



[Website](#)
[Groupware](#)

 Signed in as
Operations Administrator

GOOFFICEPH CALENDAR


Calendar
 Plan meetings, link files, and keep event changes available offline.

 **All events**
Everything in your GoOffi...

 **Today**
Events scheduled for today

 **Upcoming**
Future meetings and remi...

 **Shared calendars**
Tenant and domain calen...

 **Queued changes**
Offline changes waiting ... 0

Calendar
 month view - July 2026

[List](#)
[Calendar](#)
[Week](#)
[Month](#)
[Year](#)
[New event](#)

July 2026 2 visible events

[Prev](#)
[Today](#)
[Next](#)

SUN	MON	TUE	WED	THU	FRI	SAT
S. 28	M. 29	T. 30	W. 1	T. 2	F. 3	S. 4
S. 5	M. 6	T. 7	W. 8	T. 9	F. 10	S. 11
S. 12	M. 13	T. 14	W. 15	T. 16	F. 17	S. 18
S. 19	M. 20	T. 21	W. 22	T. 23	F. 24	S. 25
S. 26	M. 27	T. 28	W. 29	T. 30	F. 31	S. 1
S. 2	M. 3	T. 4	W. 5	T. 6	F. 7	S. 8

GOOFFICEPH CALENDAR


Regional operations review
 Changes save to GoOfficePH immediately when online. Offline edits are queued locally.

EVENT TITLE
 Regional operations review

START DATE

07/16/2026

START TIME

05:00 PM

END DATE

07/16/2026

END TIME

06:30 PM

LOCATION OR MEETING LINK
 GoOfficePH Meet

PARTICIPANTS
 operations@gooffice.ph, programs@gooffice.ph, finance@gooffice.ph

LINKED GOOFFICEPH FILES DOCUMENT
 /Documents/Agenda.odt

REMINDER
 none

NOTES
 Review service delivery, budget, risks, and agreed actions.

[Save event](#)
[New event](#)

SCHEDULING

GoOfficePH Calendar

We connect invitations, events, participants, meetings, files, reminders, and schedule changes so plans remain actionable.

We connect invitations, events, participants, meetings, files, reminders, and schedule changes so plans remain actionable.

Turn mail into time

Add recognized invitations from Mail and preserve updates or cancellations.

Keep context attached

Link participants, Chat/Meet rooms, Suite files, descriptions, and reminders.

Plan across devices

Use responsive views and queued synchronization to keep schedules available.

The application experience and the controls around it operate as one GoOfficePH service.

A complete, recognizable interface - not a decorative crop.

GoOfficePH Calendar

GoOfficePH

Website

Groupware

Signed in as Operations Administrator

GOOFFICEPH CALENDAR

Calendar

Plan meetings, link files, and keep event changes available offline.

Search events ...

All events
Everything in your GoOffi...

Today
Events scheduled for today

Upcoming
Future meetings and remi...

Shared calendars
Tenant and domain calen...

Queued changes
Offline changes waiting ... 0

Calendar

month view - July 2026

ListCalendarWeekMonthYearNew event

July 2026 2 visible events

PrevTodayNext

SUN	MON	TUE	WED	THU	FRI	SAT
S. 28	M. 29	T. 30	W. 1	T. 2	F. 3	S. 4
S. 5	M. 6	T. 7	W. 8	T. 9	F. 10	S. 11
S. 12	M. 13	T. 14	W. 15	T. 16	F. 17	S. 18
S. 19	M. 20	T. 21	W. 22	T. 23	F. 24	S. 25
S. 26	M. 27	T. 28	W. 29	T. 30	F. 31	S. 1
S. 2	M. 3	T. 4	W. 5	T. 6	F. 7	S. 8

GOOFFICEPH CALENDAR

Regional operations review

Changes save to GoOfficePH immediately when online. Offline edits are queued locally.

EVENT TITLE

Regional operations review

START DATE

07/16/2026

START TIME

05:00 PM

END DATE

07/16/2026

END TIME

06:30 PM

LOCATION OR MEETING LINK

GoOfficePH Meet

PARTICIPANTS

operations@gooffice.ph,programs@gooffice.ph,finance@gooffice.ph

LINKED GOOFFICEPH FILES DOCUMENT

/Documents/Agenda.odt

REMINDER

none

NOTES

Review service delivery, budget, risks, and agreed actions.

Save event

New event

GoOfficePH Calendar

Keep invitations, schedules, shared calendars, meeting links, and follow-up visible across the workspace.

 GoOfficePH
by KloudPH

03 | Product experience

Follow the task from entry to outcome.

Capture

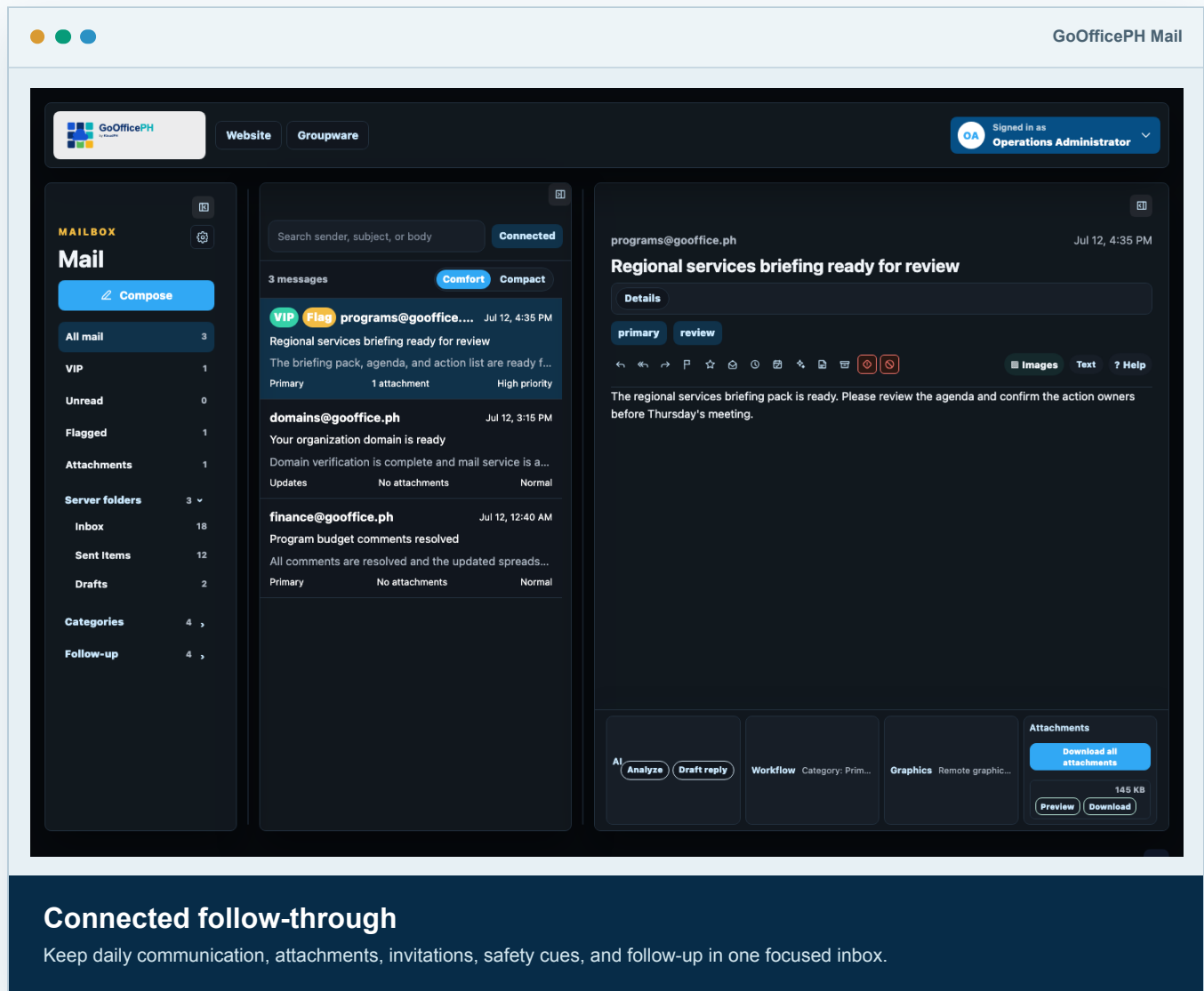
Create an event or accept a recognized invitation from Mail.

Coordinate

Choose participants, a meeting room, linked files, and reminders.

Stay current

Apply updates and cancellations while preserving the event history.



The screenshot displays the GoOfficePH Mail application interface. At the top, there's a header with the GoOfficePH logo, navigation tabs for 'Website' and 'Groupware', and a user profile for 'Operations Administrator'. The main interface is divided into three panels. The left panel, titled 'MAILBOX Mail', contains a 'Compose' button and a list of folders: 'All mail' (3), 'VIP' (1), 'Unread' (0), 'Flagged' (1), 'Attachments' (1), 'Server folders' (3), 'Inbox' (18), 'Sent Items' (12), 'Drafts' (2), 'Categories' (4), and 'Follow-up' (4). The middle panel shows a search bar and a list of 3 messages. The top message is from 'programs@gooffice.ph' with the subject 'Regional services briefing ready for review', dated 'Jul 12, 4:35 PM'. It is marked as 'VIP' and 'Flag', and has '1 attachment' and 'High priority'. Below it are two other messages from 'domains@gooffice.ph' and 'finance@gooffice.ph'. The right panel shows the details of the selected message, including the subject 'Regional services briefing ready for review', the sender 'programs@gooffice.ph', and the date 'Jul 12, 4:35 PM'. The message body states: 'The regional services briefing pack is ready. Please review the agenda and confirm the action owners before Thursday's meeting.' At the bottom of the right panel, there are buttons for 'AI Analyze', 'Draft reply', 'Workflow', 'Graphics', and 'Attachments' (with a 'Download all attachments' button and a '145 KB' size indicator).

Connected follow-through

Keep daily communication, attachments, invitations, safety cues, and follow-up in one focused inbox.

Make the experience simple without hiding operational depth.

PLANNING

Multiple views

Move between practical schedule views without losing the selected event.

PLANNING

Meeting links

Open the associated Chat/Meet room directly from the event.

PLANNING

File context

Keep agendas and supporting documents beside the schedule.

CONTINUITY

Invitation lifecycle

Preserve accepted, updated, and cancelled invitation state.

CONTINUITY

Reminders

Surface the next commitment at the appropriate time.

CONTINUITY

Queued sync

Retain edits until they can be synchronized safely.

GoOfficePH Mail

Keep daily communication, attachments, invitations, safety cues, and follow-up in one focused inbox.

GoOfficePH Chat/Meet

Bring members and guests into persistent rooms, voice, video, screen sharing, recordings, and transcripts.

GoOfficePH Contacts

Keep personal contacts, tenant directories, shared address books, and Mail recipient workflows together.

GoOfficePH Suite

Keep files, sharing, documents, spreadsheets, presentations, exports, versions, and storage in one workspace.

GoOfficePH Calendar features - 1 of 2

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.

GoOfficePH Calendar features - 2 of 2

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
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.

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

The product remains manageable after adoption.

GoOfficePH

GoOffice Platform Admin

Signed in as admin@GoOffice.ph

Website

Groupware

GA Signed in as GoOffice Platform Admin

CONSOLE

Personal

My Organization

Reseller

Platform Operations

PERSONAL

Overview

Services and wallet

Import and transfer

Security and account

Help and support

MY ORGANIZATION

RESELLER

PLATFORM OPERATIONS

Selected tenant

GoOffice QA Tenant

Administration and governance

Portal / My Organization / Overview

FIND IN PORTAL

Search pages, tenants, users, and domains

WORKING IN

GoOffice QA Tenant

gooffice.ph

USERS

24

DOMAINS

5

STORAGE

88 GB / 100 GB

MY ORGANIZATION

Organization overview

Your organization console groups tenant-scoped people, domains, mail controls, storage, branding, credits, services, and activity reporting.

JUMP TO SECTION

Open a task, report, or review area

Choose a task or report

1 Manage access

Invite users, place them under domains, assign tenant admins, and review account state.

2 Control services

Manage domains, mail policies, storage pools, app services, credits, and branding.

3 Measure activity

Use organization reports for user lifecycle, adoption, storage, support, and governance.

GoOffice QA Tenant

gooffice.ph - 24 users - 5 domains

Active

Users

24

21 active; 3 suspended

Domains

5

5 verified

Storage

Reserved minimum

Common tasks

Manage people

Invite users, assign domains, and review tenant admins.

Manage domains and mail

Add domains, verify DNS, aliases, and forwarding rules.

Role-aware administration

People, services, policy, and evidence remain connected to the application.

Administration Users, roles, services, policy, and configuration	Security Identity, access, protection, and response	Audit Actor, action, target, tenant, result, and time	Reports Online analysis and professional exports
--	---	---	--

Introduce the capability around a real outcome.

Confirm the audience

Identify the users, tenant, domains, roles, and external participants involved.

Set policy and access

Apply the organization's service, security, sharing, storage, and retention requirements.

Move a real workflow

Use representative content and measure whether the new path improves clarity and follow-through.

Review and expand

Use activity, support, audit, and report data before increasing the rollout.

Included in the workspace. Production version 1.0.3.

Open the current product page, production catalog, and release history.

- 1 GoOfficePH Calendar product page**
Benefits, workflow, current screenshots, related applications, and customer-facing capabilities.
<https://www.gooffice.ph/apps/calendar/>

- 2 GoOfficePH production catalog**
Current published application versions, descriptions, and launch paths.
<https://www.gooffice.ph/groupware/>

- 3 GoOfficePH platform capabilities**
Identity, administration, security, audit, reports, migration, and service management.
<https://www.gooffice.ph/features/>

See GoOfficePH Calendar in GoOfficePH.

Keep invitations, schedules, shared calendars, meeting links, and follow-up visible across the workspace.

gooffice.ph/apps/calendar/