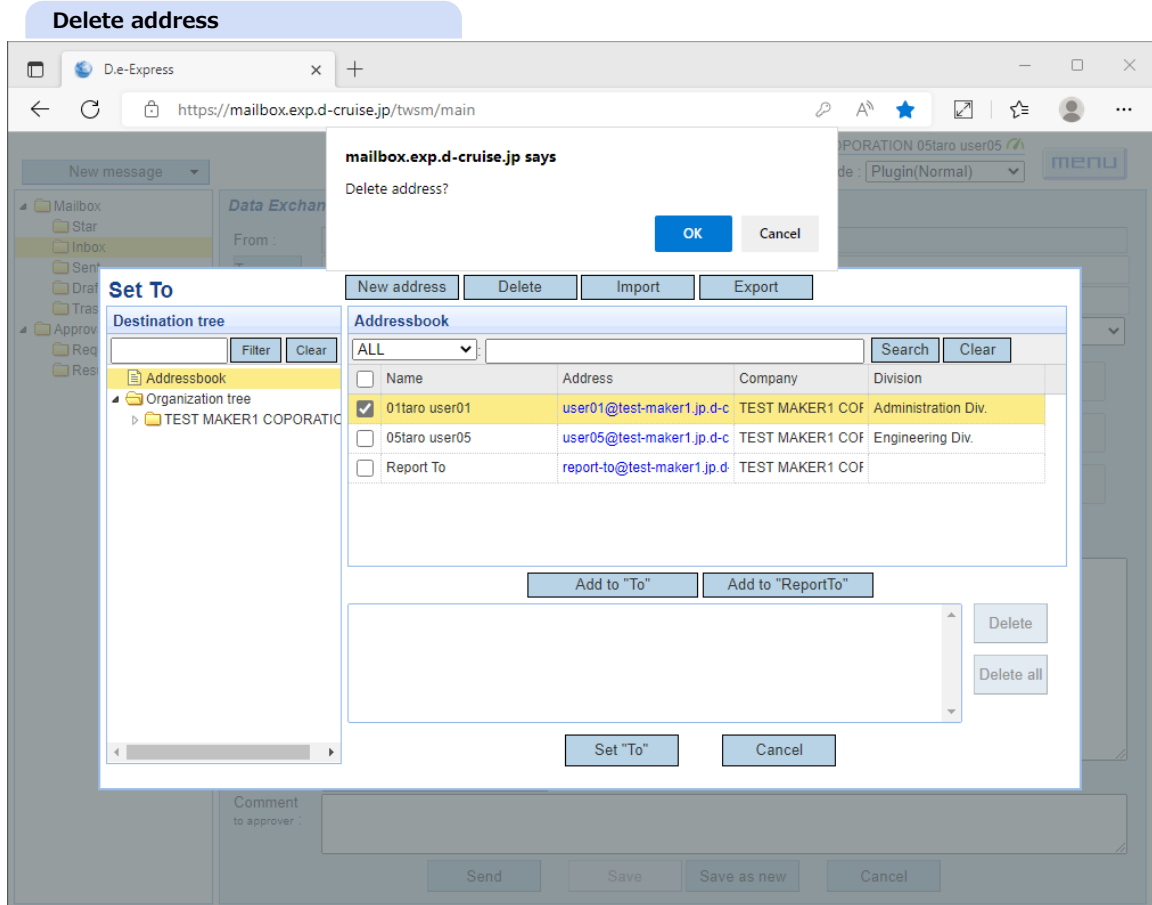
==> Address editor window will be opened.



2. Update each field and click [Register] button.

10.5 Delete

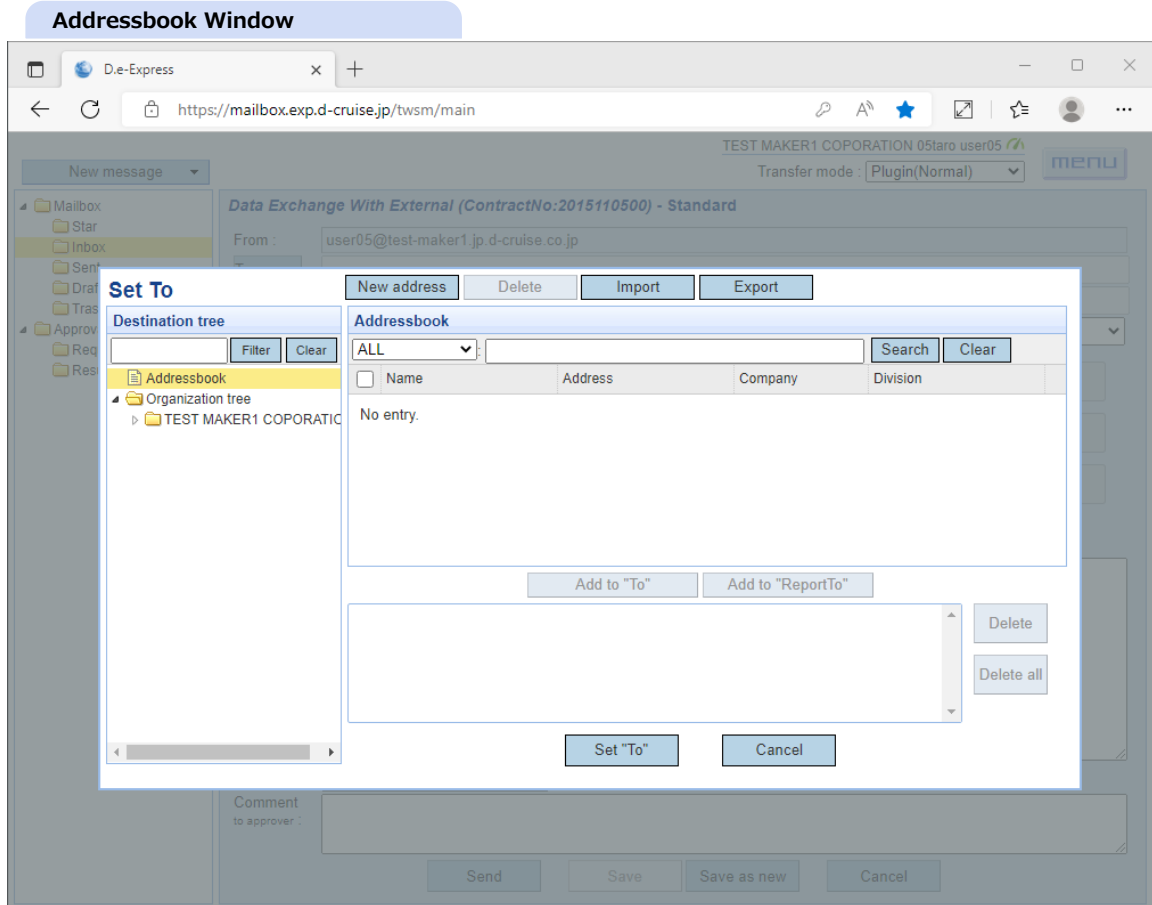
1. To delete existing addressbook item, check a checkbox beside items to delete.



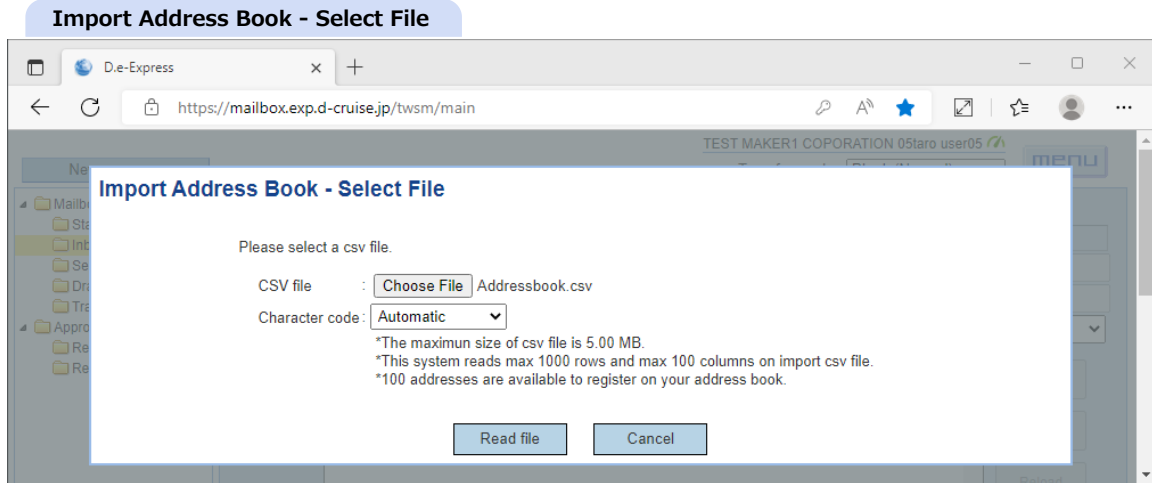
2. Click [Delete] button. Confirmation dialog will be shown.
3. Click [OK] button of a confirmation dialog if you are sure to delete the item(s).

10.6 Import

1. Click [Import] button.



Open "Import Address Book - Select File" window.



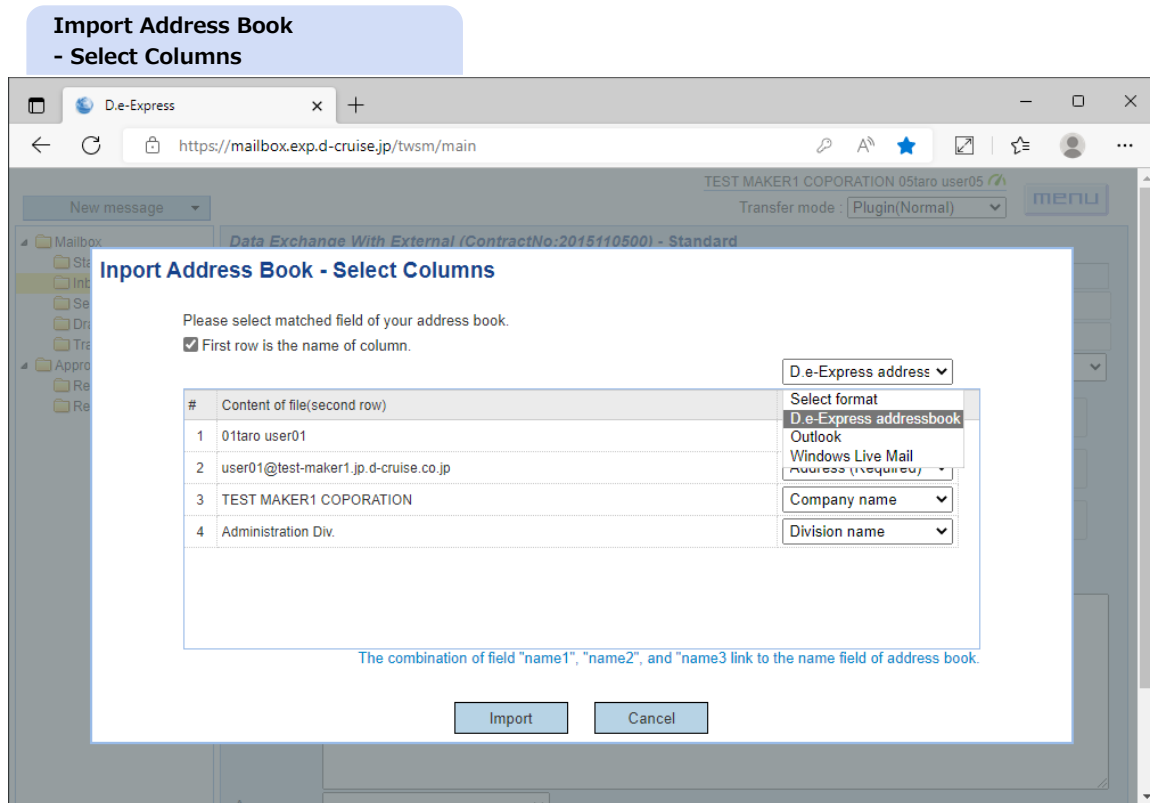
2. Select a character encoding

Available character encodings

Character encodings	Explanation
Automatic	Read the file with appropriate character encoding automatically (You may be asked to select a character encoding).
UTF-8	Read the file that's written in UTF-8.
Shift_JIS	Read the file that's written in Shift_JIS.
windows-31j	Read the file that's written in windows-31j.
EUC_JP	Read the file that's written in EUC_JP.

- Click [Refer] button. Select import csv file.
 - * The CSV file has following requirements.
 - The maximum size of csv file is 5MB.
 - This system reads max 1000 rows and max 100 columns on import csv file.
 - 100 addresses are available to register on your address book.
- Click [Read file] button.

Open "Import Address Book - Select Columns" window.



- Select the format of csv file from [Select format] to match the addressbook items.

Select format

Format	Remarks
D.e-Express address book	For D.e-Express addressbook format
Outlook	For Outlook addressbook format (*)
Windows Live Mail	For Windows Live Mail addressbook format (*)

* Please export your addressbook with certain instructions for Outlook, Windows Live Mail format.

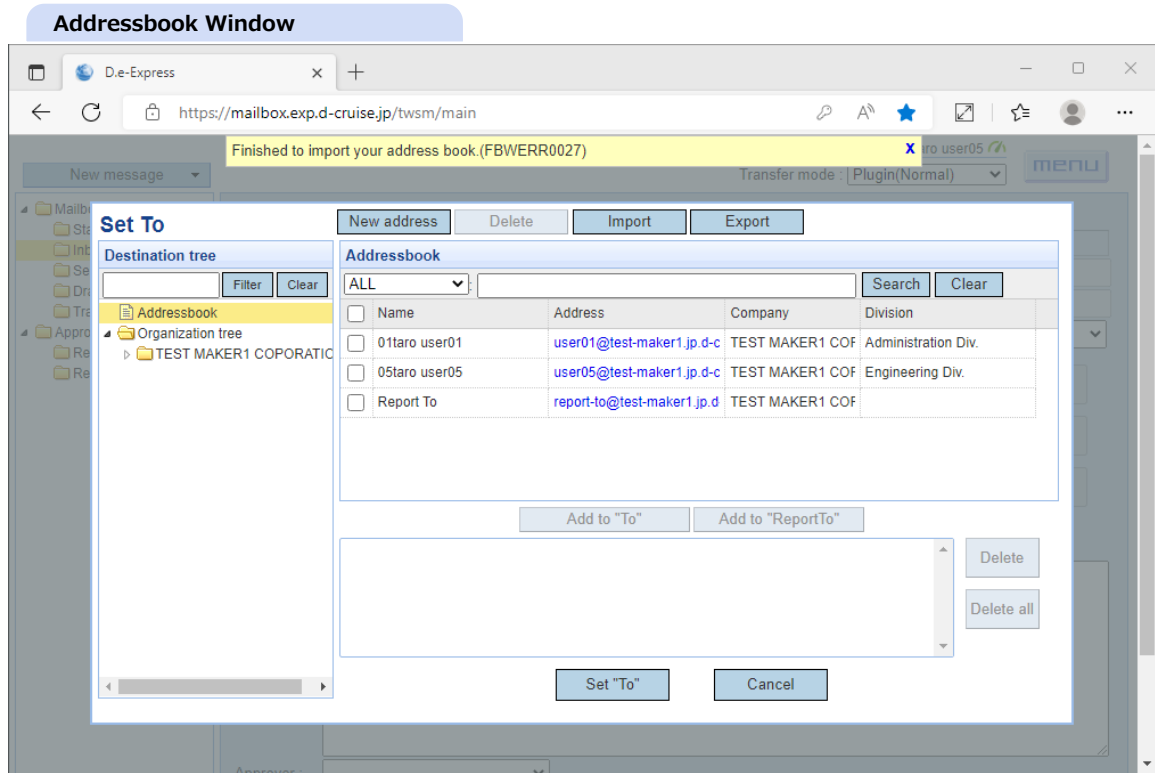
- For the other format, please match the each item by yourself.

The values which are available in the addressbook.

Items on addressbook	Length	Prohibited characters
Name	Maximum 100 bytes	-
Address	Maximum 254 bytes	white spaces, 2-bytes characters
Company	Maximum 100 bytes	-
Division	Maximum 37268 bytes	-

[Notice]Line breaks will be replaced with space on importing.

7. To start importing your addressbook, please select [Import] button.



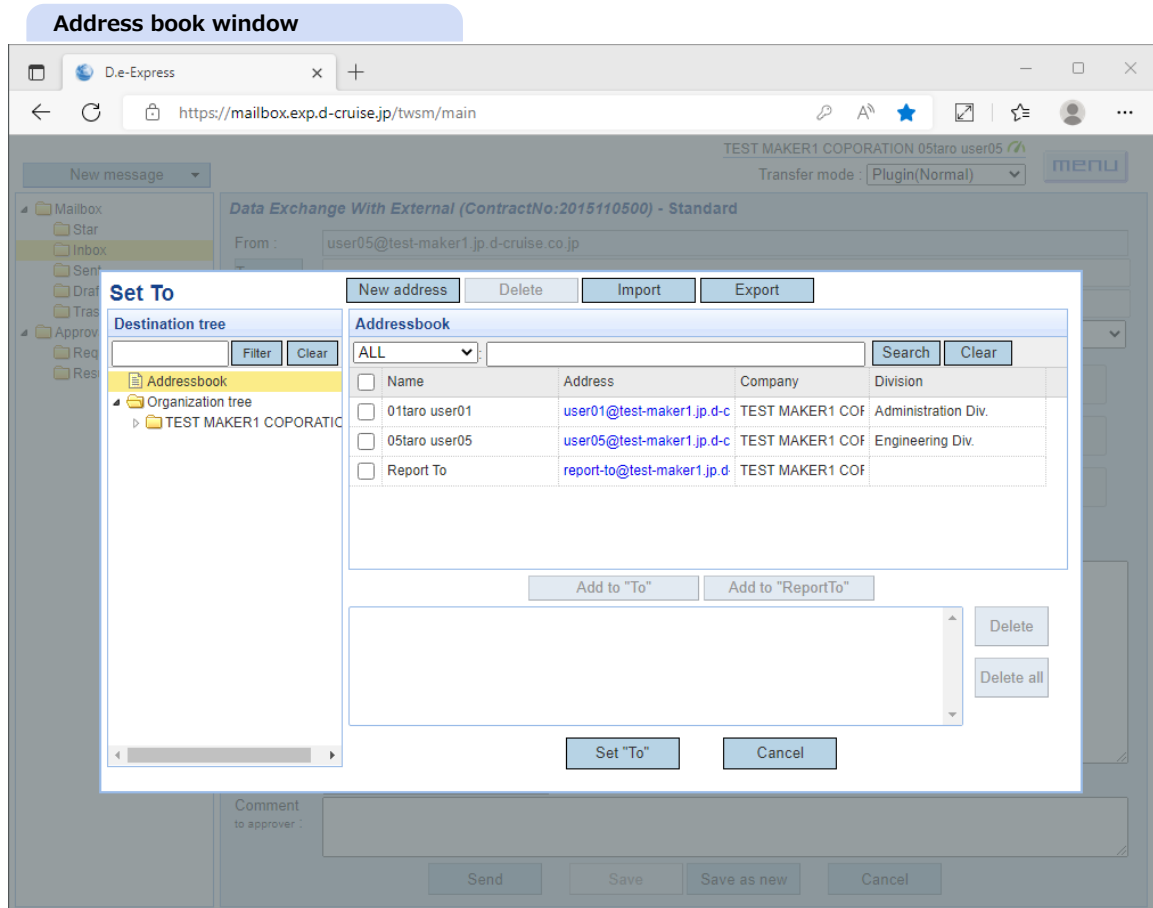
[Notice]All importing record will be registered as separate record, except the record which are matching all of following items. [Name], [Address], [Company name], [Division name]

Example) Export addressbook then edit the name, then import to the addressbook

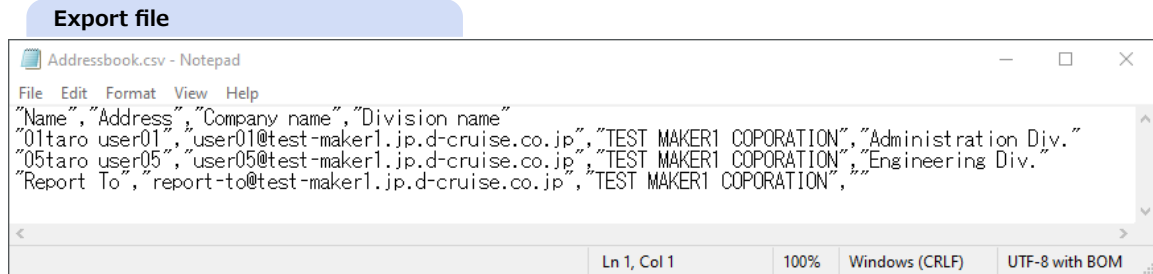
The old name record will not be deleted and the edited name record will be registered as new record.

10.7 Export

1. Click [Export] button.

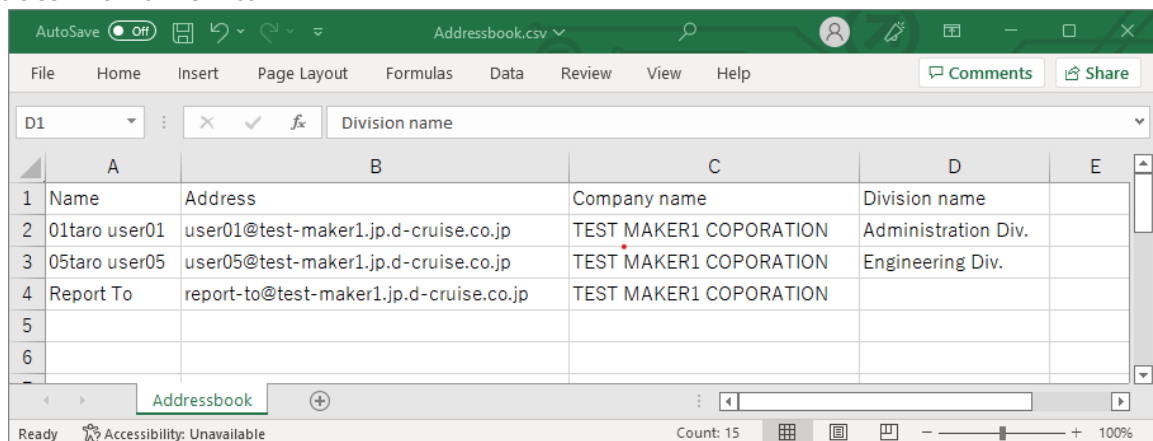


--Downloading the information of address book with CSV file.



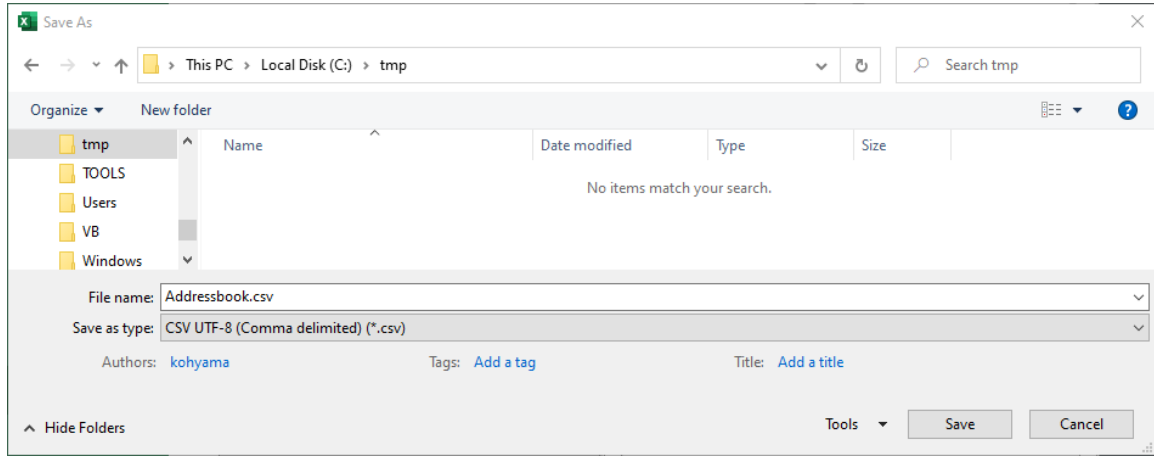
[Notice] If you edited the csv file with MS Excel, please save as csv file with following instruction.
Overwrite saving or saving the file as other format might have some errors on importing address book.

1. Edit CSV file with MS Excel.



2. Select [File] then select [Save As]

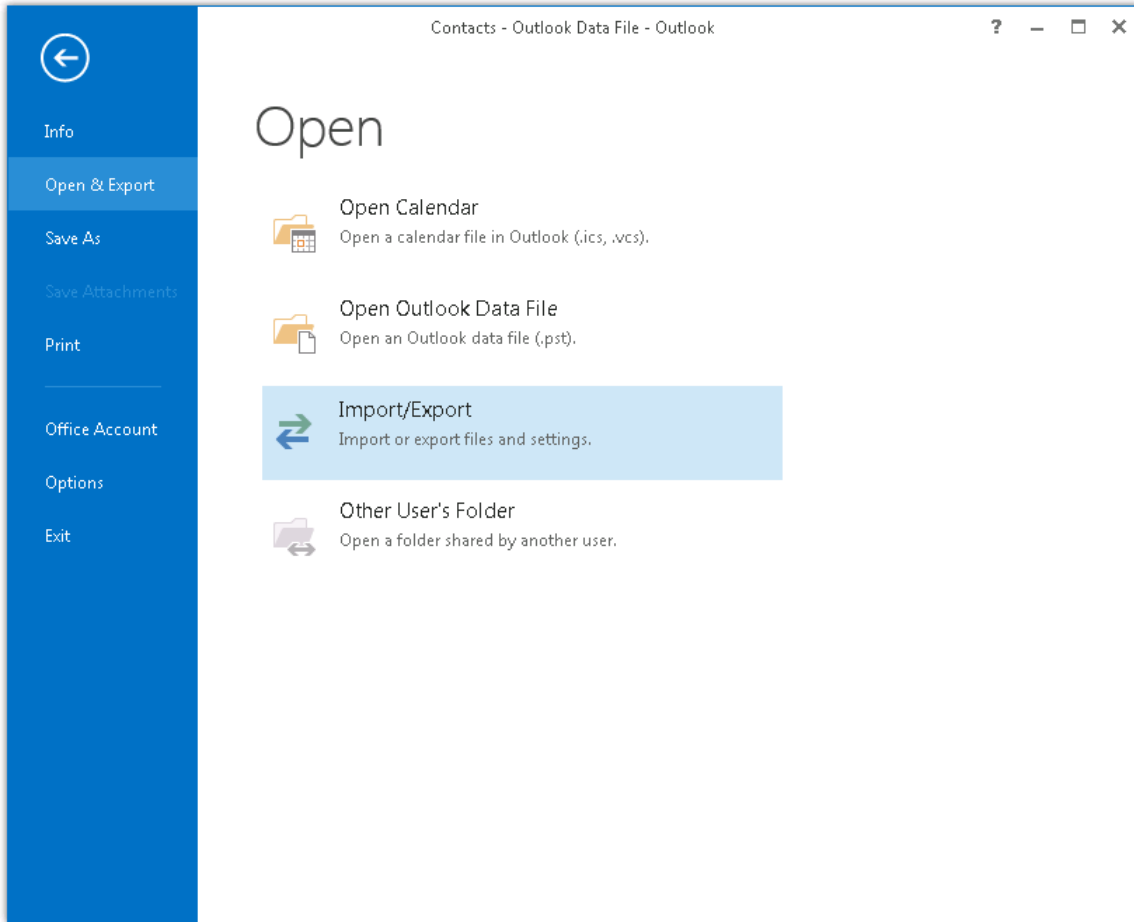
3. Enter file name, select [CSV(Comma delimited)] from Save as type then select [Save].



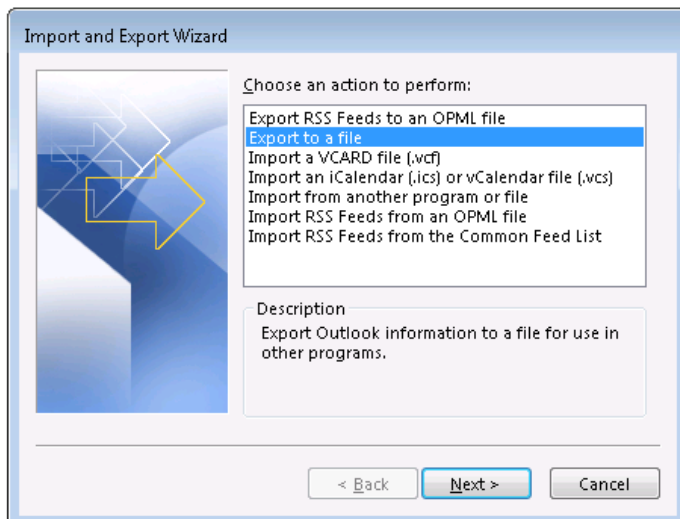
Available CSV output(For Outlook)

* Following instructions shows the exporting procedure for Outlook 2013. Some other versions of Outlook may have different instructions.

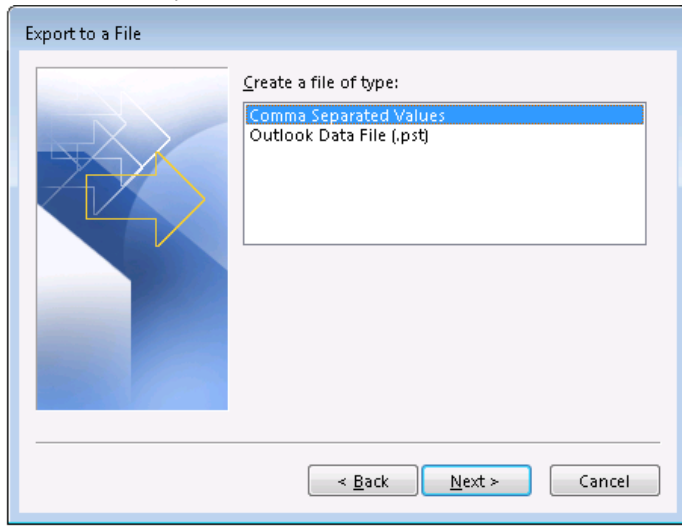
1. Start from [File] menu, select [Open & Export] then select [Import/Export]



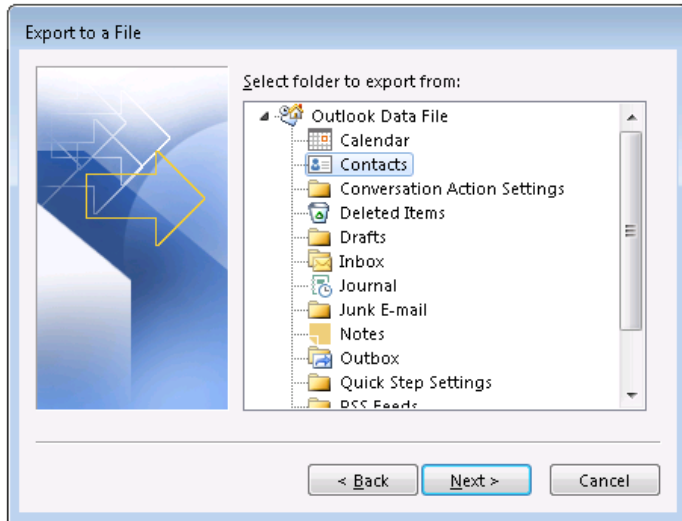
2. Select [Export to a File] then select [Next]



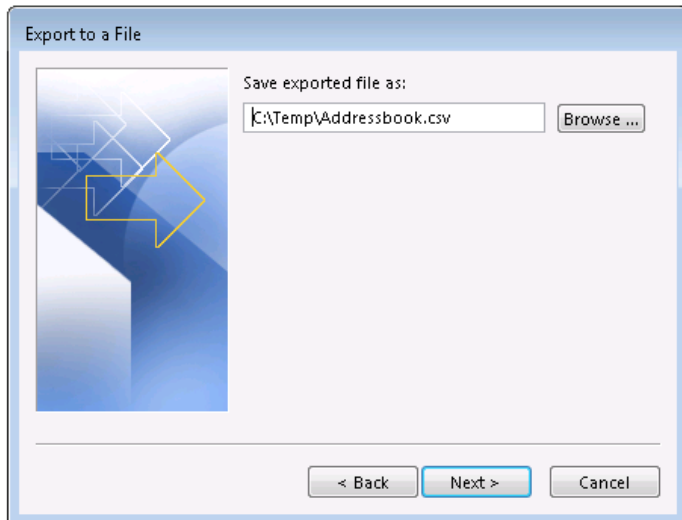
3. Select [Comma Separated Values] then select [Next]



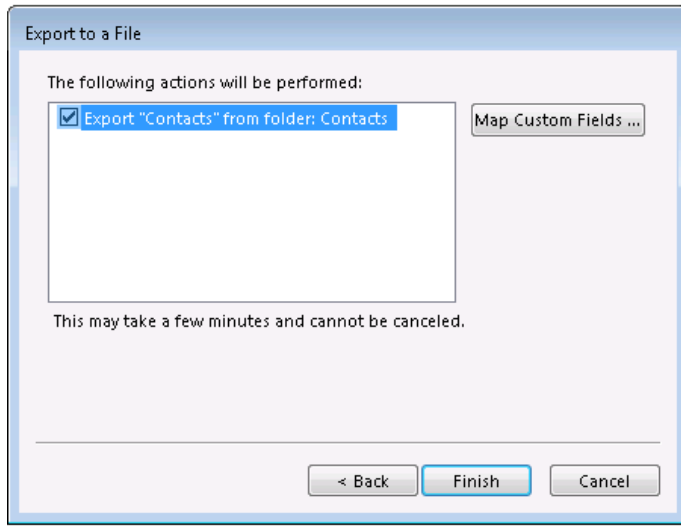
4. Select [Contacts] then select [Next]



5. Enter [File name] then select [Next]



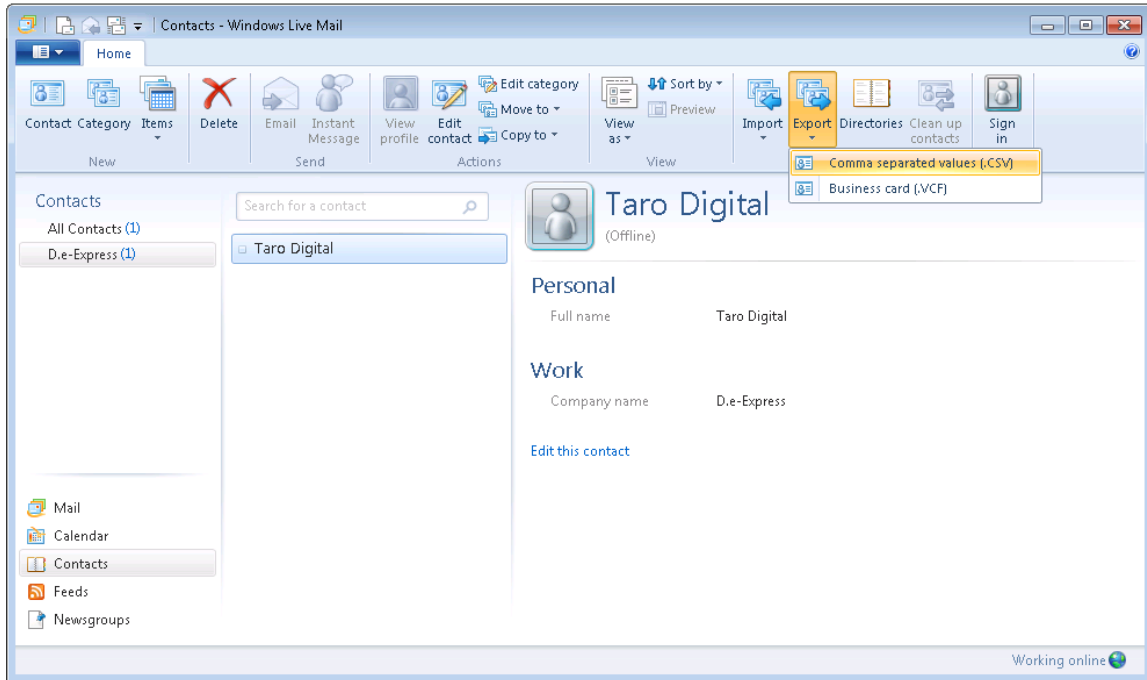
6. Select [Finish]



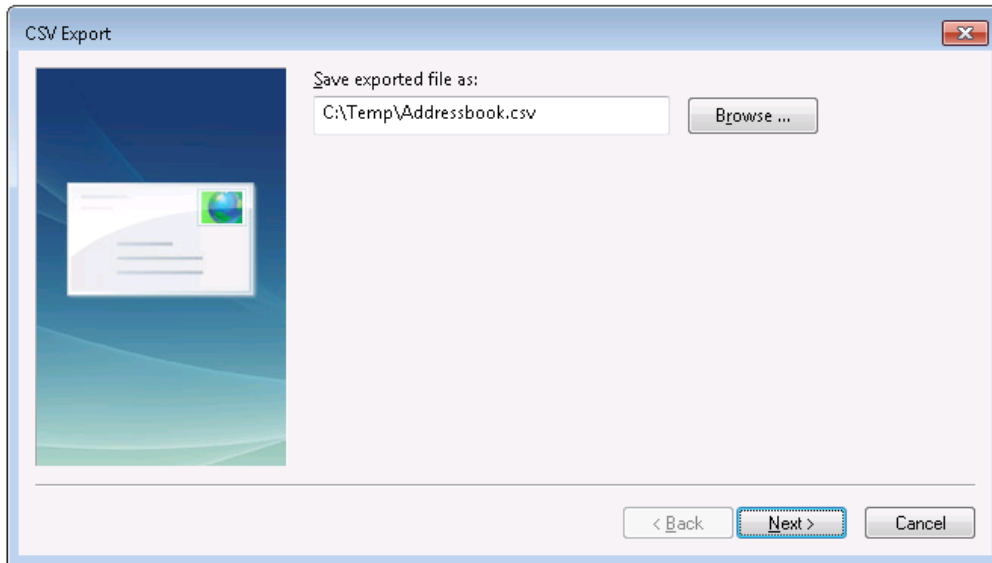
Available CSV output(For Windows Live Mail)

* Following instructions shows the exporting procedure on Windows Live Mail 2012. Some other versions of Windows Live Mail may have different instructions.

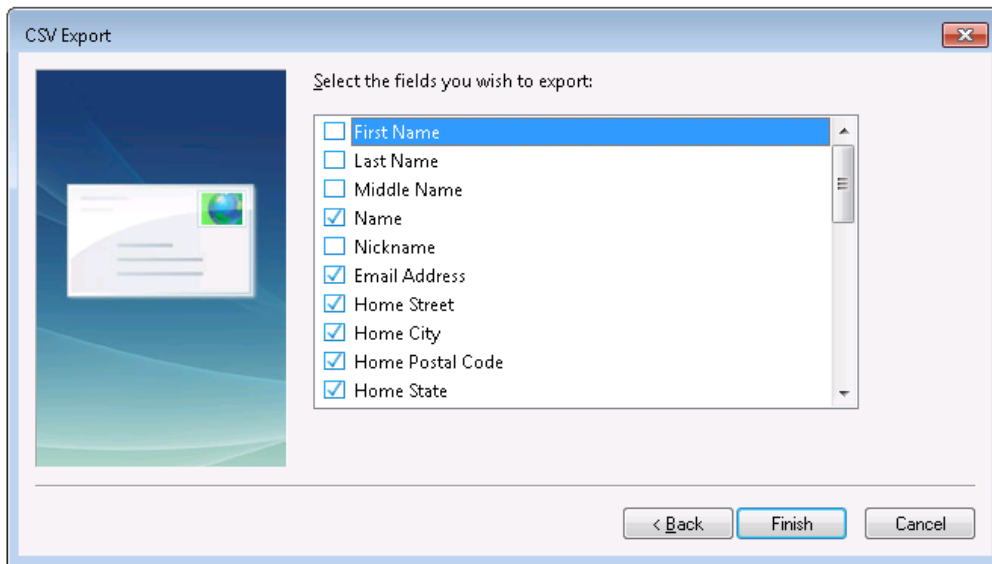
1. Open [Contacts] then select [Export] then select [Comma separated values(.csv)]



2. Enter [Save exported file as] then select [Next]



3. No change on the export item then select [Finish]



11. Draft

Save draft message

D.e-Express
https://mailbox.exp.d-cruise.jp/twsm/main

TEST MAKER1 COPORATION 05taro user05
Transfer mode : Standard

New message

- Mailbox
 - Star
 - Inbox
 - Sent
 - Draft**
 - Trash
- Approval
 - Request
 - Result

Clear

Data Exchange With External (ContractNo:2015110500) - Standard

From : user05@test-maker1.jp.d-cruise.co.jp

To : user01@test-maker1.jp.d-cruise.co.jp,unregistered@example.com

ReportTo : report-to@test-maker1.jp.d-cruise.co.jp

Subject : About the material Label :

Attached :
 Plugin mode

Keeping days : default Download password :

Message :
Hello,

I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

Approver : 01taro user01

Comment to approver :
This is our customerrequested to have.
Please approve it.

Send Save Save as new Cancel

1. You can save your message under editing by clicking [Save] button or [Save as new] button.
Note that you can save entire message body except for attachment files.
2. The saved messages will be stored in 'Draft' folder.(*)
* Saved draft messages are never deleted automatically.

Open saved draft message

The screenshot shows a webmail interface with the following elements:

- Browser:** D.e-Express, URL: https://mailbox.exp.d-cruise.jp/twsm/main
- Page Header:** TEST MAKER1 COPORATION 05taro user05, Transfer mode: Standard
- Navigation:** New message, Reload, Delete buttons.
- Mailbox List:** Mailbox, Star, Inbox, Sent, Draft (selected), Trash, Approval, Request, Result.
- Search:** Subject, Label, Date, Status filters, Search, Clear buttons.
- Message List:**

Label	Subject	To	Date	Send function
<input type="checkbox"/>	About the material	user01@test-maker1.jp.d-cruise.jp	Fri 09 02 13:11 ,2022	Standard
- Message Details:**

About the material [Edit] [Delete]

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Approver : user01@test-maker1.jp.d-cruise.co.jp
Date : Fri 09 02 13:11 ,2022
MessageID : AAA22090213110002@JP1

Comment to approver:
This is our customer requested to have.
Please approve it.

Message contents:
Hello,
I'm sending you the documents about D.e-Express.
Please read through it once.

Thank you.
Gotaro

3. Click [Draft] folder.

4. Select the target draft message to edit.

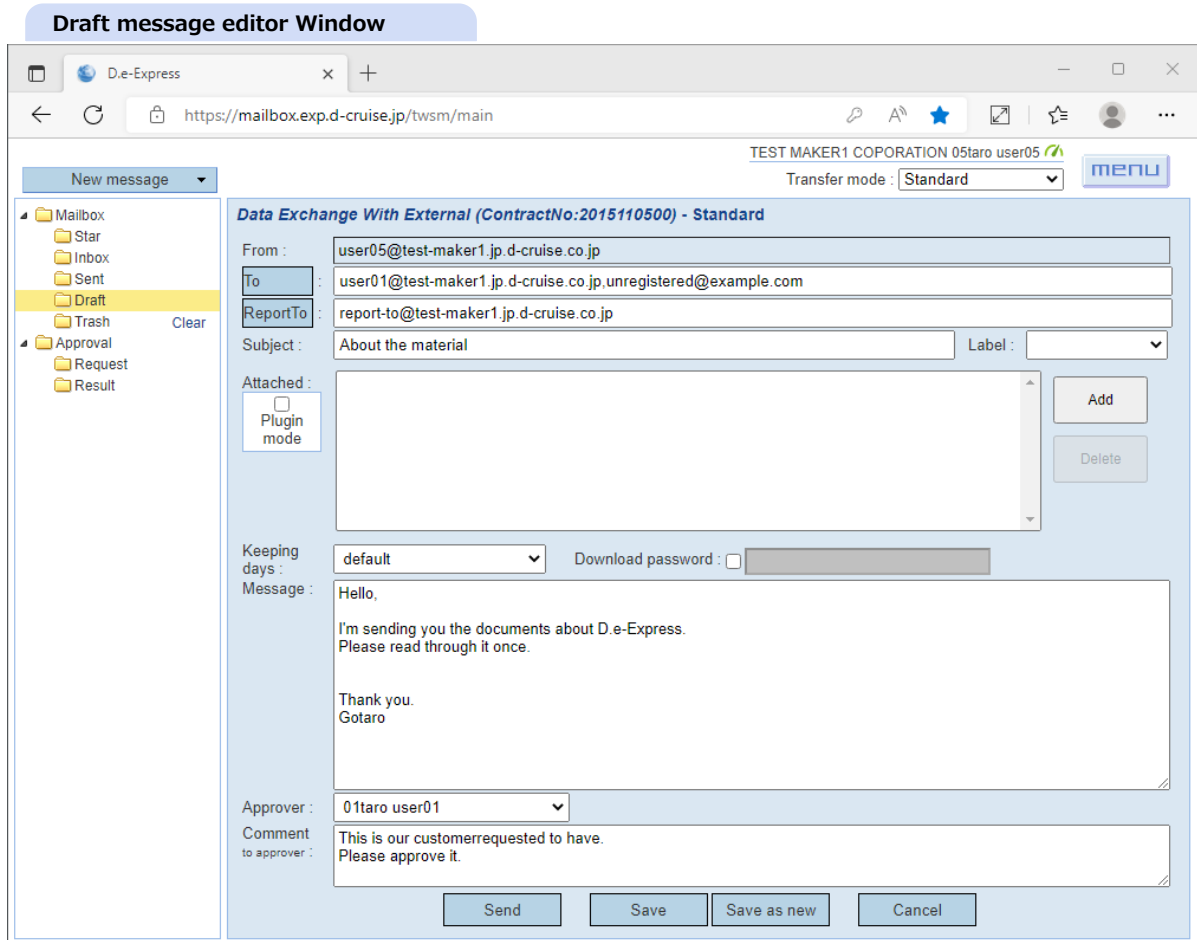
5. Click [Edit] button.(*)

==> Draft message editor window will be opened.

* Edit button will not be shown if the definition of sending function is removed, or the permission is revoked.

6. Fill out to complete the draft message. And you can send it as a new message(*).

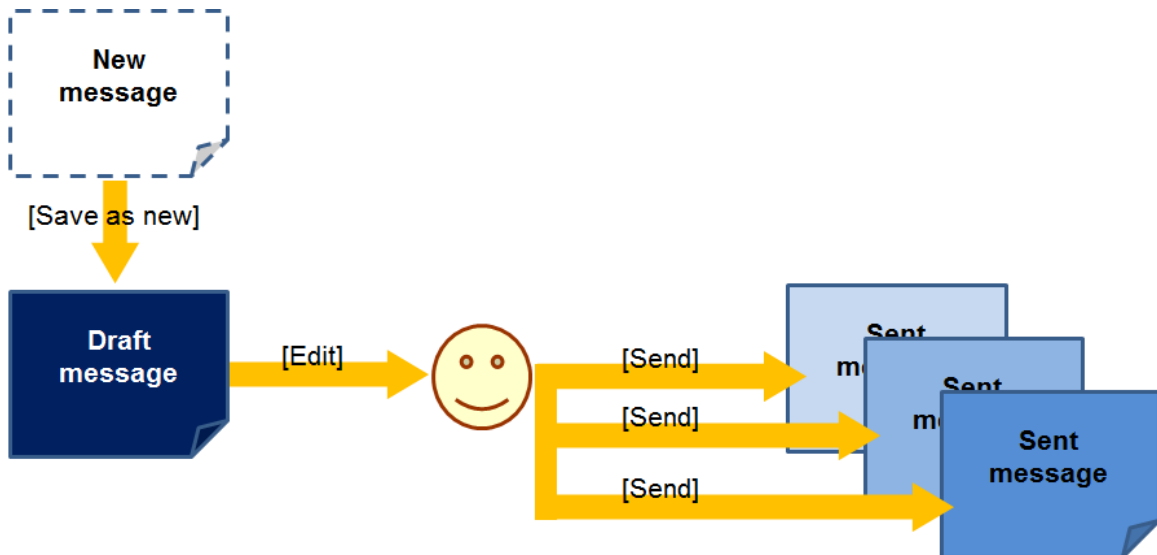
* The operations are same as New Message([Ref.] 2. Send).



Note that a message which is actually sent out is a different entity from the draft message.

So the saved draft message stays still in 'Draft' folder. And you can edit to send the draft message repeatedly.

Saved draft messages are never deleted automatically.



7. You can create a new message from a sent message as a template.

8. Click [Edit] button just as draft message(*).

Note that you can not create a new message from a sent message which you sent as a reply.

* Edit button will not be shown if the definition of sending function is removed, or the permission is revoked.

Create from Sent

The screenshot shows a webmail interface with a sidebar on the left containing folders: Mailbox, Star, Inbox, Sent (selected), Draft, Trash, Approval, Request, and Result. The main area displays a message titled "About the material" with the following details:

Mailbox/Sent

Subject: [input field] Only new

Label: [input field] Date: YYYY/MM/DD - YYYY/MM/DD Status: [input field] [Search] [Clear]

<input type="checkbox"/>	Star	File	Label	Subject	To	Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	資料送付の件	user01@test-maker1.jp.d-c	Fri 09 02 14:10 ,2022	Arrived
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	About the material	user01@test-maker1.jp.d-c	Fri 09 02 13:36 ,2022	Downloaded

20 Page: 1 of 1 of 1 | Displaying 1 to 2 of 2 items

About the material [Cancel] [Edit] [Delete] [Check status]

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Approver : user01@test-maker1.jp.d-cruise.co.jp
Date : Fri 09 02 13:36 ,2022
MessageID : AAA22090213360001@JP1

Attached file list: (TotalSize: 33.0 MB, Keeping days: default) [Download *Plugin] [Download(zip)]
AAA22090213360001@JP1/

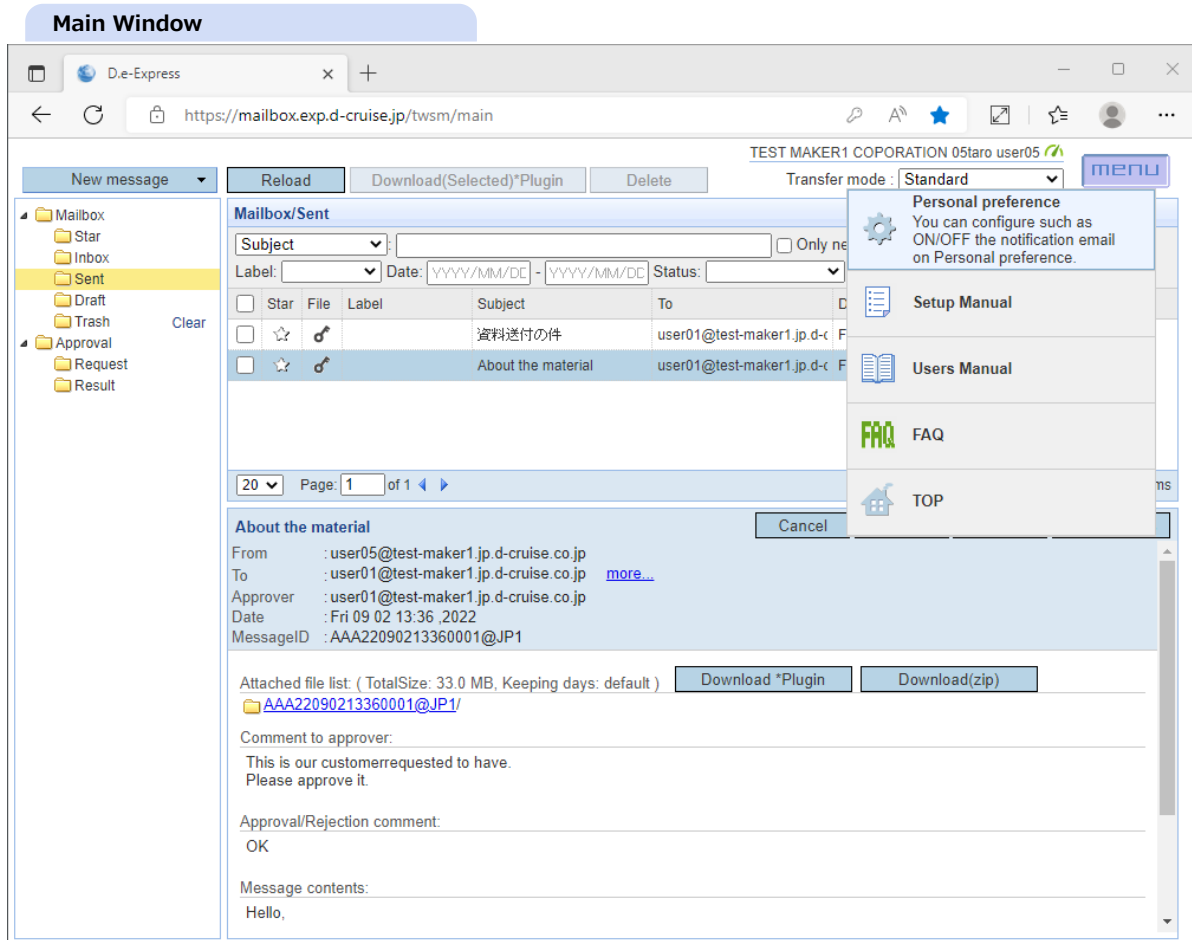
Comment to approver:
This is our customer requested to have.
Please approve it.

Approval/Rejection comment:
OK

Message contents:
Hello,

12. Preference

1. Click the setting icon by menu lists. .



2. Personal preference window will be opened. In this preference, you can select which notification e-mail to receive.

Setting Items

Item	Occasion
Approval request	On you get approval request from the other sender
Approval result	On you get approved/rejected for your sending
Sent	On your message's got sent out
Arrival	On you get a message
Password [1]	On a sender specifies a password onto the message to you(required)
Downloaded	On a recipient downloads file(s) you've sent
Sending Completion Notice	Sender sent a message and you were added to notice address of the message by sender.
Downloading Completion Notice [2]	Receiver user downloaded a message and you were added to notice address of the message by sender.
Bounced	On bounce back from an unregistered recipient(such as wrong address)
Error	On a system error(such as transmission failure)
Download reminder	You have messages which have not downloaded yet.
Approval reminder	You have messages which have not approved/rejected yet.

[1] Note that [Password] notification e-mail can't be turned off because of its significance.

[2] default off

Preference Window

D.e-Express x +

https://mailbox.exp.d-cruise.jp/twsm/main

TEST MAKER1 COPORATION 05taro user05

New message | Reload | Download(Selected)*Plugin | Delete | Transfer mode: Standard | MENU

Mailbox/Sent

Subject: | Only new | Search | Clear

Label: | Date: YYYY/MM/DD - YYYY/MM/DD | Status: |

Personal preference

Receiving notification mails

Item	Occasion	Receive
Approval request	On you get approval request from the other sender	<input checked="" type="checkbox"/>
Approval result	On you get approved/rejected for your sending	<input checked="" type="checkbox"/>
Sent	On your message's got sent out	<input checked="" type="checkbox"/>
Arrival	On you get a message	<input checked="" type="checkbox"/>
Password	On a sender specifies a password onto the message to you(required)	<input checked="" type="checkbox"/>
Downloaded	On a recipient downloads file(s) you've sent	<input checked="" type="checkbox"/>
Sending Completion Notice	Sender sent a message and you were added to notice address of the message by sender.	<input checked="" type="checkbox"/>
Downloading Completion Notice	Receiver user downloaded a message and you were added to notice address of the message by sender.	<input type="checkbox"/>
Bounced	On bounce back from an unregistered recipient(such as wrong address)	<input checked="" type="checkbox"/>

Save | Cancel

Approval/Rejection comment:
OK

Message contents:
Hello.

3. For example, it turns off [Downloaded] notification e-mail in this case above.
4. After you changed item(s), click [Save] button.

13. Send with Plug-in

[Memo] Plug-in extends standard uploading function of Edge/Chrome to provide better file exchange experiences.

[NOTE] Please [install the Plug-in](#) before you start following operations.

1. Open message edit window and fill out input fields as normal procedure([\[Ref.\] 2. Send](#)).
2. Check the checkbox labeled as [Plugin mode].

New Message Window

TEST MAKER1 COPORATION 05taro user05
Transfer mode : **Plugin(Normal)** MENU

Data Exchange With External (ContractNo:2015110500) - Standard

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp,user02@test-maker1.jp.d-cruise.co.jp
ReportTo :
Subject : About the material Label :
Attached :
 Plugin mode
Keeping days : default Download password :
Message :
Hello,
I'm sending you the document about the D.e-Express.
Please read through it once.
Thank you
Gotaro
Approver : 01taro user01
Comment to approver : This is our customer requested to have.
Please approve it.

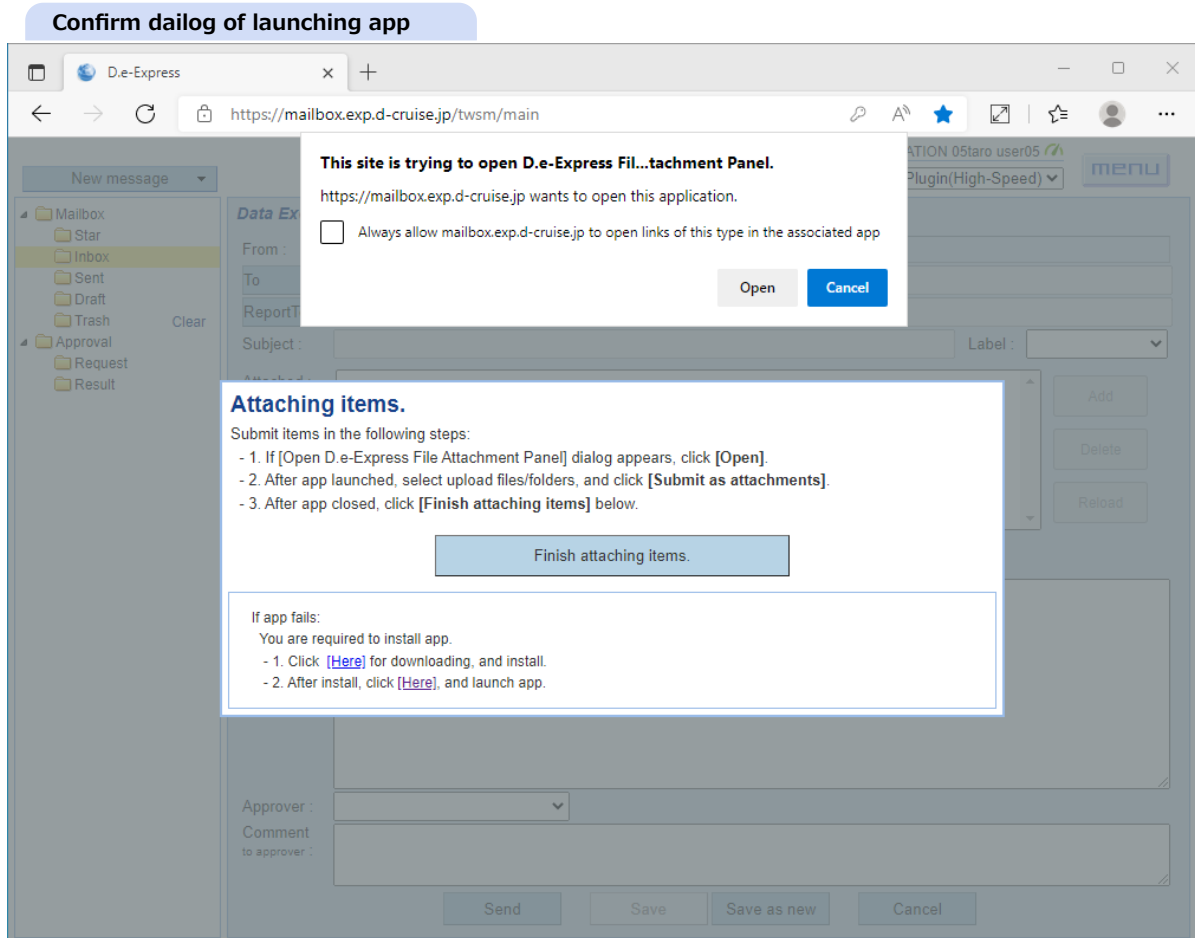
Send Save Save as new Cancel

3. Click [Add] button onto the 'Attached' area of the page, and the following confirm dialog and modal will appear.

*Confirm dialog might not show because of settings.

[NOTE] Dialog message depends on your environment.

[Ref] To check "Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated app" makes dialog disappearing next.



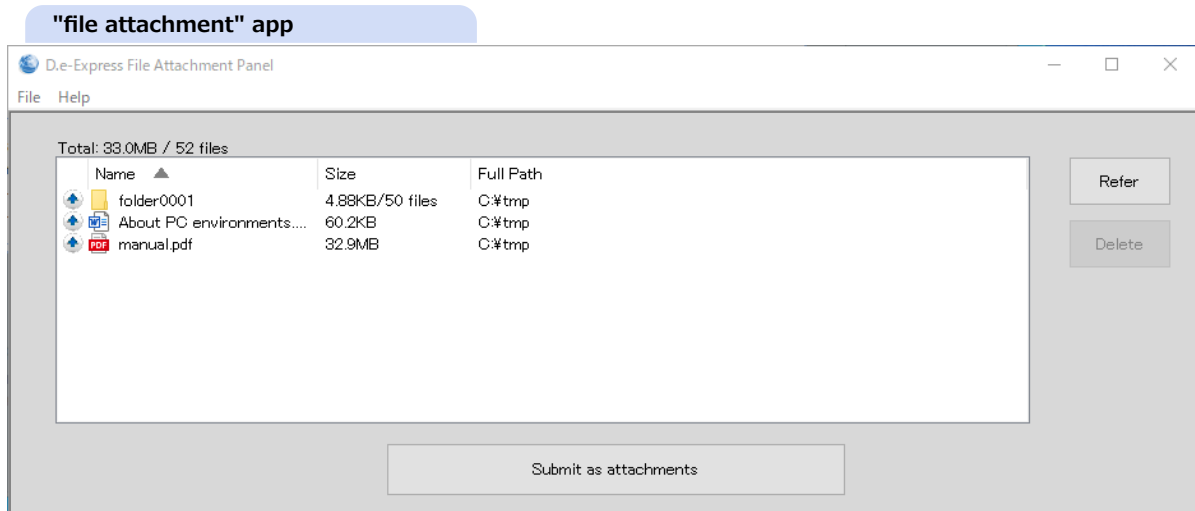
4. Click [Open] and "file attachment" app will launch. In "file attachment" app, drag your local files/folders and drop them onto list.

You can select files/folders with standard chooser dialog by clicking [Refer] button.

After you select files/folders, click [Submit as attachments].

After the app submit files/folders to the server, the app will close automatically.

[NOTE] When you do not click [Submit as attachments], error may occur at sending the message. you MUST click [Submit as attachments].

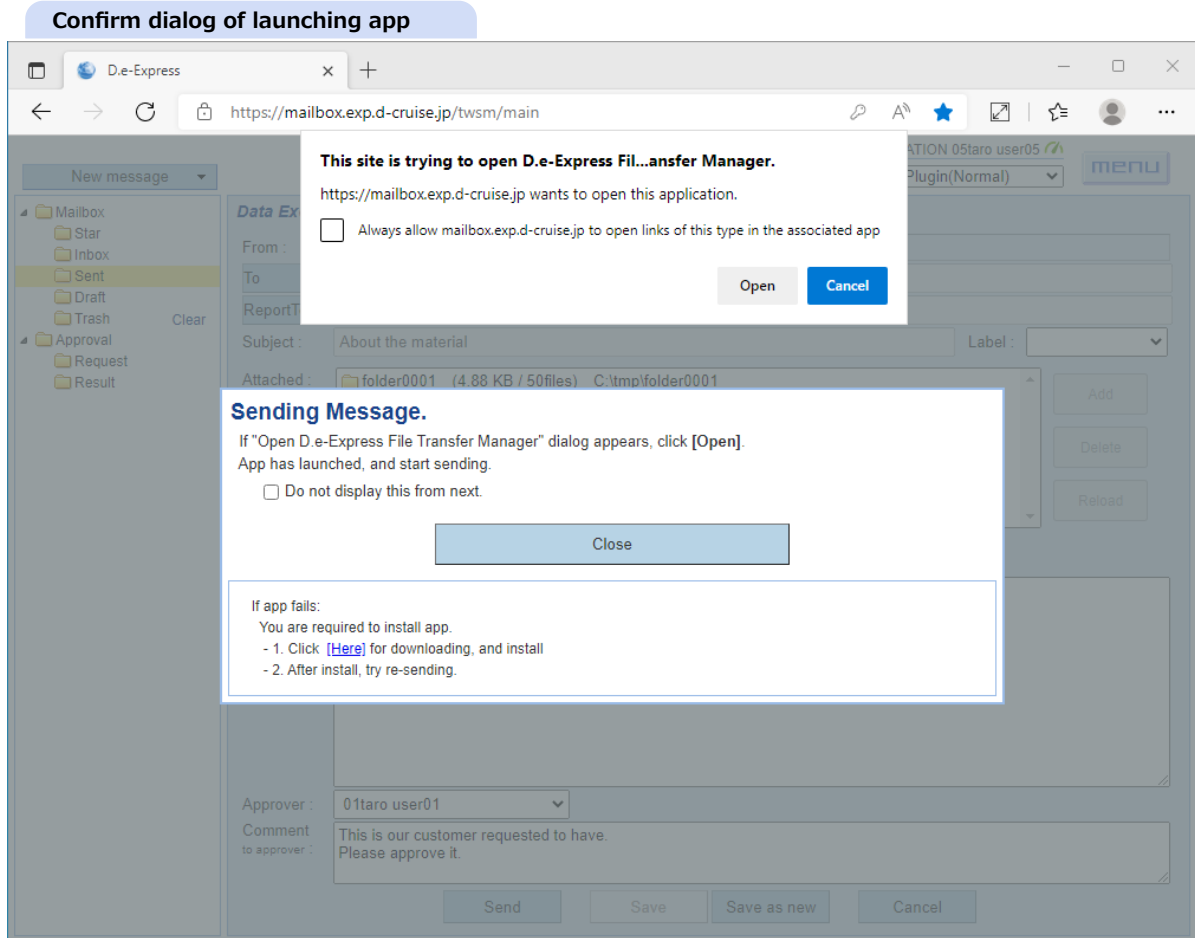


6. Click [Send], and the following confirm dialog and modal will appear.

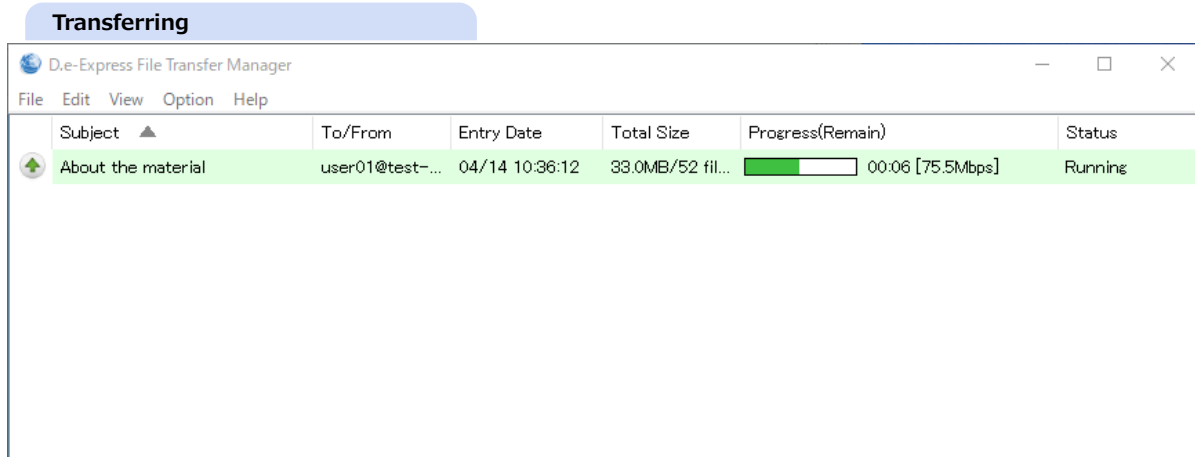
* Confirm dialog might not show because of settings.

[NOTE] Dialog message depends on your environment.

[Ref] To check "Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated app" makes dialog disappearing next.



7. Click [Open] and "file transfer" app will launch, and the app starts sending message.



[Memo] Upload will be performed by a process(EXE) different from browser(*).

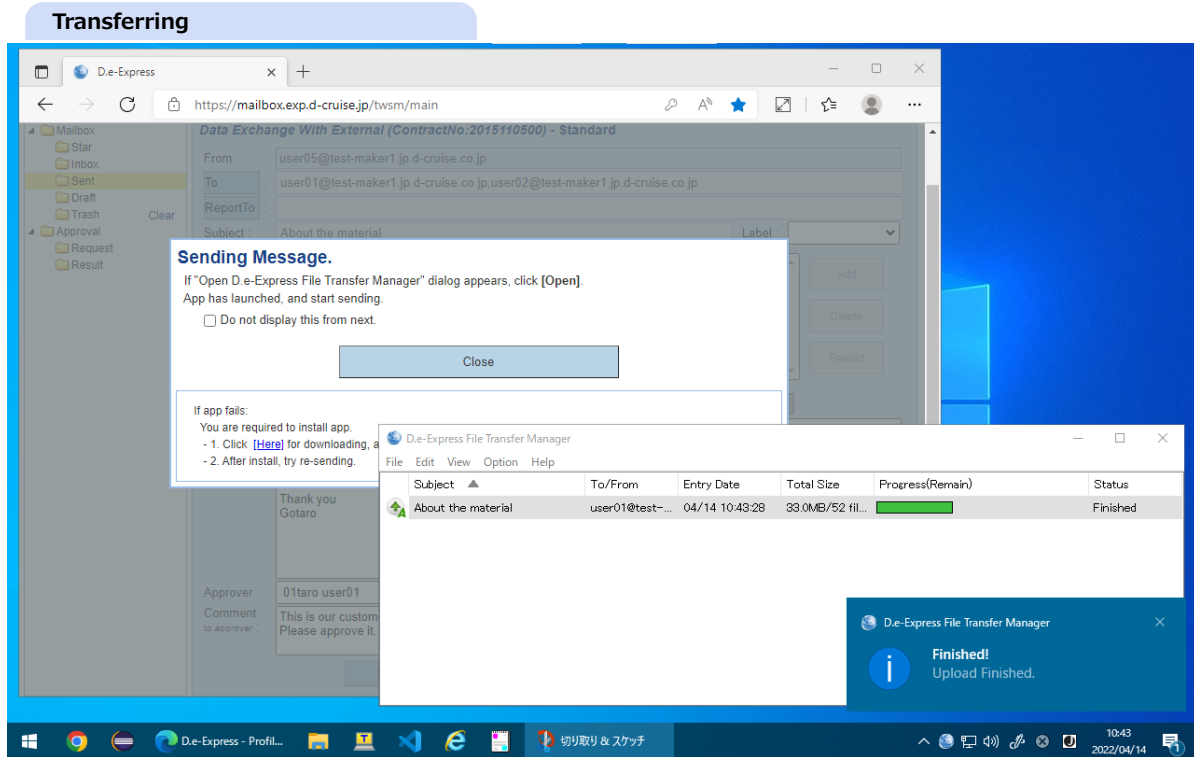
* It's called 'FTM(File Transfer Manager)'. Once FTM start transferring, you can close browser. FTM can continue transfer independently.

[NOTE] DO NOT edit or delete the attached file while uploading.

8. A balloon will tell you 'Finished!' on completion of transferring as this image.

Actual delivery is made after it's got approved by the approver(*).

* If the sending's set to 'without-approval', the message will be delivered directly.



[Ref] Your sent message is stored in 'Sent' folder(*).

* It's deleted after 30 days for files/folders, 365 days for message record, normally.

[Ref] Network Environment Settings on Using Plug-in

Transferring block size can be configured for your network condition(*) before start transferring.

With [Plugin(Normal)] as default is more efficient as its larger block sizing.

Choose [Plugin(Durability)] if your network environment is unstable.

Block size will be 1MB for [Plugin(Normal)], and 100KB for [Plugin(Durability)].

* This configuration can be applied only to upload/download with Plug-in. Small transfer block can be easily resent on network errors. On the other hands, the increased block numbers can be lowering the total efficiency.

14. Receive with Plug-in

[Memo] Plug-in extends standard downloading function of Edge/Chrome to provide better file exchange experiences.

[NOTE] Please [install the Plug-in](#) before you start following operations.

1. Click a message you want to download from the message list.
2. Click [Download *Plugin] button. A dialog will be shown below, on your first Plug-in call. Please read through it and click [OK] button.

By checking-off beside file name, you can exclude the file(s) from the downloading package.

Single message download

The screenshot displays a webmail interface for 'D.e-Express' at the URL 'https://mailbox.exp.d-cruise.jp/twsm/main'. The user is identified as 'TEST MAKER1 COPORATION 01tarō user01'. The interface features a left-hand navigation menu with folders like Mailbox, Star, Inbox, Sent, Draft, Trash, Approval, Request, and Result. The main content area shows a message titled 'About the material' from 'user05@test-maker1.jp.d-cruise.co.jp' to 'user01@test-maker1.jp.d-cruise.co.jp' on 'Thu 04 14 10:37 ,2022'. The message includes two attachments: 'Abut PC Environment.doc' (60.2 KB) and 'Manual.pdf' (32.9 MB). Below the attachments, the message content is visible, starting with 'Hello,' and 'I'm sending you the documents about D.e-Express. Please read through it once.' and ending with 'Thank you. Gotaro'. The interface also includes buttons for 'Download *Plugin' and 'Download(zip)' for the attachments, and a 'MENU' button in the top right.

3. Or, you may want to download more than one message at a time.

To download multiple messages, check a checkbox beside target messages and click [Download(Selected) *Plugin] button.

Multiple message download

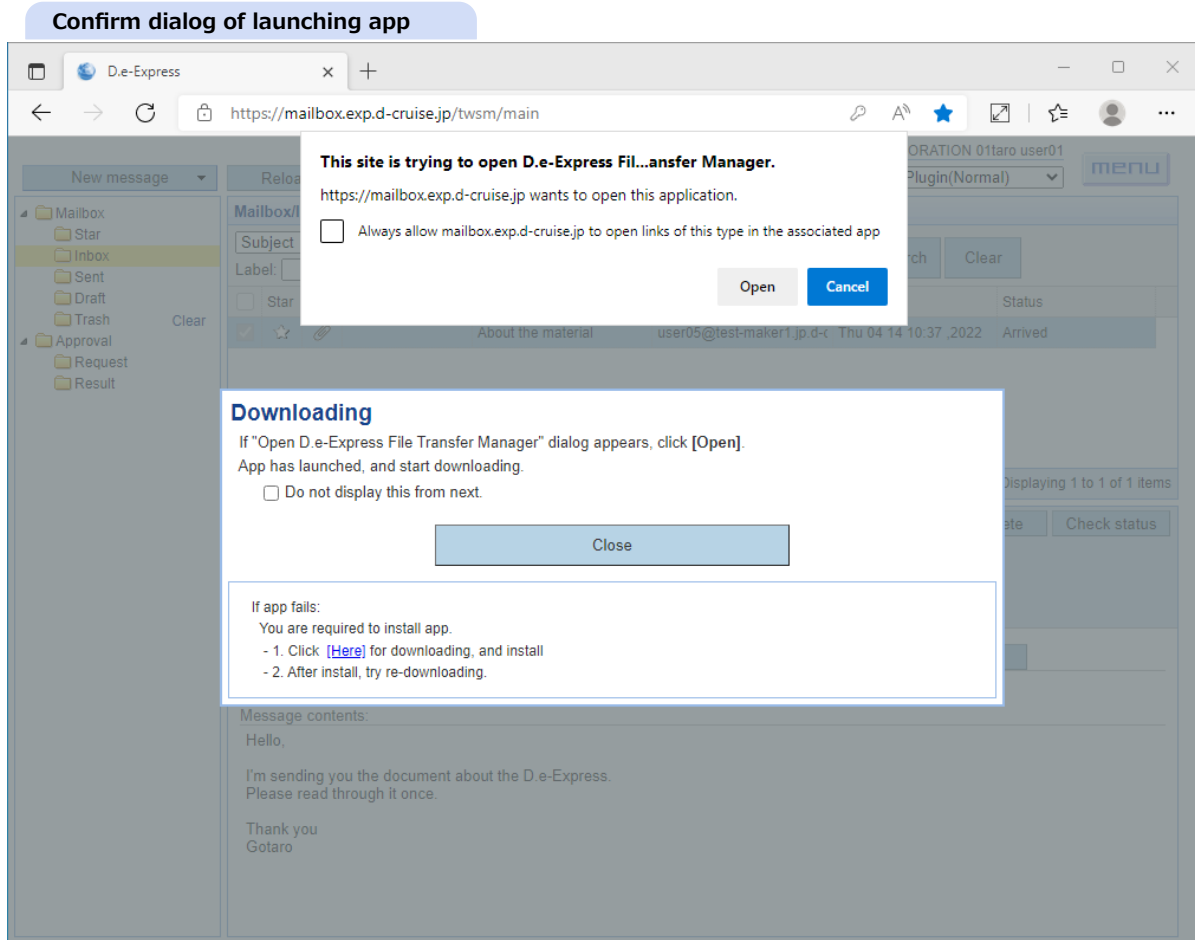
The screenshot shows a webmail interface for 'D.e-Express'. The browser address bar displays 'https://mailbox.exp.d-cruise.jp/twsm/main'. The user is identified as 'TEST MAKER1 COPORATION 01tarō user01' with a 'Transfer mode' of 'Plugin(Normal)'. The interface includes a sidebar with folders: Mailbox, Star, Inbox (selected), Sent, Draft, Trash, Approval, Request, and Result. The main content area shows the 'Mailbox/Inbox' view with a search bar and a table of messages. One message is selected, titled 'About the material', from 'user05@test-maker1.jp.d-c' on 'Thu 04 14 10:37 ,2022'. Below the message list, the details for the selected message are shown, including the sender, recipient, date, and message ID. An attached file is listed: 'AAA22041410360001@JP1' (TotalSize: 33.0 MB, Expired: 05 14,2022). The message content is displayed below, starting with 'Hello,' and 'I'm sending you the document about the D.e-Express. Please read through it once.' The sender's name is 'Thank you Gotaro'.

4. Click [Download], and the following confirm dialog and modal will appear.

* Confirm dialog might not show because of settings.

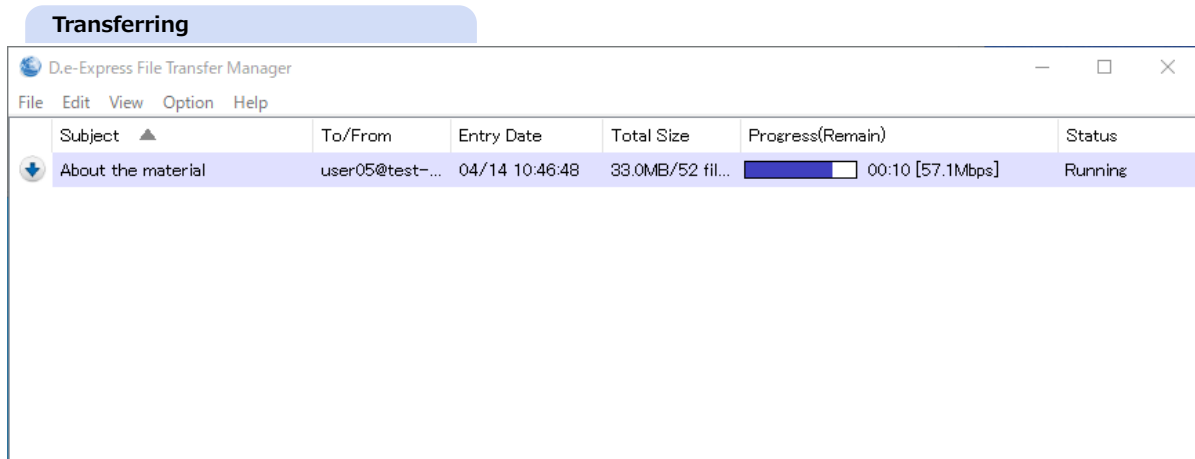
[NOTE] Dialog message depends on your environment.

[Ref] To check "Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated app" makes dialog disappearing next.

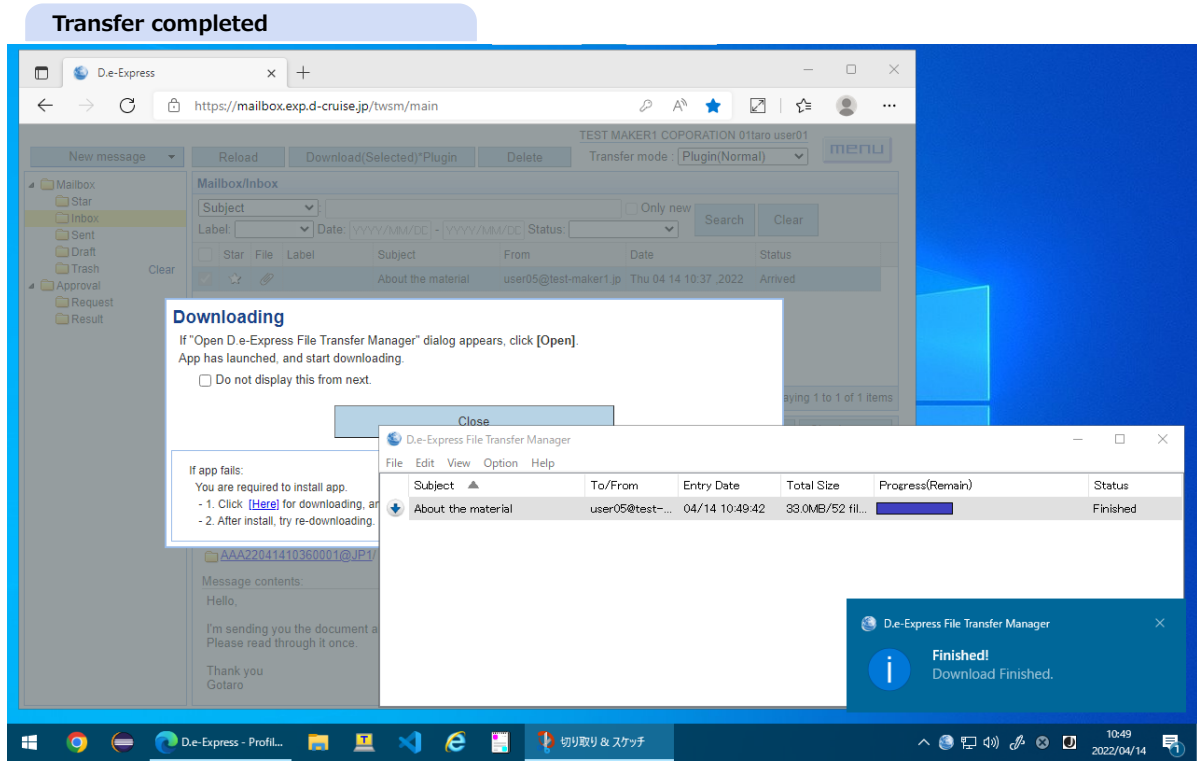


5. Click [Open] and "file transfer" app will launch. the app will display folder browser dialog window.

Select download target folder to save the attachments by the folder browser dialog window.



6. A balloon will tell you 'Finished!' on completion of transferring as this image.
 ==> Please check download file(s) in your local folder, then.

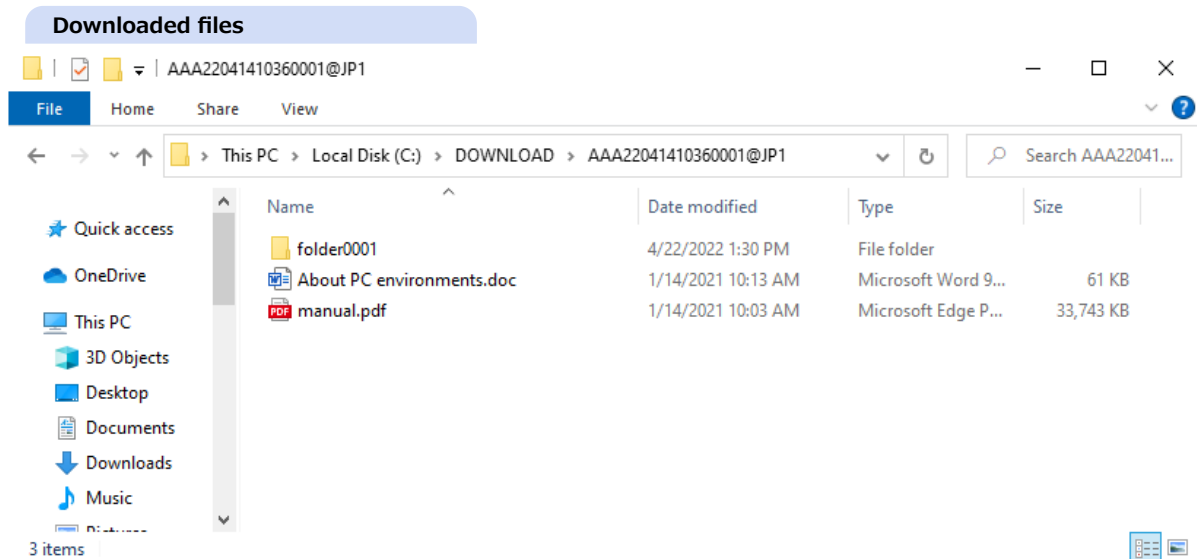


7. Download files will be in a Message-ID folder(*).

* "(Temp)" is added to the download folder while downloading.

Or the folder name can be a Message-ID with numeric suffix(*) if the target folder has already a folder that has the same name as the Message-ID.

* Up to several duplication.



[Ref]You'll possibly have some incomplete files when downloading is cancelled(for any reason). Please delete them if you don't have to keep it.

You can cancel download transaction at anytime by closing the FTM(File Transfer Manager). To do so, just click [X] button on the top-right corner of the FTM window.

Access state will be updated as 'Downloaded' even if it's cancelled before completed.

Network Environment Settings on Using Plug-in

Transferring block size can be configured for your network condition(*) before start transferring.

With [Plugin(Normal)] as default is more efficient as its larger block sizing.

Choose [Plugin(Durability)] if your network environment is unstable.

Block size will be 1MB for [Plugin(Normal)], and 100KB for [Plugin(Durability)].

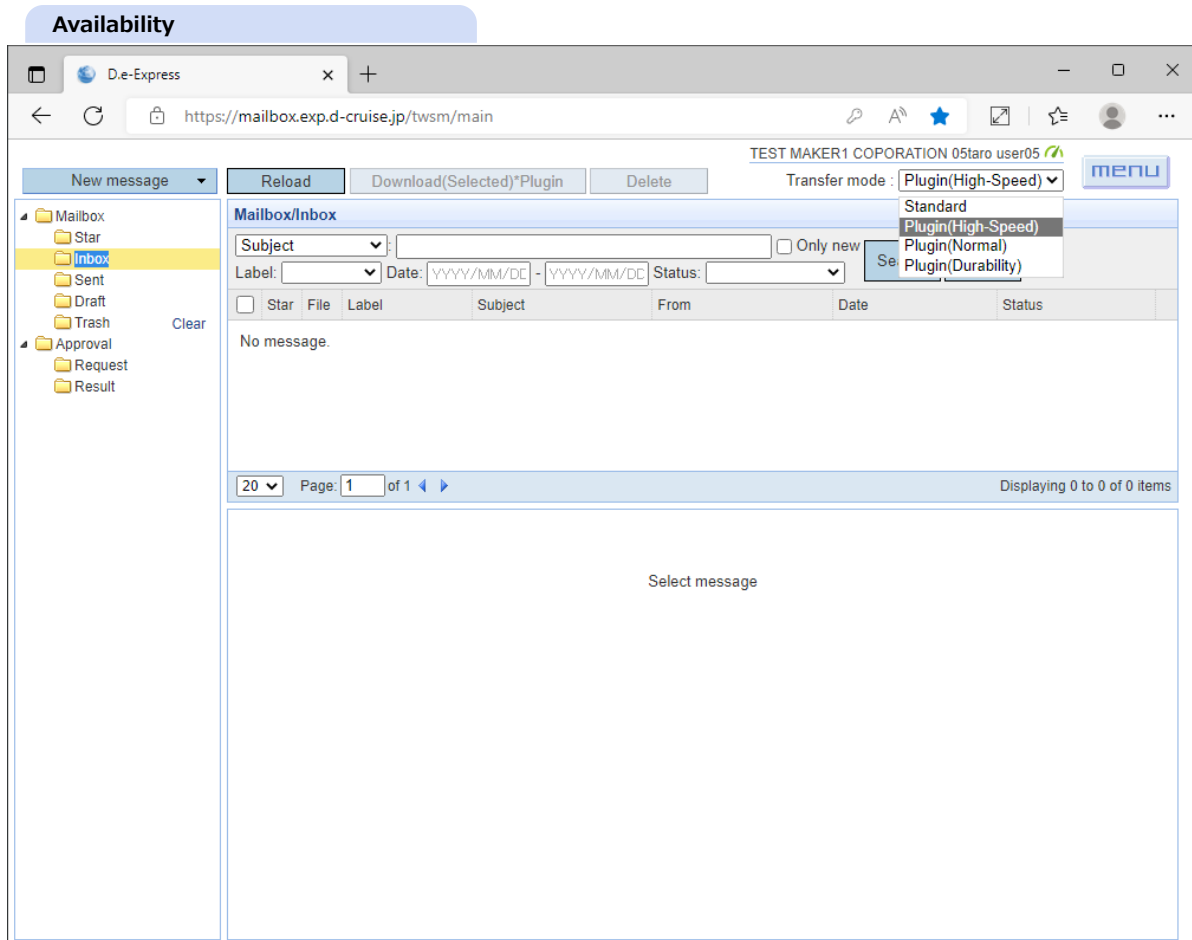
* This configuration can be applied only to upload/download with Plug-in. Small transfer block can be easily resent on network errors. On the other hands, the increased block numbers can be lowering the total efficiency.

15. High-Speed option

[Memo] D.e-Express provides High-Speed option that makes more easy and fast on large file transfer.

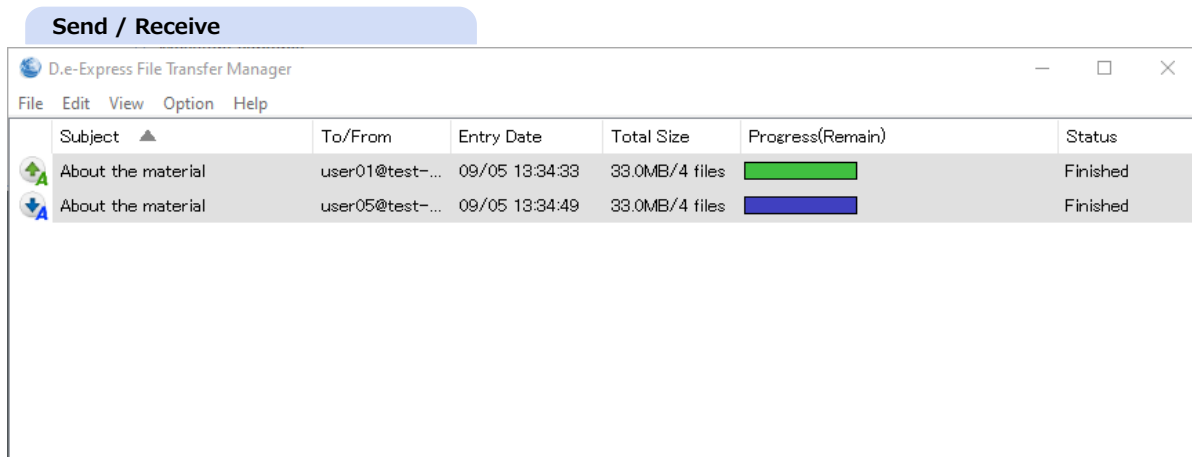
[NOTE] The transfer speed on High-Speed option depends on customer's network conditions.

1. High-Speed option is available when you see the icon 🟢 that's on right-top.
2. Please select [Plugin(High-Speed)] from transfer mode.



3. See [13. Send with Plug-in](#) and [14. Receive with Plug-in](#) for sending and receiving instructions.

* In hi-speed mode, upload/download icon of the session will be marked with "A" on the File Transfer Manager.



16. Cancellation

[Memo] You can cancel sent message from "Sent" folder.

The attachment files will be disabled to download after the cancellation.

The receiver only can delete or check the message status.

If the message is in "Approval Waiting" status, the message cannot be approved.

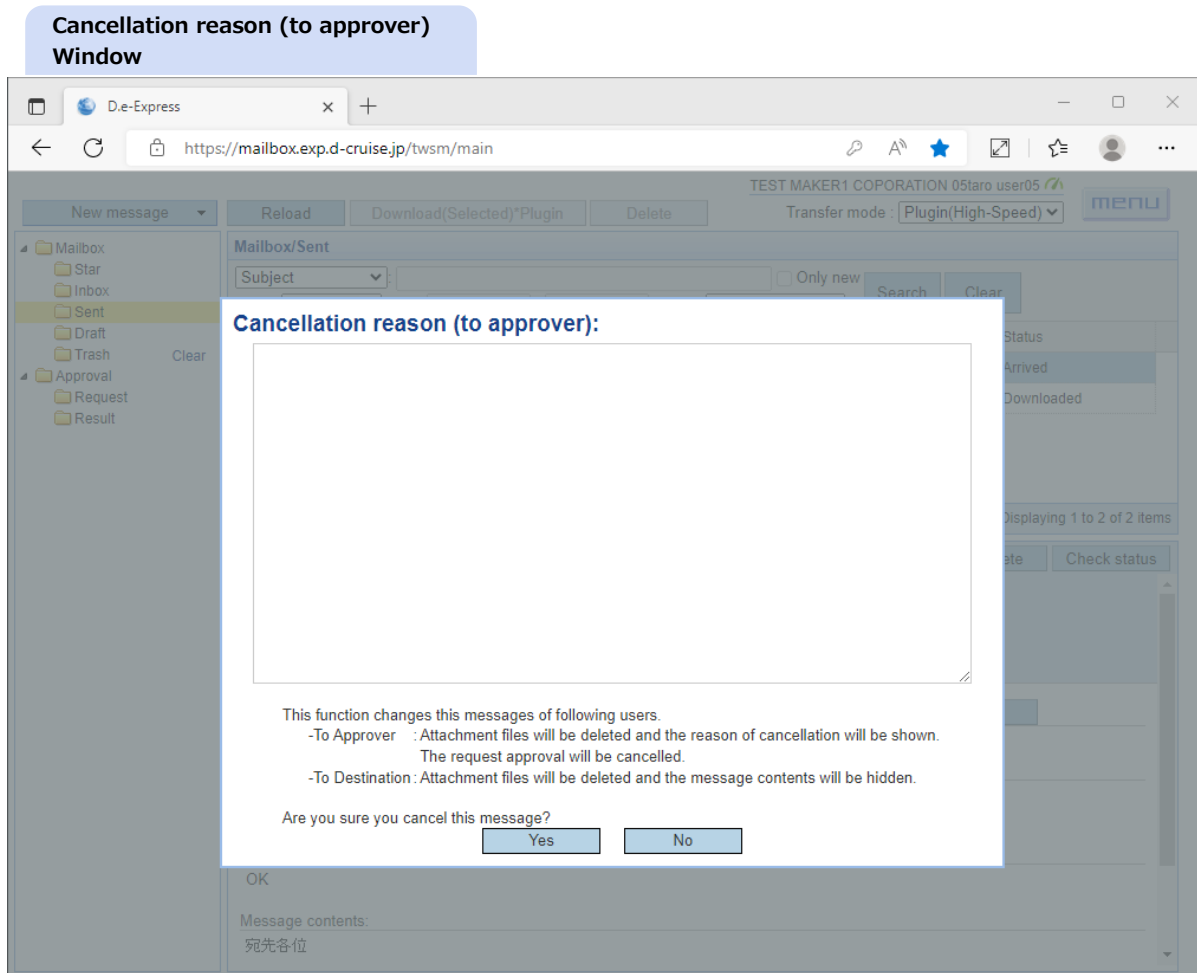
1. Select "Sent" folder
2. Select a message
3. Click on "Cancel" button and open "Cancellation reason (to approver)" window.

Select message

The screenshot displays the D.e-Express web interface. The browser address bar shows <https://mailbox.exp.d-cruise.jp/twsm/main>. The page title is "Mailbox/Sent". The interface includes a navigation menu on the left with folders: Mailbox, Star, Inbox, Sent (selected), Draft, Trash, Approval, Request, and Result. The main content area shows a list of messages in the "Sent" folder. The selected message is "About the material" with the subject "About the material", sent to "user01@test-maker1.jp.d-cruise.co.jp" on "Fri 09 02 13:36 ,2022". The message status is "Downloaded". Below the message list, the details for "About the material" are shown, including the sender "user05@test-maker1.jp.d-cruise.co.jp", the recipient "user01@test-maker1.jp.d-cruise.co.jp", the approver "user01@test-maker1.jp.d-cruise.co.jp", the date "Fri 09 02 13:36 ,2022", and the message ID "AAA22090213360001@JP1". The interface also includes buttons for "Cancel", "Edit", "Delete", and "Check status". The attached file list shows a file named "AAA22090213360001@JP1" with a total size of 33.0 MB. The message content is "Hello,".

4. Enter the reason for cancellation to approver(Only in case of the message required approval from approver)

* This reason will not be noticed to the receiver.



5. Click on "Yes" then the message will be cancelled.

6. See [Ref.] 9. Detailed status for you can check the cancellation status on "Check message status" window.

Check message status Window

MessageID: AAA22090213360001@JP1
Send function: Standard(AAA)
From: 05taro user05 <user05@test-maker1.jp.d-cruise.co.jp>

Date	Status	To	Operational user
Fri 09 02 14:16 ,2022	Approved	-	user01@test-maker1.jp.
Fri 09 02 14:16 ,2022	Arrived	unregistered@example.com	
Fri 09 02 14:16 ,2022	Arrived	user01@test-maker1.jp.d-cruise.co.jp	
Fri 09 02 14:47 ,2022	Downloaded	user01@test-maker1.jp.d-cruise.co.jp	user01@test-maker1.jp.
Fri 09 02 15:32 ,2022	Downloaded	user01@test-maker1.jp.d-cruise.co.jp	user01@test-maker1.jp.
Fri 09 02 15:32 ,2022	Downloaded	user01@test-maker1.jp.d-cruise.co.jp	user01@test-maker1.jp.
Mon 09 05 13:39 ,2022	Canceled	unregistered@example.com	user05@test-maker1.jp.
Mon 09 05 13:39 ,2022	Canceled	user01@test-maker1.jp.d-cruise.co.jp	user05@test-maker1.jp.

20 Page: 1 of 1

Displaying 1 to 10 of 10 items

Close

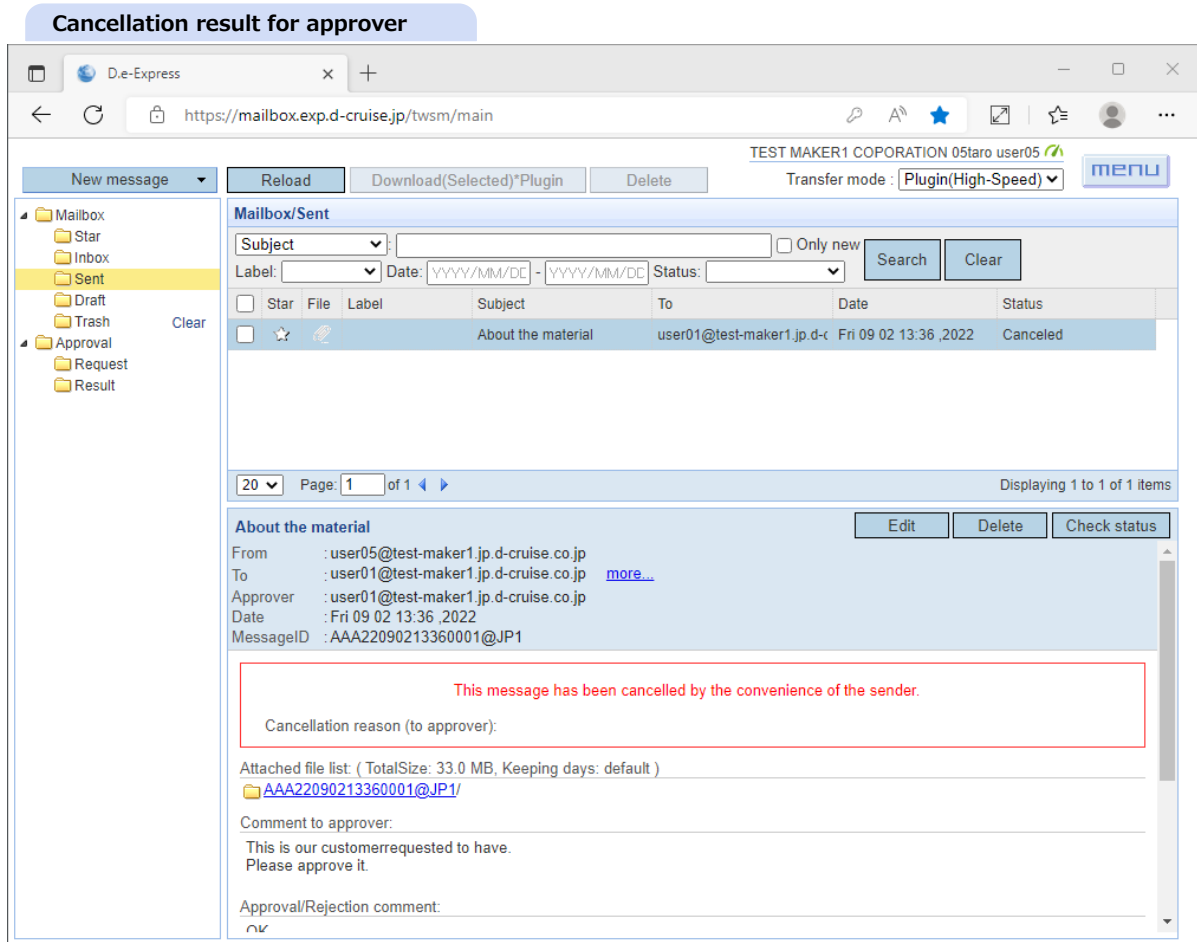
Comment to approve:
This is our customer requested to have.
Please approve it.

Approval/Rejection comment:
OK

[Memo] The approver will see the cancelled message like following image.(*)

* The message with "Approval Waiting" status moves to "Result" folder after the cancellation.

Cancellation result for approver



TEST MAKER1 COPORATION 05taro user05

Transfer mode : Plugin(High-Speed)

Mailbox/Sent

Subject: [input] Only new [input] Search Clear

Label: [input] Date: YYYY/MM/DC - YYYY/MM/DC Status: [input]

<input type="checkbox"/>	Star	File	Label	Subject	To	Date	Status
<input type="checkbox"/>	★			About the material	user01@test-maker1.jp.d-c	Fri 09 02 13:36, 2022	Canceled

20 Page: 1 of 1

Displaying 1 to 1 of 1 items

About the material Edit Delete Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Approver : user01@test-maker1.jp.d-cruise.co.jp
Date : Fri 09 02 13:36, 2022
MessageID : AAA22090213360001@JP1

This message has been cancelled by the convenience of the sender.

Cancellation reason (to approver):

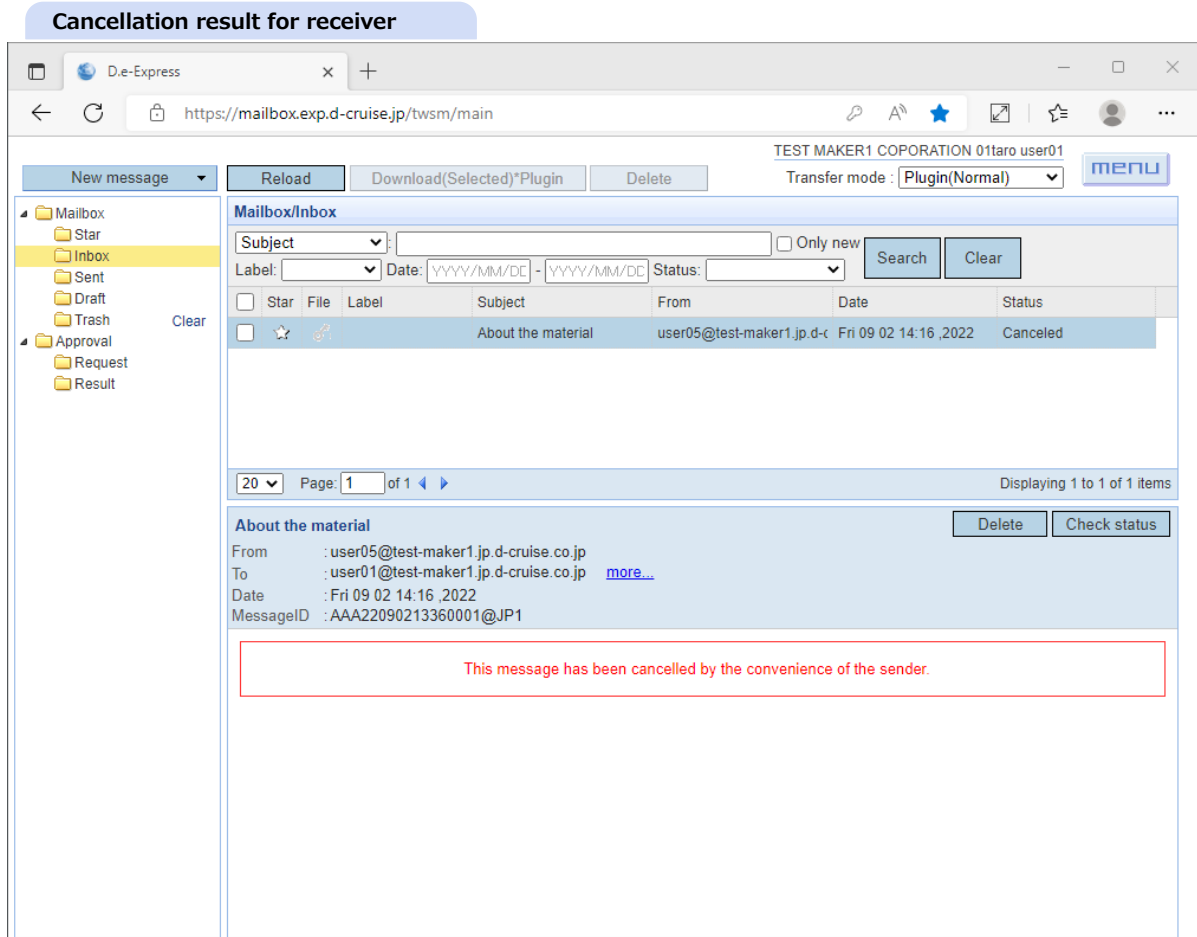
Attached file list: (TotalSize: 33.0 MB, Keeping days: default)
[AAA22090213360001@JP1/](#)

Comment to approver:
This is our customer requested to have.
Please approve it.

Approval/Rejection comment:
OK

[Memo] The receiver will see the cancelled message like following image.

Cancellation result for receiver



TEST MAKER1 COPORATION 01taro user01

Transfer mode : Plugin(Normal)

Mailbox/Inbox

Subject: [input] Only new [input] Search Clear

Label: [input] Date: YYYY/MM/DC - YYYY/MM/DC Status: [input]

<input type="checkbox"/>	Star	File	Label	Subject	From	Date	Status
<input type="checkbox"/>	★			About the material	user05@test-maker1.jp.d-c	Fri 09 02 14:16, 2022	Canceled

20 Page: 1 of 1

Displaying 1 to 1 of 1 items

About the material Delete Check status

From : user05@test-maker1.jp.d-cruise.co.jp
To : user01@test-maker1.jp.d-cruise.co.jp [more...](#)
Date : Fri 09 02 14:16, 2022
MessageID : AAA22090213360001@JP1

This message has been cancelled by the convenience of the sender.

17. (Administration)Log viewer

[Memo] Display operation logs that's scope is within your company or logs for their whole contract.

[NOTE] This function is only available for approvers and other users who were applied for D.e-Express special user.

< Viewing of log about In-house users >

-The approver can see the operations of users who were approved by the approver and approver itself.


-The special users can see the operations that's scope is within their company.

-The destination user operation means the message operation that's related with the approver's scope.

< Viewing of log within contract >

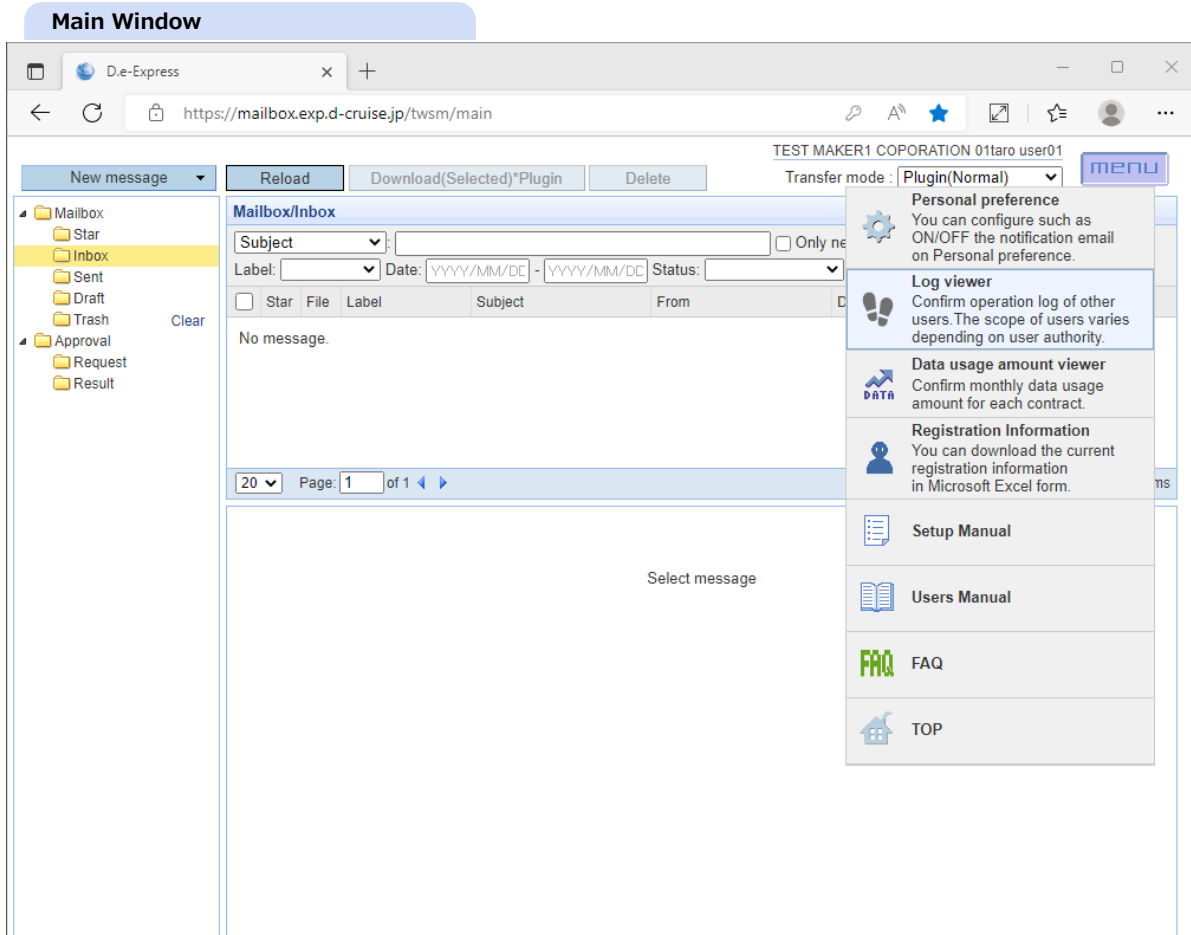
- User in charge of contract control can view log for their whole contract.

[NOTE] The user's operating log may take several minutes to be available to view.

1. Click on foot step icon by menu lists. 

Open "Log viewer" with separated window.

Main Window



The screenshot shows a web browser window titled "D.e-Express" with the URL "https://mailbox.exp.d-cruise.jp/twsm/main". The page displays a mailbox interface for "TEST MAKER1 COPORATION 01taro user01". A "MENU" button is visible in the top right corner. A dropdown menu is open, listing several options: "Personal preference", "Log viewer", "Data usage amount viewer", "Registration Information", "Setup Manual", "Users Manual", "FAQ", and "TOP". The "Log viewer" option is highlighted with a blue background and a footstep icon. The main content area shows a "Mailbox/Inbox" view with a search bar, filters, and a list of messages. The current view shows "No message." and a "Select message" prompt.

2. Enter the search key and click on "Search" button.

- * Multiple searching keywords are available with inserting space character between every keyword and that represents "or".
- * You can include space character with enclosed double quotation("") on block of searching words.

Log search

D.e-Express
D.e-Express
+

←
↻
🔒
https://mailbox.exp.d-cruise.jp/twsm/logViewer
🔊
🌟
📄
🏠
👤
⋮

Log viewer

Operation Information	Display Range	<input type="text" value="In-house"/>	Operation Type	<input type="checkbox"/> Show only target of extend sending monthly capacity.
	Division Name*	<input type="text"/>		<input type="checkbox"/> Sent <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Arrived <input type="checkbox"/> Downloaded
	User Name/ID*	<input type="text"/>	Operation Date(Required)	<input type="text" value="2022"/> / <input type="text" value="9"/> (Year / Month)
Message Information	From or To Name/ID*	<input type="text"/>	File Name*	<input type="text"/>
	Approver Name/ID*	<input type="text"/>	Total Attachment Size	<input type="text"/> MB <input type="text" value="and over"/>
	<small>* Multiple searching keywords are available with inserting space character between every keyword and that represents "or". You can include space character with enclosed double quotation("") on block of searching words.</small>			
<input type="button" value="Search"/> <input type="button" value="Clear"/>				

Searching Item

Operation Information	A	Display Range	In-house: You can display logs of in-house users. If you don't have authority, you can't select it. Select Contract: You can display logs of contract by select contract name. The contract name which you can refer to is displayed by a candidate. If you don't have authority, you can't select it.
	B	Division Name	Division of operator.
	C	User Name/ID	Operator name or ID.
	D	Operation Type	Select from "Sent", "Approved", "Rejected", "Arrived", and "Downloaded" (If not selected, everything is searched) "Show only target of extend sending monthly capacity" also can select.
	E	Operation Date	Operation year and month(Required)
Message Information	F	From or To Name/ID	Sender or destination name or ID
	G	Approver Name/ID	Approver name or ID
	H	File Name	Attachment file name
	I	Total Attachment Size	Attachment file size in total with Mbyte.
	J	Range of Attachment Size	The range ("and over" or "and less")

3. Click on attachment file count or size to view the detail of attachment files.

Search results Window

D.e-Express
D.e-Express
+

← ↻ 🔒 🌐 https://mailbox.exp.d-cruise.jp/twsm/logViewerSearch

Log viewer

Operation Information

Display Range: In-house

Division Name*:

User Name/ID*:

Operation Type

Show only target of extend sending monthly capacity.

Sent Approved Rejected Arrived Downloaded

Operation Date(Required): 2022 / 9 (Year / Month)

Message Information

From or To Name/ID*:

Approver Name/ID*:

File Name*:

Total Attachment Size: MB and over

* Multiple searching keywords are available with inserting space character between every keyword and that represents "or". You can include space character with enclosed double quotation("") on block of searching words.

Search
Clear

Log File Download (zip format)

1 - 16 of 16 Items Page 1 of 1

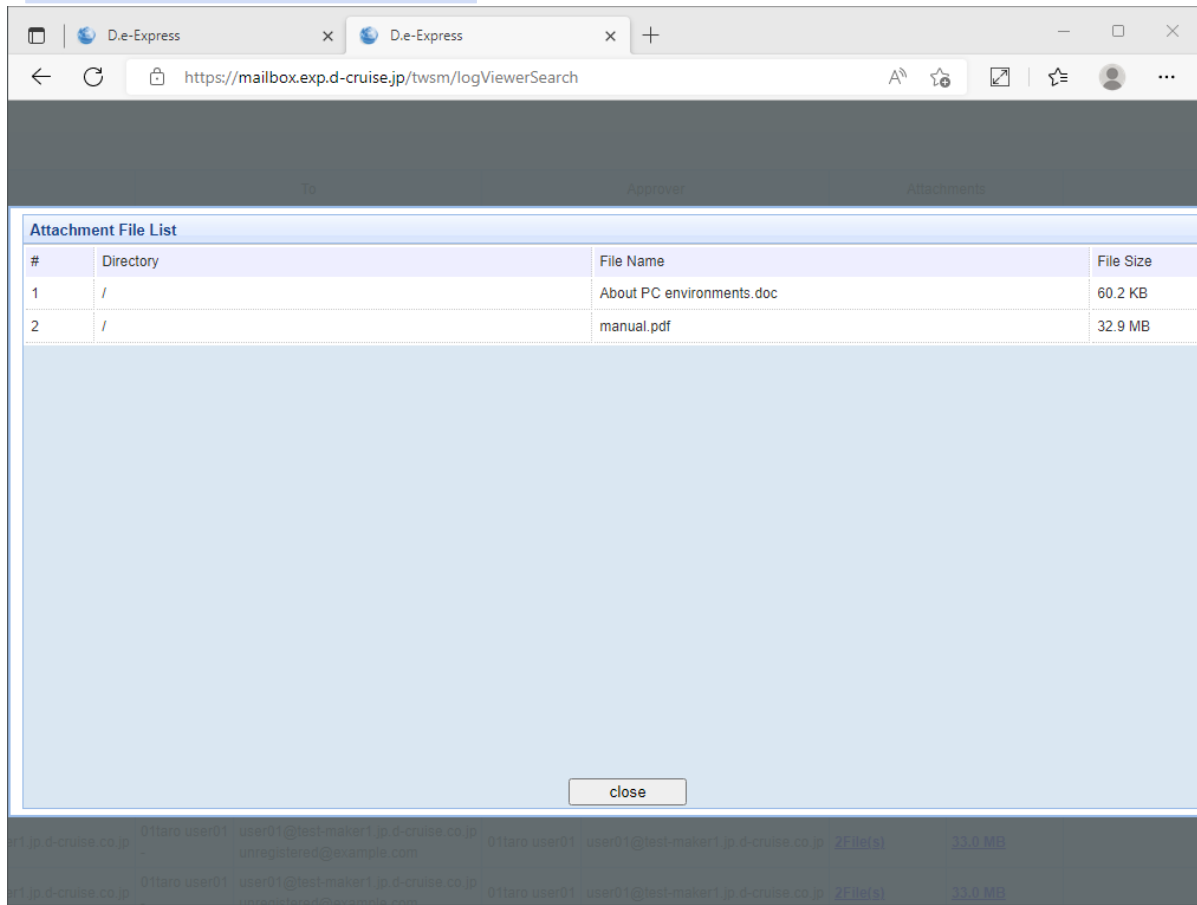
Operation		Operator			Contract No	Message ID	Name	Fr
Date	Operation	Division	Name	ID				
Mon 09 05 13:35 ,2022	Downloaded	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@tr
Mon 09 05 13:34 ,2022	Sent	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@tr
Fri 09 02 15:32 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@tr
Fri 09 02 15:32 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@tr
Fri 09 02 14:47 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@tr
Fri 09 02 14:20 ,2022	Arrived	-	-	unknown@fileboat.com	2015110500	AAA22090214190001@JP1	05taro user05	user05@tr

4. Displaying attachment files of selected message operation.

* Displaying maximum 100 files or folders at once. If you see entire attachment files or folders, please [download message log](#).

5. Click on "Close" button and back to Log viewer window.

Attachment File List Window



The screenshot shows a web browser window with two tabs. The active tab is titled 'D.e-Express' and the address bar shows 'https://mailbox.exp.d-cruise.jp/twsm/logViewerSearch'. The main content area displays an 'Attachment File List' table with the following data:

#	Directory	File Name	File Size
1	/	About PC environments.doc	60.2 KB
2	/	manual.pdf	32.9 MB

Below the table is a large light blue rectangular area, and at the bottom center is a 'close' button. The bottom of the browser window shows a dark grey footer with repeated text: '011aro user01 user01@test-maker1.jp.d-cruise.co.jp 2Files 33.0 MB'.

6. This searching result can be downloaded in TSV format. Click on "Log File Download(zip format)"

*The log file will be downloaded with zip archive file.

Search results Window

D.e-Express x D.e-Express x +

https://mailbox.exp.d-cruise.jp/twsm/logViewerSearch

Log viewer

Operation Information	Display Range	<input type="text" value="In-house"/>	Operation Type	<input type="checkbox"/> Show only target of extend sending monthly capacity.
	Division Name*	<input type="text"/>		<input type="checkbox"/> Sent <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Arrived <input type="checkbox"/> Downloaded
Message Information	User Name/ID*	<input type="text"/>	Operation Date(Required)	<input type="text" value="2022"/> / <input type="text" value="9"/> (Year / Month)
	From or To Name/ID*	<input type="text"/>		File Name*
	Approver Name/ID*	<input type="text"/>	Total Attachment Size	<input type="text"/> MB <input type="text" value="and over"/>

* Multiple searching keywords are available with inserting space character between every keyword and that represents "or". You can include space character with enclosed double quotation("") on block of searching words.

Log File Download (zip format)


1 - 16 of 16 Items Page 1 of 1

Operation		Operator			Contract No	Message ID	Name	Fr
Date	Operation	Division	Name	ID				
Mon 09 05 13:35 ,2022	Downloaded	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@tr
Mon 09 05 13:34 ,2022	Sent	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@tr
Fri 09 02 15:32 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@tr
Fri 09 02 15:32 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@tr
Fri 09 02 14:47 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@tr
Fri 09 02 14:20 ,2022	Arrived	-	-	unknown@fileboat.com	2015110500	AAA22090214190001@JP1	05taro user05	user05@tr

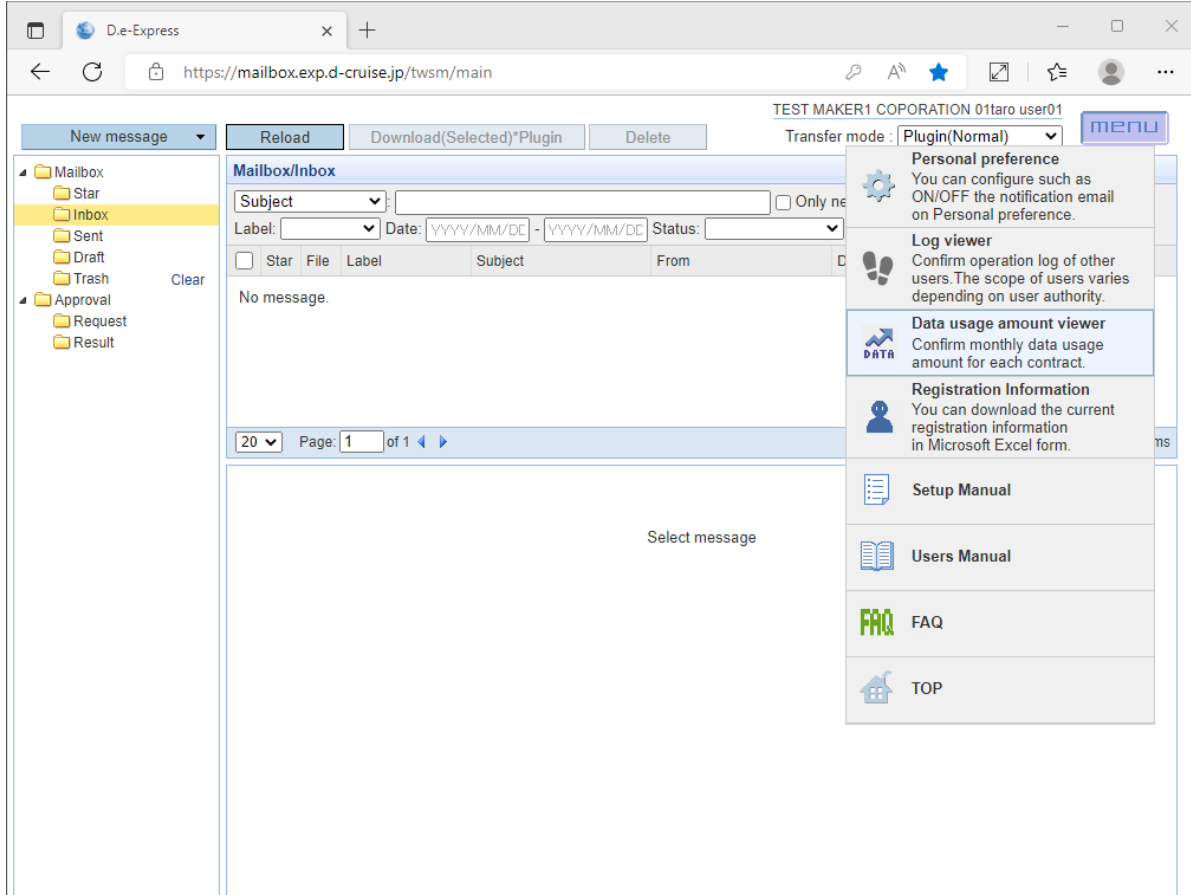
18. (Administration)Data usage amount viewer

[Memo] You can view data usage amount on a browser.

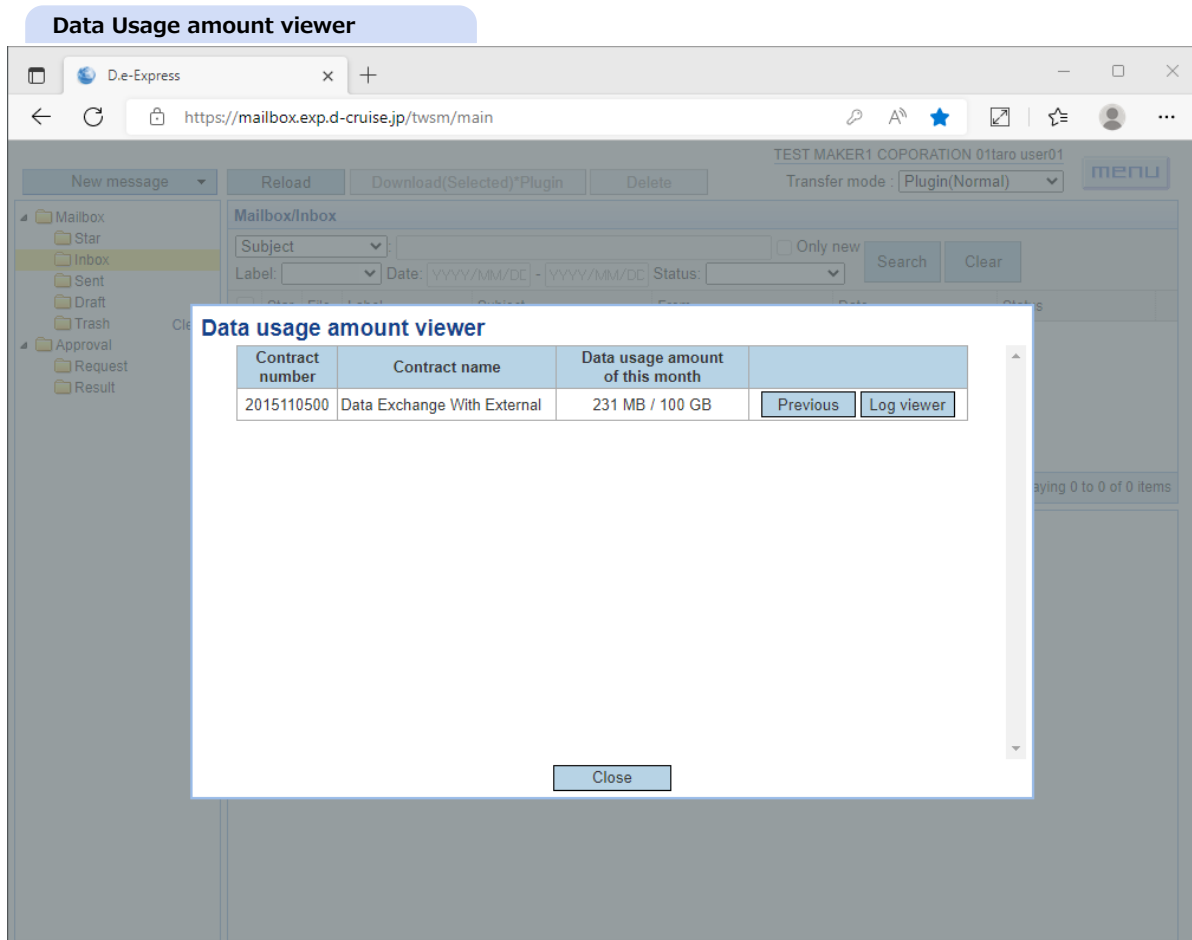
[NOTE] This function is for permitted user in charge of contract control.

1. Click on arrow(DATA) icon by menu lists. 
-> The screen of "Data Usage amount viewer" is displayed.

Main Window



The screenshot shows a web browser window with the URL <https://mailbox.exp.d-cruise.jp/twsm/main>. The browser title is "D.e-Express". The page content includes a navigation bar with "New message", "Reload", "Download(Selected)*Plugin", and "Delete" buttons. A "MENU" button is visible in the top right. The main content area shows a mailbox view for "Mailbox/Inbox" with search filters for Subject, Label, Date, and Status. A table header is visible with columns for Star, File, Label, Subject, and From. The table content is empty, displaying "No message." Below the table is a pagination control showing "Page: 1 of 1". A "Select message" prompt is centered on the page. A dropdown menu is open on the right side, listing several options: "Personal preference", "Log viewer", "Data usage amount viewer" (highlighted), "Registration Information", "Setup Manual", "Users Manual", "FAQ", and "TOP".



Viewing Item

Contract Number	Contract number is displayed
Contract Name	Contract name is displayed
Data usage amount of this month	"Data usage amount of this month" / "The upper limit of data usage amount" is displayed

*About Data usage amount

Data usage amount means total of sent data (datasize * number of the address) and replied data.

Sent data is added up when the data has finished upload to D.e-Express.

Replied data is added up when the data has arrived to sender.

2. You can confirm the past data from "Previous" button.
-> You can refer to monthly data of 12 months of past.

Data Usage amount viewer

The screenshot shows a web browser window with the URL <https://mailbox.exp.d-cruise.jp/twsm/main>. The page title is "Data Usage amount viewer". The browser shows a "D.e-Express" tab and a "TEST MAKER1 COPORATION 01taro user01" session. The main content area displays a "Mailbox/Inbox" view with search filters. A modal window titled "Data usage amount viewer" is open, showing the following data:

Contract number	Contract name	Data usage amount of this month	Buttons
2015110500	Data Exchange With External	231 MB / 100 GB	Previous Log viewer

Year/Month	Data usage amount
2021/10	0 bytes
2021/11	0 bytes
2021/12	0 bytes
2022/01	0 bytes
2022/02	0 bytes
2022/03	0 bytes
2022/04	264 MB
2022/05	0 bytes
2022/06	0 bytes
2022/07	0 bytes

A "Close" button is located at the bottom of the modal window.

- Click "Log viewer" button or link of "Data Usage Amount" to refer the monthly logs.
-> Log viewer window is displayed.

Log viewer

https://mailbox.exp.d-cruise.jp/twsm/logViewerSearch

Log viewer

Operation Information	Display Range	<input type="text" value="Data Exchange With External (20151)"/>	<input checked="" type="checkbox"/> Show only target of extend sending monthly capacity. <input type="checkbox"/> Sent <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Arrived <input type="checkbox"/> Downloaded	
	Division Name*	<input type="text"/>		
	User Name/ID*	<input type="text"/>		
Message Information	From or To Name/ID*	<input type="text"/>	Operation Date(Required)	<input type="text" value="2022"/> / <input type="text" value="9"/> (Year / Month)
	Approver Name/ID*	<input type="text"/>	File Name*	<input type="text"/>
			Total Attachment Size	<input type="text"/> MB <input type="text" value="and over"/>

* Multiple searching keywords are available with inserting space character between every keyword and that represents "or".
You can include space character with enclosed double quotation("") on block of searching words.

Log File Download (zip format)

Data usage amount of the search month: 231 MB

1 - 4 of 4 Items Page of 1

Operation		Operator					From	
Date	Operation	Division	Name	ID	Contract No	Message ID	Name	
Mon 09 05 13:34 ,2022	Sent	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@test-maker1.jp.d-cruise.co.jp
Fri 09 02 14:19 ,2022	Sent	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090214190001@JP1	05taro user05	user05@test-maker1.jp.d-cruise.co.jp
Fri 09 02 14:10 ,2022	Sent	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090214100001@JP1	05taro user05	user05@test-maker1.jp.d-cruise.co.jp
Fri 09 02 13:36 ,2022	Sent	Engineering Div.	05taro user05	user05@test-maker1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@test-maker1.jp.d-cruise.co.jp

1 - 4 of 4 Items Page of 1

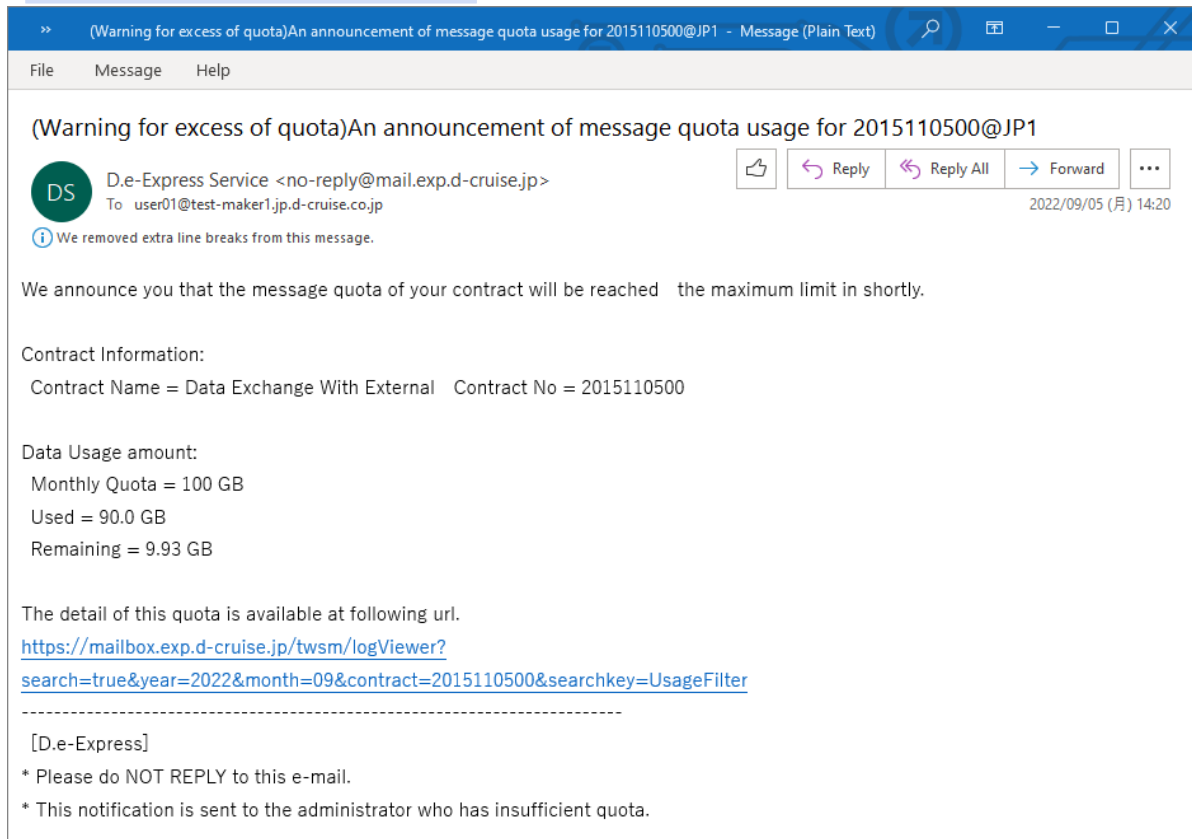
4. We will notify when the data usage amount is over or got closer to the upper limit of your contract.

*You can use 100 GB for 1 month per a contract in default.

If using over 100 GB for 1 month per a contract, please consider to sign up "Additional data usage amount" option at "1-B)D.e-Express Service Application(Updating)".

*Depending on contract, charge method is different.Please ask our sales staff for detail.

Warning for excess of quota



The screenshot shows an email client window with the following content:

File Message Help

(Warning for excess of quota)An announcement of message quota usage for 2015110500@JP1

DS D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user01@test-maker1.jp.d-cruise.co.jp 2022/09/05 (月) 14:20

We removed extra line breaks from this message.

We announce you that the message quota of your contract will be reached the maximum limit in shortly.

Contract Information:
Contract Name = Data Exchange With External Contract No = 2015110500

Data Usage amount:
Monthly Quota = 100 GB
Used = 90.0 GB
Remaining = 9.93 GB

The detail of this quota is available at following url.
<https://mailbox.exp.d-cruise.jp/twsm/logViewer?search=true&year=2022&month=09&contract=2015110500&searchkey=UsageFilter>


[D.e-Express]
* Please do NOT REPLY to this e-mail.
* This notification is sent to the administrator who has insufficient quota.






Excess of quota

>> (Excess of Quota)An announcement of message size exceeds remaining quota for 2015110500@JP1 - Message (Plain Text)


File Message Help

(Excess of Quota)An announcement of message size exceeds remaining quota for 2015110500@JP1

 D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user01@test-maker1.jp.d-cruise.co.jp

  Reply  Reply All  Forward 

2022/09/05 (月) 14:31

 We removed extra line breaks from this message.

Following sending (or receiving) message has been failed to send (or receive) because of your contract does not have any sufficient quota.

Message Information:

From = user05@test-maker1.jp.d-cruise.co.jp
To = user01@test-maker1.jp.d-cruise.co.jp,
unregistered@example.com
Subject = About the material
Date = Mon 09 05 14:30 ,2022
Message size = 66.0 MB

Contract Information:

Contract Name = Data Exchange With External Contract No = 2015110500

Data Usage amount:

Monthly Quota = 100 GB
Used = 99.9 GB
Remaining = 9 bytes

The detail of this quota is available at following url.
<https://mailbox.exp.d-cruise.jp/twsm/logViewer?search=true&year=2022&month=09&contract=2015110500&searchkey=UsageFilter>

[D.e-Express]

* Please do NOT REPLY to this e-mail.
* This notification is sent to the administrator who has insufficient quota.

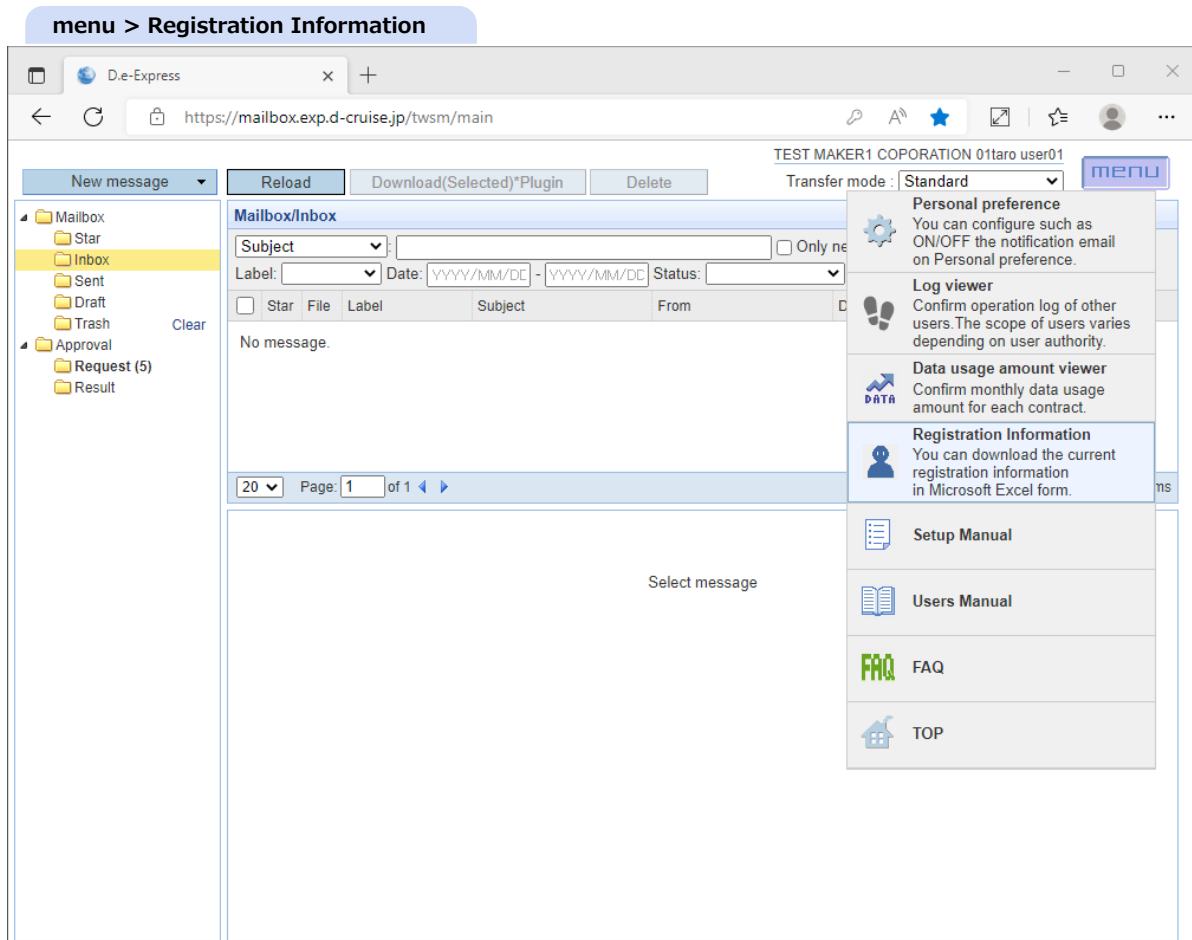
19. (Administration) Refer to the registration information

[Memo] You can refer to the registration information on a browser.

[NOTE] This function is for permitted user in "Registration Form Download" authority or "Contract Admin".

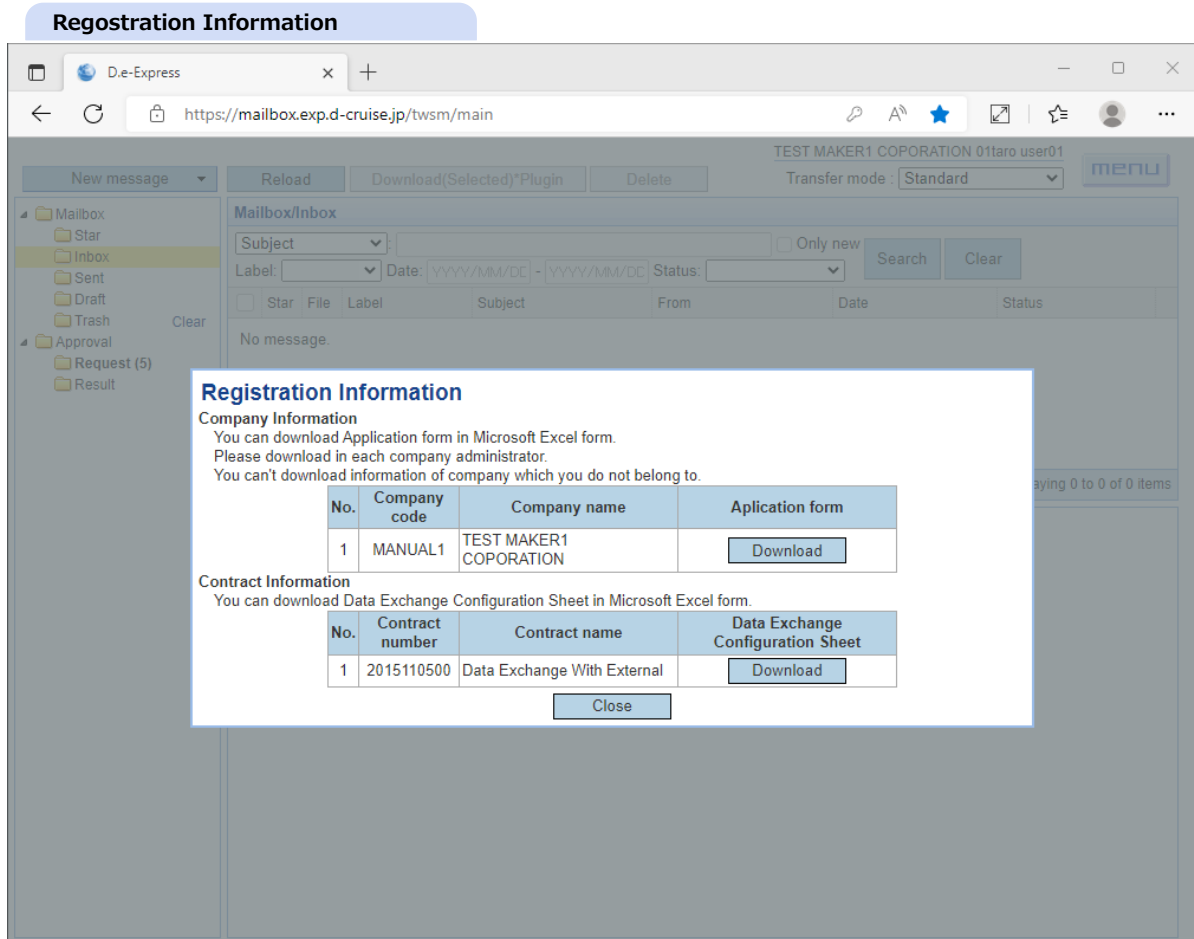
1. Click on "Registration Information" by menu lists. (*Not displayed when you don't have authority)
-> The screen of "Registration Information" is displayed.

menu > Registration Information



The screenshot shows a web browser window with the URL <https://mailbox.exp.d-cruise.jp/twsm/main>. The browser title is "D.e-Express". The page displays a mailbox interface for "TEST MAKER1 COPORATION 01taro user01". The interface includes a "New message" button, "Reload", "Download(Selected)*Plugin", and "Delete" buttons. The "Transfer mode" is set to "Standard". A "MENU" button is visible in the top right corner. The mailbox interface shows a list of folders on the left: Mailbox, Star, Inbox (selected), Sent, Draft, Trash, Approval, Request (5), and Result. The main content area shows "Mailbox/Inbox" with search filters for Subject, Label, Date, and Status. Below the filters, there is a table header with columns for Star, File, Label, Subject, and From, and a message "No message." Below the table, there is a pagination control showing "Page: 1 of 1". A "Select message" button is located at the bottom of the main content area. A "MENU" dropdown is open, showing the following options: "Personal preference" (You can configure such as ON/OFF the notification email on Personal preference.), "Log viewer" (Confirm operation log of other users. The scope of users varies depending on user authority.), "Data usage amount viewer" (Confirm monthly data usage amount for each contract.), "Registration Information" (You can download the current registration information in Microsoft Excel form.), "Setup Manual", "Users Manual", "FAQ", and "TOP". The "Registration Information" option is highlighted in blue.

2. Click "Download" button to download "Application form" or "Data exchange Configuration Sheet"



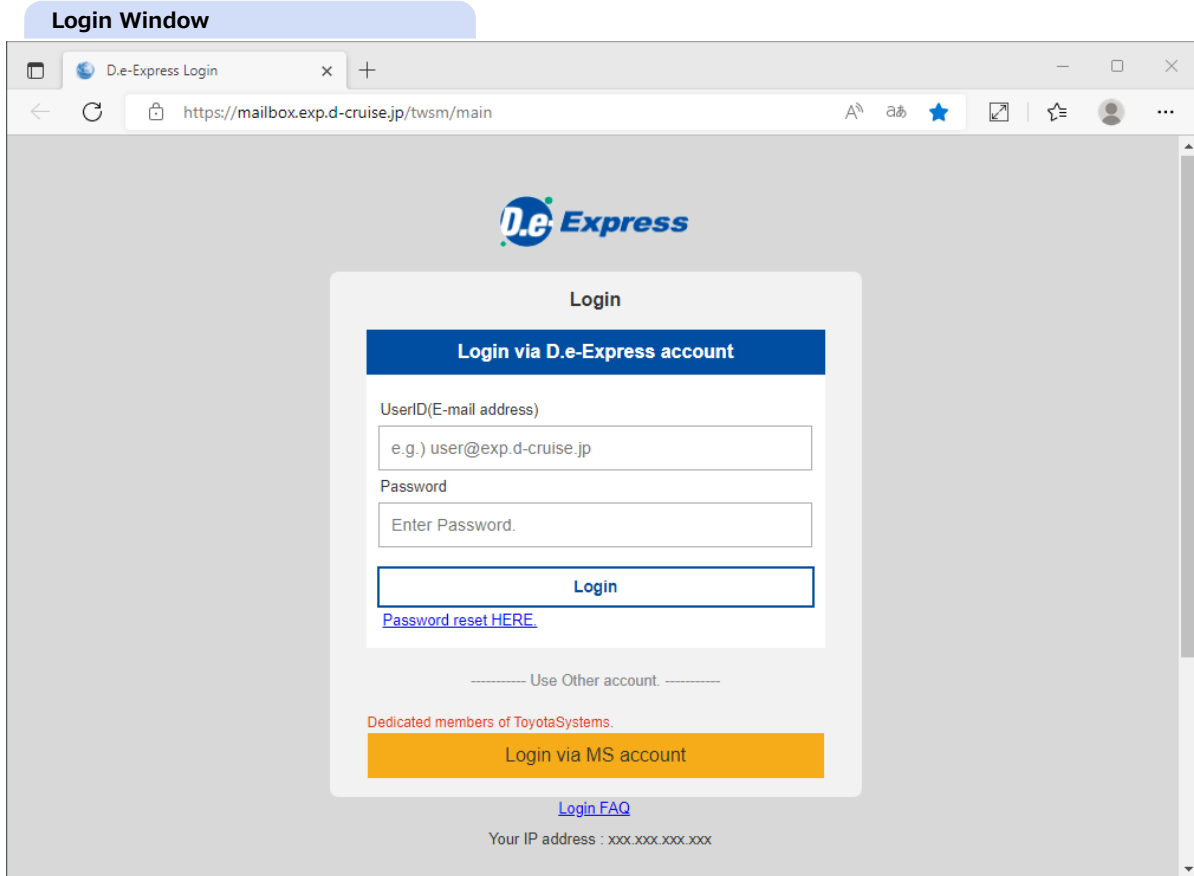
Viewing Item

Company Information	This function is for permitted user in "Registration Form Download". You can download "Application form" of company which you belong to.
Contract Information	This function is for permitted user in "charge of contract control". You can download "Data exchange Configuration Sheet" of contract which you can control. It's displayed plural lines when you can control several contracts.

20. <When you forgot the password> Password reset

1. Click "Password reset HERE".

Login Window

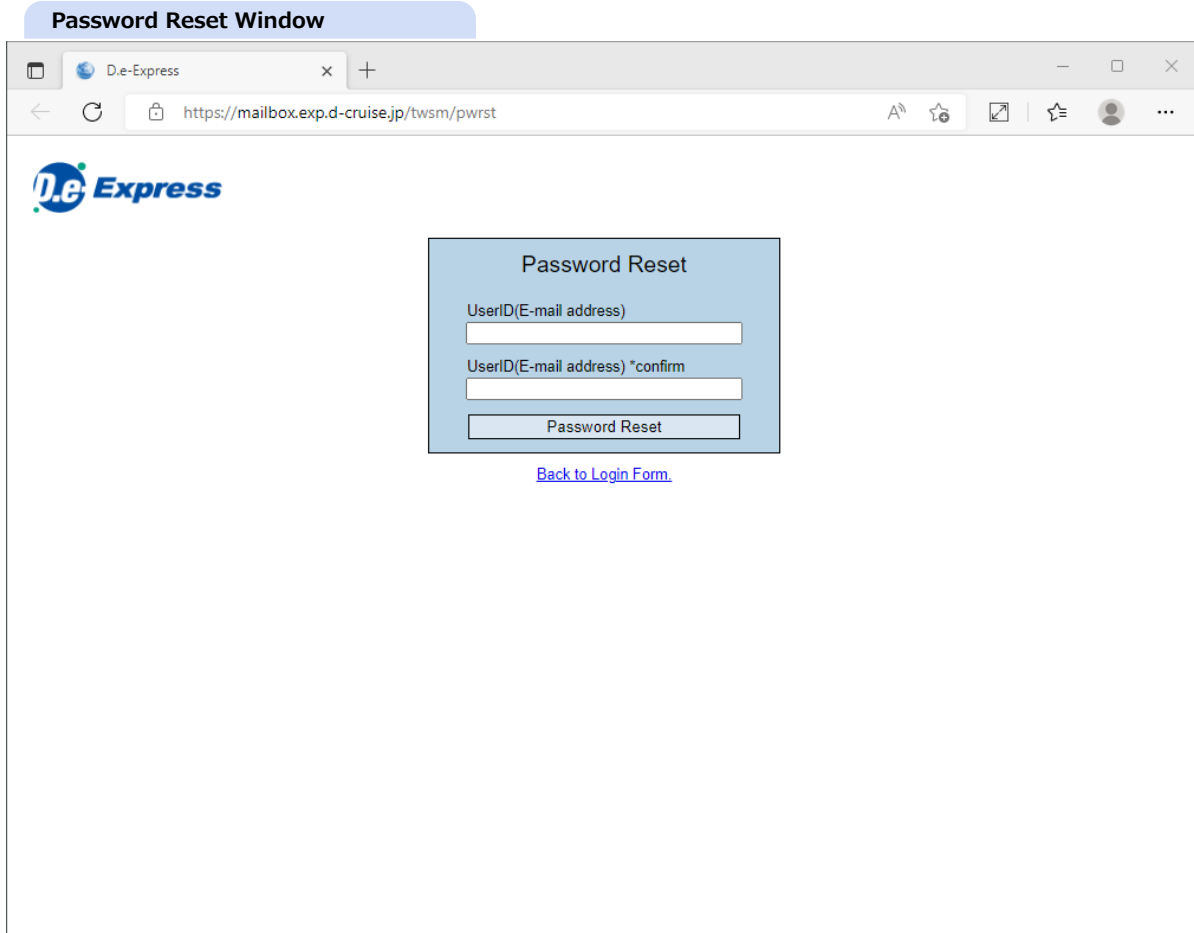


The screenshot shows a web browser window titled "D.e-Express Login" with the URL "https://mailbox.exp.d-cruise.jp/twsm/main". The page features the D.e-Express logo at the top. Below the logo is a "Login" form with a blue header "Login via D.e-Express account". The form contains two input fields: "UserID(E-mail address)" with the example "e.g.) user@exp.d-cruise.jp" and "Password" with the placeholder "Enter Password.". Below these fields is a blue "Login" button and a blue link "Password reset HERE.". Underneath the login form is a section for "Use Other account." with a yellow "Login via MS account" button and a blue "Login FAQ" link. At the bottom, it displays "Your IP address : xxx.xxx.xxx.xxx".

2. Input your ID(e-mail address) twice and click "Password Reset" button.

[Note] If you see the message "UserID does not exist.", the user id is not completed register or has been deleted. Please contact your "D.e-Express Administrator".

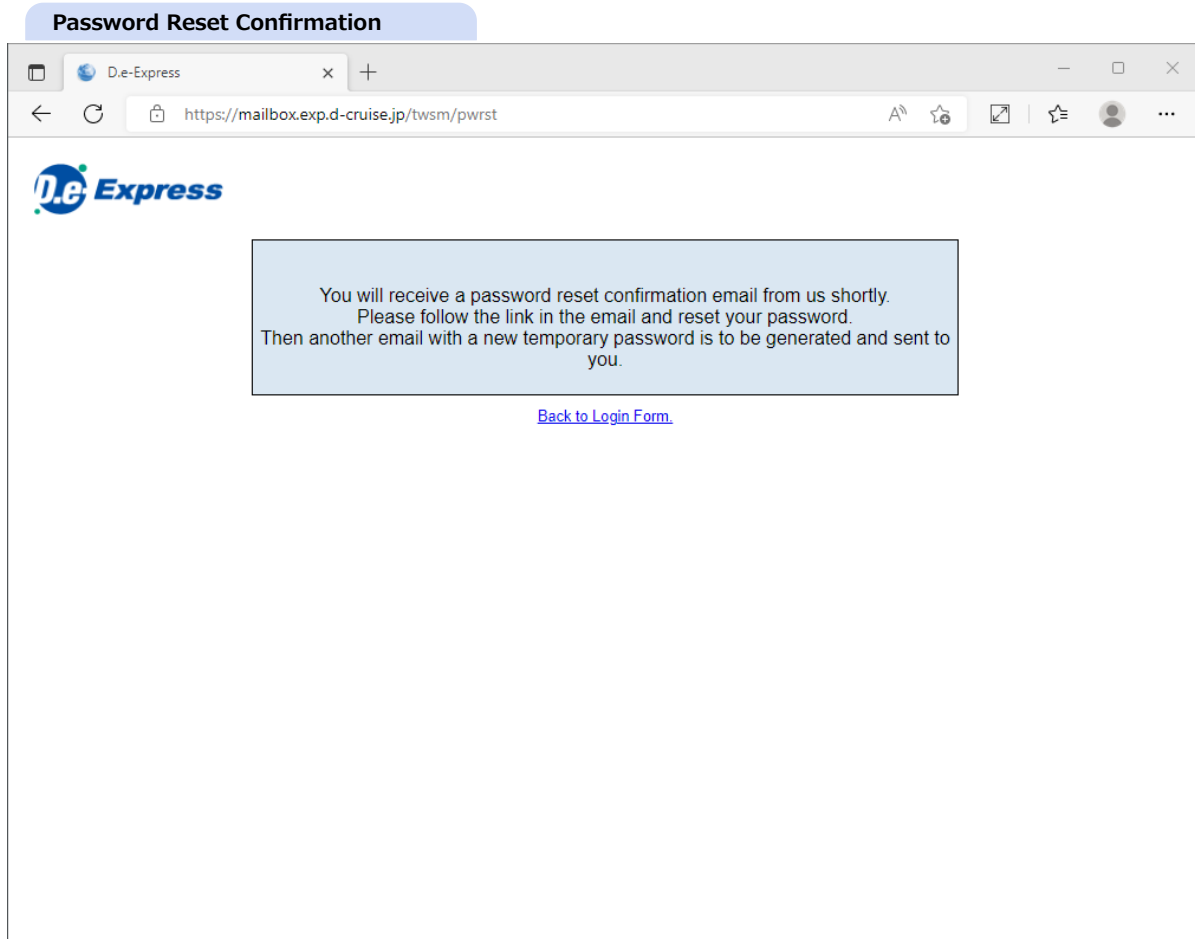
Password Reset Window



The screenshot shows a web browser window titled "D.e-Express" with the URL "https://mailbox.exp.d-cruise.jp/twsm/pwrst". The page features the D.e-Express logo at the top. Below the logo is a "Password Reset" form with a blue header. The form contains two input fields: "UserID(E-mail address)" and "UserID(E-mail address) *confirm". Below these fields is a blue "Password Reset" button and a blue link "Back to Login Form".

3. A password reset confirmation mail is delivered.

Password Reset Confirmation



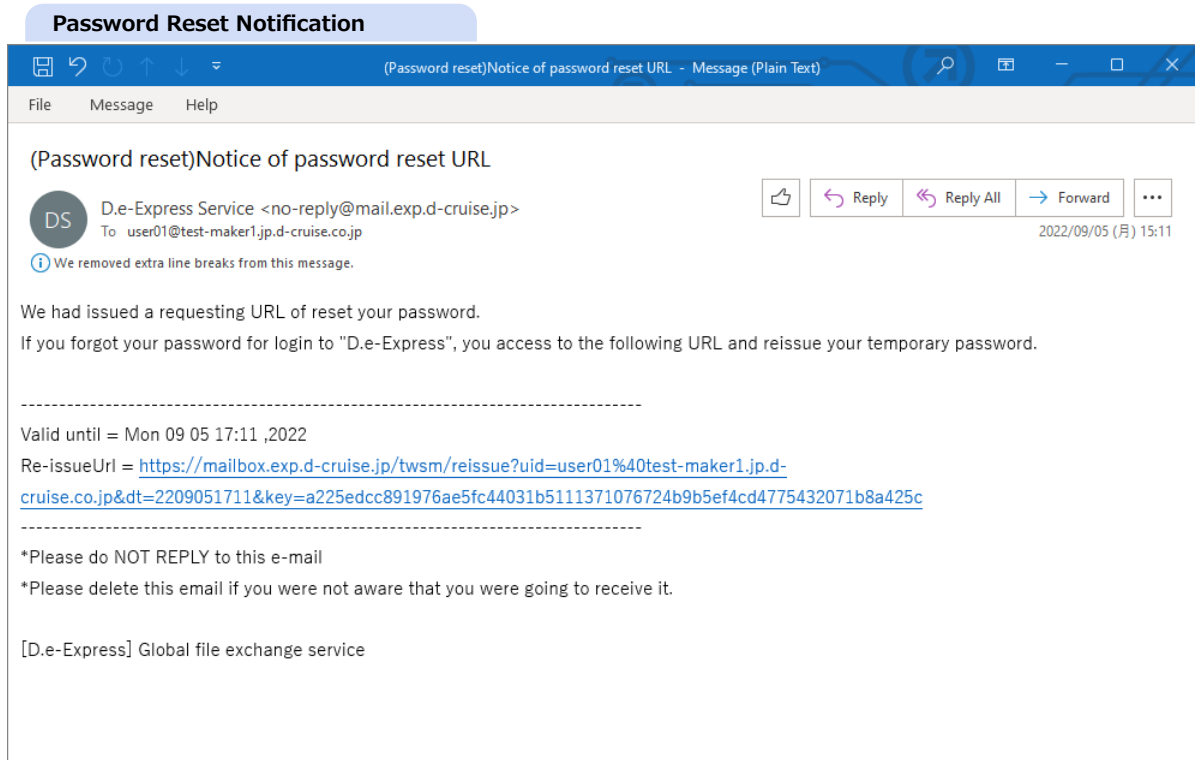
D.e-Express

You will receive a password reset confirmation email from us shortly.
Please follow the link in the email and reset your password.
Then another email with a new temporary password is to be generated and sent to you.

[Back to Login Form.](#)

4. Click URL on the e-mail to reset password.

Password Reset Notification



(Password reset)Notice of password reset URL - Message (Plain Text)

File Message Help

(Password reset)Notice of password reset URL

DS D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user01@test-maker1.jp.d-cruise.co.jp

[Reply](#) [Reply All](#) [Forward](#) [More](#)

2022/09/05 (月) 15:11

We removed extra line breaks from this message.

We had issued a requesting URL of reset your password.
If you forgot your password for login to "D.e-Express", you access to the following URL and reissue your temporary password.

Valid until = Mon 09 05 17:11 ,2022
Re-issueUrl = <https://mailbox.exp.d-cruise.jp/twsm/reissue?uid=user01%40test-maker1.jp.d-cruise.co.jp&dt=2209051711&key=a225edcc891976ae5fc44031b5111371076724b9b5ef4cd4775432071b8a425c>

*Please do NOT REPLY to this e-mail
*Please delete this email if you were not aware that you were going to receive it.

[D.e-Express] Global file exchange service

Password Reset Window

D.e-Express

You will receive an email with a new temporary password shortly.
Please try to login again with it.

[Back to Login Form](#)

5. New temporary password is reissued.

New Temporary Password

(New temporary password)Notice of temporary password reissue - Message (Plain Text)

File Message Help

(New temporary password)Notice of temporary password reissue

DS D.e-Express Service <no-reply@mail.exp.d-cruise.jp>
To user01@test-maker1.jp.d-cruise.co.jp

2022/09/05 (月) 15:13

Here is the temporary password.
Please login with this temporary password.

Temporary password = k3RwNNq7

[Procedures]

(1) Follow this URL to open the top page of D.e-Express.
<https://mailbox.exp.d-cruise.jp/twsm/main>

(2) Login with your user ID and the temporary password above.

(3) Since a password change screen is displayed,
please change the temporary password to your formal password.

*Please do NOT REPLY to this e-mail