Functional Requirement

FR-01 Create New Email

Description: Users can compose a new email and choose whether to send it immediately.

Input: User info, recipient info, subject, body, attachment(s), send-now flag.

Output: New email saved to Drafts or sent to specified recipients.

FR-02 Send Email

Description: Users send an already-created email.

Input: User info, email info.

Output: Email delivered to recipients; copy updated in Sent folder.

FR-03 Receive Email

Description: Users can view and read incoming messages.

Input: User info, email info.

Output: Email displayed to user; status marked as read.

FR-04 Format Email

Description: Users can format email content.

Input: User info, email info.

Output: Formatted email saved to Drafts or Inbox.

FR-05 Search Email

Description: Users can search messages by keyword.

Input: User info, search keyword(s).

Output: Search-result list displayed to user.

FR-06 Manage Email Folders

Description: Users can create, rename, delete folders and move messages.

Input: User info, folder-operation info, email info.

Output: Folder structure updated; message location updated.

FR-07 Delete Email

Description: Users can delete messages.

Input: User info, email info.

Output: Email removed from the mailbox.

FR-08 Add Contact

Description: Users can create a new contact.

Input: User info, contact info.

Output: New contact saved to the user’s contact list.

FR-09 Manage Contact

Description: Users can edit or delete existing contacts.

Input: User info, contact-operation info.

Output: Contact info updated or removed.

FR-10 Add Distribution Group

Description: Users can create a new distribution group.

Input: User info, group info.

Output: New group saved to the user’s group list.

FR-11 Manage Distribution Group

Description: Users can edit or delete existing distribution groups.

Input: User info, group-operation info.

Output: Group info updated or removed.

FR-12 Set Task Reminder

Description: Users can set reminders for tasks or events.

Input: User info, task/event info, reminder settings.

Output: Reminder task saved to the user’s reminder list.

FR-13 Create Mailbox Account

Description: Users can register a new mailbox account.

Input: User info, account info.

Output: New mailbox activated and ready to receive mail.

FR-14 Manage Mailbox Account

Description: Users can edit or delete existing mailbox accounts.

Input: User info, account-operation info.

Output: Account info updated or removed.

FR-15 Create Shared Account

Description: Users can create a new shared account.

Input: User info, shared-account info.

Output: New shared account saved in the system account list.

FR-16 Manage Shared Account

Description: Users can edit or delete existing shared accounts.

Input: User info, shared-account-operation info.

Output: Shared-account info updated or removed.

FR-17 Define Archive Policy

Description: Administrators can define archive policies.

Input: Admin info, policy info.

Output: Policy saved and applied to system-wide mail management.

FR-18 Execute Archive Policy

Description: System archives email according to defined policy.

Input: Policy info, email info.

Output: Emails meeting policy criteria archived.

FR-19 Search Personal Archive

Description: Users can search their personal archived email.

Input: User info, search keyword(s).

Output: Search-result list displayed to user.

FR-20 Configure Mail-Flow Capture

Description: Administrators can configure mail-flow capture rules.

Input: Admin info, capture-rule info.

Output: Rules saved and applied to mail-flow capture.

FR-21 Categorize & Archive Email

Description: Users can classify and archive messages.

Input: User info, email info, archive category.

Output: Email classified and archived to specified folder.

FR-22 Process Expired Email

Description: System handles expired email.

Input: Email info, archive policy or mail-flow rule.

Output: Expired email processed; status updated.

FR-23 Execute Email Backup

Description: Administrators perform email backup.

Input: Admin info, email info.

Output: Backup files stored at designated location.

FR-24 Restore Email Backup

Description: Administrators restore email from backup.

Input: Admin info, backup file info.

Output: Restored email returned to system; status updated.

FR-25 Manage Backup Log

Description: Administrators view and manage backup logs.

Input: Admin info, log-operation info.

Output: Backup log updated or displayed.

FR-26 Admin Permission Management

Description: Administrators manage user permissions.

Input: Admin info, permission settings.

Output: Permission changes applied; user access rights adjusted.

FR-27 View System Status

Description: Users can view current system status.

Input: User info.

Output: System status displayed to user.

FR-28 Export Report

Description: Users can export system reports.

Input: User info, report type.

Output: Report file available for download or viewing.

FR-29 Audit Email Archive

Description: Administrators audit email-archive records.

Input: Admin info, audit-operation info.

Output: Archive audit log displayed to admin.

FR-30 Audit Backup Log

Description: Administrators audit backup-log records.

Input: Admin info, audit-operation info.

Output: Backup-log audit record displayed to admin.

FR-31 Manage Attachments

Description: Users manage email attachments.

Input: User info, attachment-operation info.

Output: Attachment status updated.

FR-32 Manage Email Status

Description: Users manage email status flags.

Input: User info, email info, status-change info.

Output: Email status updated.

FR-33 Manage Email Tags

Description: Users manage email tags.

Input: User info, email info, tag-operation info.

Output: Email tag info updated.

FR-34 Set Task Reminder

Description: Users set reminders for tasks or events.

Input: User info, task/event info, reminder settings.

Output: Reminder task saved to reminder list.

FR-35 Modify Task Reminder

Description: Users modify existing task reminders.

Input: User info, task/event info, updated reminder settings.

Output: Reminder task updated.

FR-36 View User Activity Log

Description: Administrators view user operation records.

Input: Admin info, query criteria.

Output: User activity log displayed to admin.

FR-37 Manage Archived Email

Description: Users manage archived email status.

Input: User info, archived-email info, status-change info.

Output: Archived-email status updated.

FR-38 View Restore Log

Description: Administrators view restore logs.

Input: Admin info, log-query info.

Output: Restore log displayed to admin.

FR-39 Export Restore Log

Description: Administrators export restore logs.

Input: Admin info, export criteria.

Output: Restore-log file available for download or viewing.

FR-40 Point-in-Time Restore

Description: Administrators restore system state to a specific point in time.

Input: Admin info, restore-timestamp info.

Output: System state restored to the specified time.

FR-41 View Recovery Log

Description: Administrators view recovery logs.

Input: Admin info, log-query info.

Output: Recovery log displayed to admin.