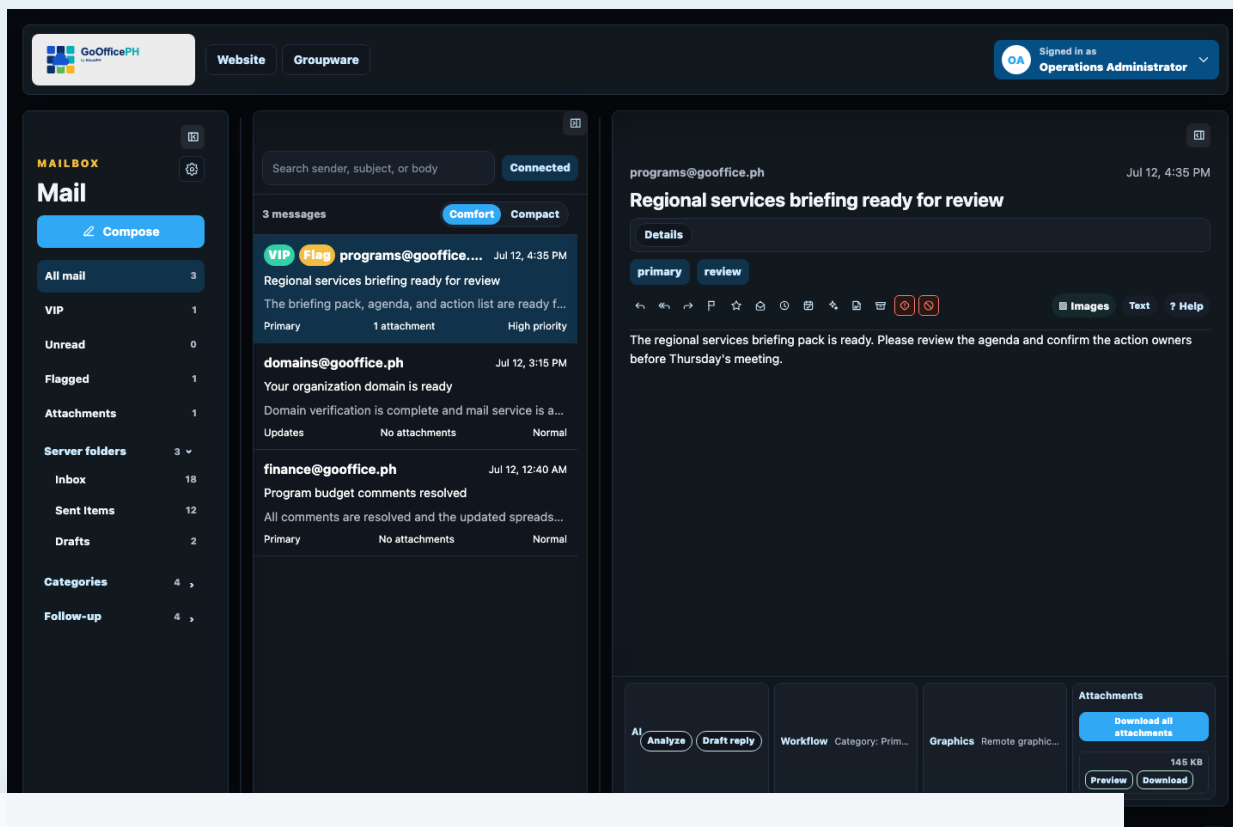




BUSINESS COMMUNICATION

GoOfficePH Mail

We give every team a focused business inbox that connects messages, files, schedules, safety checks, and follow-up work.

We give every team a focused business inbox that connects messages, files, schedules, safety checks, and follow-up work.

Stay focused

Read state, search, folders, density controls, and priority signals keep the inbox understandable.

Work from the message

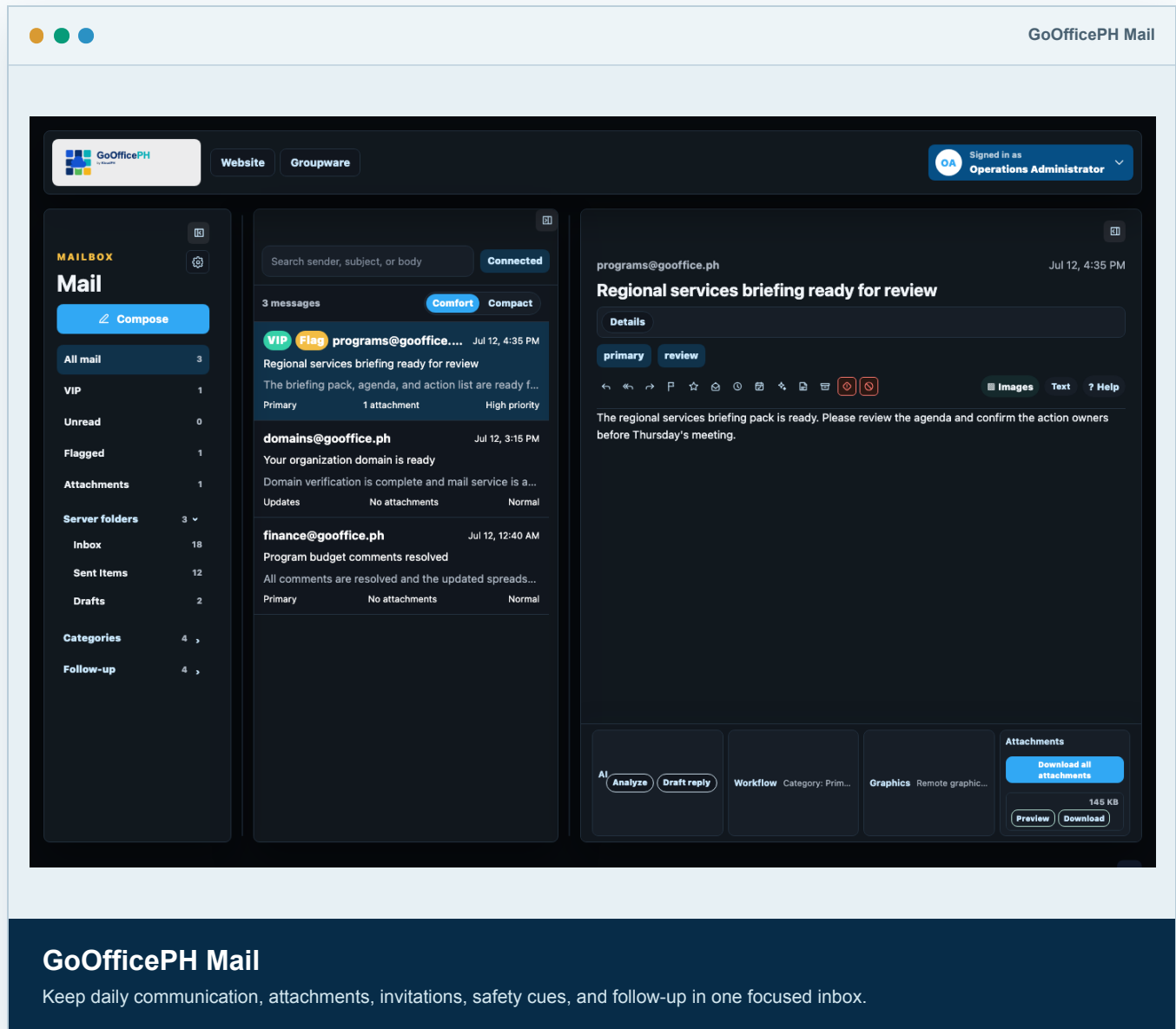
Attach uploads or Suite files, detect meeting invitations, and move follow-up into connected work.

Communicate with confidence

Image controls, suspicious-message cues, privacy indicators, and organization policies stay visible.

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

A complete, recognizable interface - not a decorative crop.



GoOfficePH Mail

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

Follow the task from entry to outcome.

Find what matters

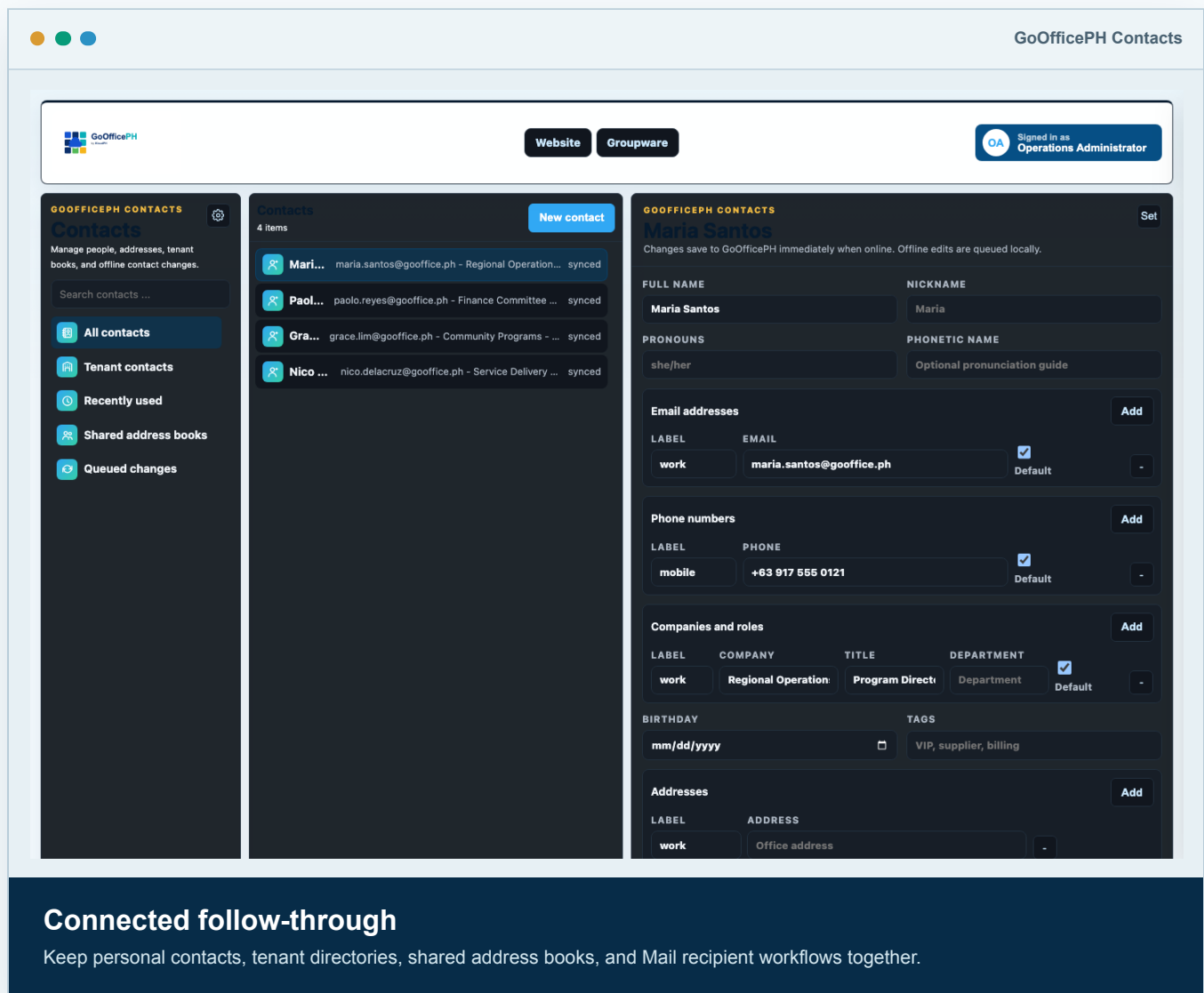
Use folders, search, categories, unread state, and priority signals to reach the right message quickly.

Respond with context

Compose, reply, attach a local upload or Suite file, and keep the source conversation close.

Move the work forward

Add detected invitations to Calendar or turn the next step into trackable work.



The screenshot displays the GoOfficePH Contacts application interface. The top navigation bar includes the GoOfficePH logo, a 'Website' button, a 'Groupware' button, and a user profile indicator for 'Signed in as Operations Administrator'. The main interface is divided into three panels. The left panel, titled 'GOOFFICEPH CONTACTS Contacts', provides a search bar and filters for 'All contacts', 'Tenant contacts', 'Recently used', 'Shared address books', and 'Queued changes'. The middle panel, titled 'Contacts 4 items', lists four contacts: Maria Santos (maria.santos@gooffice.ph), Paolo Reyes (paulo.reyes@gooffice.ph), Grace Lim (grace.lim@gooffice.ph), and Nico Delacruz (nico.delacruz@gooffice.ph). The right panel shows the detailed view for 'Maria Santos', including fields for Full Name, Nickname, Pronouns, Phonetic Name, Email addresses, Phone numbers, Companies and roles, Birthday, Tags, and Addresses. The interface is dark-themed and includes a 'New contact' button in the top right of the contacts list.

Connected follow-through

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

Make the experience simple without hiding operational depth.

DAILY MAILBOX

Focused reading

Compact controls preserve room for the message body on desktop, tablet, and phone.

DAILY MAILBOX

Safer messages

Suspicious-mail signals, image controls, and privacy status help people make informed choices.

CONNECTED WORK

Calendar invitations

Recognize meeting invitations, preserve updates and cancellations, and add events with context.

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.

DAILY MAILBOX

Folders that match mail work

Inbox, Sent, Drafts, Junk, Deleted, and organization folders remain easy to reach.

CONNECTED WORK

Suite attachments

Choose files from GoOfficePH Suite or upload from the current device.

CONNECTED WORK

Assisted follow-up

Summaries, suggested replies, and action cues support the user while preserving human control.

GoOfficePH Calendar

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

GoOfficePH Work Boards

Turn messages, meetings, documents, and approvals into visible owners, due dates, reviews, and completed work.

GoOfficePH Mail 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
MAILBOX	
Three-pane responsive mailbox	Read folders, message lists, and message content without losing your place.
Automatic read-state synchronization	Opening a message marks it read and keeps the unread count accurate.
Server folder discovery and ordering	Inbox, Sent, Drafts, Junk, and Deleted stay in familiar, useful order.
All Mail aggregation	See the messages available across included folders from one dependable view.
Comfortable and compact density	Choose more breathing room or fit more messages on screen.
FIND	
Sender, subject, and body search	Find a conversation using the details you remember.
Categories, VIP, unread, flagged, and attachment views	Jump directly to messages that need a particular kind of attention.
READ	
Compact message metadata with details expansion	Keep the message body prominent while full addressing details remain one tap away.
Remote image display control	See complete newsletters and graphics, with an obvious control when you prefer not to load them.
Suspicious-message indicators	Get a visible warning before acting on messages that resemble spam or phishing.
Message action toolbar with visual help	Reply, forward, flag, archive, block, and other actions remain understandable.
COMPOSE	
Responsive body-first composer	Spend more screen space writing and less on oversized address fields.
To/From, Cc, and Bcc controls	Address messages clearly without showing fields you do not need.
Draft persistence	Return to unfinished work without starting again.
Priority, schedule, template, and signature options	Apply common business sending choices only when they are needed.

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

GoOfficePH Mail 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
ATTACHMENTS	
Device upload attachments	Add files already on your computer, tablet, or phone.
GoOfficePH Suite file picker	Attach a managed file without downloading and uploading it again.
CALENDAR	
Meeting invitation detection	Recognize schedule requests inside Mail instead of manually recreating them.
Invitation accept, update, cancellation, and Calendar handoff	Keep the calendar entry aligned when the organizer changes the meeting.
ASSISTANCE	
Message analysis and reply drafting	Get a concise interpretation and a starting reply while retaining final control.
Follow-up and workflow cues	Turn messages that require action into visible next steps.
PROTECTION	
User, tenant, and platform mail-policy signals	See when organization-wide protections affect a message or sending action.
Authenticated outbound submission and relay controls	Only verified GoOfficePH accounts and approved applications can send through the service.
SPF, DKIM, DMARC, and ARC domain authentication	Help receiving systems trust legitimate messages and make domain impersonation harder.
Outbound spam, phishing, URL, malware, and attachment scanning	Stop harmful or abusive messages before they leave the organization.
Graduated new-sender and per-recipient limits	Give new accounts useful sending access while protecting the organization from sudden bulk abuse.
Per-user, per-domain, and outbound queue quotas	Contain one compromised sender without interrupting legitimate mail across the organization.
Bounce, complaint, and behavioral anomaly response	Restrict unusual sending patterns before they damage deliverability or reputation.
Mailbox, tenant, and external-send incident controls	Pause risky outbound activity while preserving incoming mail and unaffected users.
CONTINUITY	
Responsive desktop, tablet, and phone layouts	Use the same mailbox comfortably across the devices used during the day.

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
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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.

Subscription or entitlement controlled. Production version 1.1.3.

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

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

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

gooffice.ph/apps/mail/