

GoOfficePH Calendar features

Technical readers can scan the implemented capability. Everyone else can read what that capability changes in everyday work.

TECHNICAL CAPABILITY	WHAT IT MEANS FOR YOU
VIEWS	
Day, week, month, and agenda views	Choose the schedule view that fits the planning task.
EVENTS	
Create, edit, delete, and search events	Manage commitments without leaving the calendar.
All-day and timed events	Represent both deadlines and scheduled appointments accurately.
Recurring events	Create repeating commitments once rather than entering every occurrence.
INVITATIONS	
Mail invitation import	Add recognized meeting requests directly from the inbox.
Accept, decline, tentative, update, and cancellation state	Keep your schedule aligned with the organizer's latest decision.
PEOPLE	
Attendees and response tracking	See who is invited and whether they plan to attend.
MEETINGS	
Chat/Meet room links	Join the associated online meeting from the event.

Customer-facing capability register for the current GoOfficePH production experience. Availability can depend on role, organization policy, subscription, device, and deployment configuration.

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FILES	
Suite file and agenda links	Keep preparation materials beside the calendar entry.
REMINDERS	
Configurable event reminders	Receive notice early enough to prepare or travel.
CALENDARS	
Personal and shared calendars	Separate individual commitments from team or organization schedules.
Calendar visibility and color	Understand which calendar an event belongs to without opening it.
TIME	
Time-zone aware scheduling	Coordinate participants who are not in the same location.
CONTINUITY	
Queued synchronization	Keep changes until they can be safely synchronized after connectivity returns.
Conflict and update handling	Avoid silently overwriting a newer event change.
RESPONSIVE	
Desktop, tablet, and phone layouts	Review and change schedules on the device at hand.

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