Functional Requirement

FR-01 Send Email

Description: Users compose and send emails to one or more recipients; attachments allowed, importance and archive flags supported.

Input: Recipient address(es), subject, body, optional attachment(s), importance flag, archive flag.

Output: Email sent and saved to the user’s Sent folder.

FR-02 Receive Email

Description: System automatically receives new messages and stores them in the Inbox.

Input: None (fully automatic).

Output: New messages downloaded to the Inbox.

FR-03 Format Email

Description: Users apply formatting to make emails easier to read.

Input: Selected email.

Output: Formatted email content.

FR-04 Search Email

Description: Users search messages by keyword, sender, recipient, date range, etc.

Input: Search criteria (keyword, sender, recipient, date range, etc.).

Output: List of matching emails.

FR-05 Move Email to Folder

Description: Users move messages from the current folder to another folder.

Input: Selected email(s), target folder.

Output: Email(s) moved to the specified folder.

FR-06 Delete Email

Description: Users remove messages from the mail list.

Input: Selected email(s).

Output: Email(s) removed from the list.

FR-07 Manage Email Folders

Description: Users create, rename, delete, or move email folders.

Input: Operation type (create, rename, delete, move), folder name, optional parent folder.

Output: Updated folder structure.

FR-08 Add Contact

Description: Users create new contact entries.

Input: Name, email address, phone number, additional info, distribution-group flag, VIP flag.

Output: New contact saved to the contact list.

FR-09 Edit Contact

Description: Users modify contact details.

Input: Selected contact, updated info, distribution-group flag, VIP flag.

Output: Contact information updated.

FR-10 Search Contacts

Description: Users search contacts by name, email, or phone number.

Input: Search criteria (name, email, phone).

Output: Matching contact list.

FR-11 Delete Contact

Description: Users remove contacts from the contact list.

Input: Selected contact(s).

Output: Contact(s) removed.

FR-12 Create Distribution Group

Description: Users create new distribution groups.

Input: Group name, group members.

Output: New group saved to the distribution-group list.

FR-13 Edit Distribution Group

Description: Users update group details.

Input: Selected group, updated info, group members.

Output: Group information updated.

FR-14 Search Distribution Groups

Description: Users search groups by name or member name.

Input: Search criteria (group name, member name).

Output: Matching group list.

FR-15 Delete Distribution Group

Description: Users remove groups from the group list.

Input: Selected group(s).

Output: Group(s) removed.

FR-16 Create Calendar Reminder

Description: Users create new calendar reminders.

Input: Title, start time, end time, recurrence rule, description, group flag, reminder time and method.

Output: New reminder saved to the calendar.

FR-17 Edit Calendar Entry

Description: Users modify calendar details.

Input: Selected entry, updated info, recurrence rule, description, group flag, reminder time and method.

Output: Calendar information updated.

FR-18 View Calendar Entry

Description: Users view full calendar details.

Input: Selected entry.

Output: Detailed calendar information displayed.

FR-19 Delete Calendar Entry

Description: Users remove calendar entries.

Input: Selected entry.

Output: Entry removed from the calendar.

FR-20 Personal Archive Email

Description: Users archive messages to a personal archive folder.

Input: Selected email(s).

Output: Email(s) archived.

FR-21 Search Personal Archive

Description: Users search archived email by keyword, sender, recipient, date range, etc.

Input: Search criteria (keyword, sender, recipient, date range, etc.).

Output: Matching archived email list.

FR-22 Configure Server Archive Policy

Description: Administrators configure server-level archive policies.

Input: Policy (frequency, timestamp, data types), storage location, auto-backup settings, archive admin contact.

Output: Policy activated.

FR-23 Set Mail-Flow Capture Rules

Description: Administrators define mail-flow capture rules.

Input: Flow type, trigger condition, action, priority.

Output: Rule activated.

FR-24 Categorize & Archive Email

Description: Users classify and archive messages to designated folders.

Input: Selected email(s), category.

Output: Email(s) archived to the specified folder.

FR-25 Process Expired Email

Description: Users dispose of expired email via delete, archive, or move.

Input: Selected expired email(s), disposal action.

Output: Email processed as requested.

FR-26 Admin Create Mailbox

Description: Administrators create new mailbox accounts.

Input: Username, initial password, storage quota, permissions, department/team, distribution-group flag.

Output: New mailbox created and assigned.

FR-27 Admin Delete Mailbox

Description: Administrators remove mailbox accounts from the system.

Input: Selected mailbox.

Output: Mailbox removed.

FR-28 Admin Set Shared Account

Description: Administrators establish new shared accounts.

Input: Shared account name, initial password, permissions, department/team, distribution-group flag.

Output: Shared account provisioned for specified users or teams.

FR-29 Admin Revoke Shared Account

Description: Administrators revoke shared accounts.

Input: Selected shared account.

Output: Shared account revoked.

FR-30 File-Level Backup

Description: Administrators perform file-level backups.

Input: Data entities, backup strategy (source path, destination, frequency).

Output: Backup files stored at the specified location with status log.

FR-31 Full-Database Backup

Description: Administrators perform full-database backups.

Input: Target database, backup strategy (source DB, destination, frequency).

Output: Backup data stored at the specified location with status log.

FR-32 Point-in-Time Restore

Description: Administrators restore data to a specific point in time.

Input: Data entity, restore timestamp, restore strategy (source backup, destination).

Output: Data restored with status log.

FR-33 Restore Single File

Description: Administrators restore individual files.

Input: Target file, restore strategy (source file backup, destination).

Output: File restored with status log.

FR-34 Restore Entire Database

Description: Administrators restore complete databases.

Input: Target database, restore timestamp, restore strategy (source DB backup, destination).

Output: Database restored with status log.

FR-35 Log Backup Operations

Description: System automatically logs all backup tasks.

Input: Backup task.

Output: Backup log entry.

FR-36 Log Restore Operations

Description: System automatically logs all restore tasks.

Input: Restore task.

Output: Restore log entry.

FR-37 Audit Email Archive

Description: Administrators audit email-archive records.

Input: Audit period, audit policy.

Output: Audit result log.

FR-38 Audit Backup & Restore Operations

Description: Administrators audit backup and restore operation logs.

Input: Audit period, audit policy.

Output: Audit result log.