

The screenshot displays the GoOfficePH Admin console interface. At the top, the GoOfficePH logo is on the left, and the user is signed in as 'GoOffice Platform Admin' (admin@GoOffice.ph) on the right. The main navigation sidebar on the left includes sections for Console (Personal, My Organization, Reseller, Platform Operations), Personal, My Organization (Overview, People and access, Domains and mail, Apps, storage, and billing, Security and policies, Reports and audit), Reseller, and Platform Operations. The 'Security and policies' section is currently selected. The main content area shows the 'Mail protection' settings for the 'GoOffice QA Tenant'. It includes a search bar, a summary of users (24), domains (5), and storage (88 GB / 100 GB). The 'Mail settings' section is titled 'GOOFFICEPH MAIL' and 'Personal and tenant mailbox controls'. It features a 'FOCUS' section with 'Choose one work area at a time' and buttons for 'All sections', 'Manage', and 'Security'. Below this is a 'JUMP TO SECTION' section with 'Open a task, report, or review area' and a dropdown menu for 'Choose a task or report'. The 'MAILBOX CONTROLS' section is titled 'Manage delivery behavior without leaving GoOfficePH.' and includes a description: 'Set forwarding, keep-copy behavior, vacation replies, and sender allow or block rules from one GoOfficePH screen. Changes are audited and applied to the GoOfficePH mail service in the background.' It contains five buttons: 'Forward to trusted addresses', 'Automatic vacation replies', 'Block unwanted senders', 'Realtime blocklist checks', and 'Tenant-admin managed users'. At the bottom, there is a 'My GoOfficePH mailbox' section with a 'Pending' status.

SECURITY

Keep identity, communication, sharing, and administrative access under visible control.

We combine organization policy with user-facing signals so security decisions remain understandable from sign-in through mail delivery, file sharing, meetings, and platform operations.

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Protect identity

Apply strong passwords, recovery, re-authentication, role boundaries, and multifactor controls.

Protect communication

Use platform, tenant, and user mail policies with outbound limits, scanning, alerts, and emergency controls.

Protect shared work

Keep file, room, whiteboard, and app permissions tied to accountable people and organizations.

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



Follow the task from entry to outcome.

Make the experience simple without hiding operational depth.

OPERATING AREAS

Identity and privileged access

Account recovery, MFA, role assignment, re-authentication, session handling, and staff permission review.

OPERATING AREAS

Mail protection

Inbound and outbound policy layers, sender reputation, recipient limits, anomaly detection, quarantine, and alert routing.

OPERATING AREAS

Sharing and collaboration

Tenant and domain membership, guest access, file permissions, room policy, host controls, and revocation.

OPERATING AREAS

Operational response

Alerts, reports, audit trails, mailbox or tenant sending restrictions, and permission-gated kill switches.

Security controls 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
IDENTITY	
Minimum password policy and clear validation	Tell users exactly what a valid password requires.
Alternate contact recovery	Deliver recovery instructions to a reachable address when the GoOfficePH mailbox is inaccessible.
Multifactor authentication policy	Add another proof of identity for administrators and protected accounts.
Recent re-authentication	Require a fresh sign-in before consequential actions.
Session and role boundaries	Prevent one account scope from silently inheriting another scope's authority.
MAIL	
Authenticated outbound submission	Prevent anonymous use of GoOfficePH as an open mail relay.
Platform, tenant, and user policy layers	Keep minimum protection active even when lower-level settings are permissive.
New-account reputation tiers	Start new senders with measured limits that grow with clean history.
Per-user and per-domain recipient limits	Contain a compromised account or tenant without stopping everyone else.
Outbound queue quotas	Prevent one sender from filling the delivery queue.
Outbound spam, phishing, URL, malware, and attachment scanning	Stop harmful messages before they leave the platform.
Bounce and complaint thresholds	Restrict sending when recipient feedback signals abuse or poor list quality.
Behavioral anomaly detection	Flag sudden volume, destination, login, forwarding, or app-password changes.
Sender, mailbox, tenant, and external-send kill switches	Contain an incident without unnecessarily disabling incoming mail.
SPF, DKIM, DMARC, and ARC support	Protect domain identity and improve receiving-system trust.

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

Security controls 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
SHARING	
File and folder permissions	Keep managed content limited to intended viewers and editors.
Guest and link controls	Collaborate externally without opening the wider organization.
MEETINGS	
Room, waiting-room, media, recording, and transcription policy	Let hosts and administrators control how meetings operate.
WHITEBOARD	
Host enablement and attributed annotation	Keep visual collaboration accountable to the room.
ALERTS	
Role-based security alert routing	Send a finding to the person who can act on it.
RESPONSE	
Quarantine, restriction, and review workflows	Pause risky activity while preserving evidence for a decision.
EVIDENCE	
Security events and policy-change audit	Review what happened and which control changed.
REPORTS	
Personal, organization, and platform security reports	Give users, tenant administrators, and staff an appropriate view of risk.

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.

Platform capability available to the roles and plans authorized for its scope.

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

- 1 Security controls product page**
Benefits, workflow, current screenshots, related applications, and customer-facing capabilities.
<https://www.gooffice.ph/platform/security/>
- 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 Security controls in GoOfficePH.

Apply identity, mail, access, sharing, and alert controls across the workspace.

[gooffice.ph/platform/security/](https://www.gooffice.ph/platform/security/)