# Functional Requirement

Functional Requirements  
Requirement ID Description Inputs Outputs Functional Description  
FR-001 Send Email Sender, recipient(s), subject, message body, attachments Confirmation of successful delivery or error message User can compose and send an email with formatting options and attachments.  
FR-002 Receive Email Incoming email from external/internal source Notification and display of received email in inbox System receives and displays incoming emails in the user’s inbox.  
FR-003 Search Emails Search query (text, date range, sender, folder) List of matching emails Users can search through their emails using keywords, dates, and filters.  
FR-004 Organize Emails into Folders Folder name, list of selected emails Updated folder structure Users can create, rename, delete folders and move emails between them.  
FR-005 Format Emails Text selection, font style, size, color, bullet points, etc. Formatted text preview Supports rich-text formatting when composing emails.  
FR-006 Create Contacts Name, email address, phone number, company New contact entry Users can add and manage personal and shared contact entries.  
FR-007 Manage Distribution Groups Group name, member list Updated distribution group Users can create, edit, and delete groups for bulk email sending.  
FR-008 Schedule Meetings/Events Event title, time, participants, location Calendar event created Users can schedule meetings, set reminders, and invite others.  
FR-009 Set Task Reminders Task description, due date, frequency Reminder notifications Users can set recurring or one-time task reminders.  
FR-010 Create Email Accounts (Admin) Username, password, domain, role New user account Admins can create new user and shared email accounts.  
FR-011 Archive Emails Selection of emails, archive policy Archived emails stored Users can manually or automatically archive emails based on policies.  
FR-012 Server Archiving Policy rules (retention period, auto-archive triggers) Archived emails stored on server System archives emails based on predefined policies.  
FR-013 Recover Expired Emails Archive search, recovery request Restored email or notification of failure Users can recover expired emails within allowed retention periods.  
FR-014 Backup System Data Backup scope (file-level, database-level), timestamp Backup log and status System performs automated backups at scheduled intervals.  
FR-015 Restore Data Recovery point-in-time, scope (user/email/database) Data restored to specified state System allows restoring data to a specific point in time.  
FR-016 Audit Logs User actions, timestamps, affected resources Log files accessible to ad