1. sendEmail

Description: Send an email based on recipients, subject, body, and optional attachments.

Input: List of recipient addresses, subject, body, attachment list (can be empty).

Output: Send status (success/failure) and error message if any.

2. receiveEmail

Description: Pull new emails from a specified mailbox and return full email objects.

Input: Mailbox credentials, fetch scope (time range or UID range).

Output: List of email objects (header, body, attachment metadata).

3. formatEmail

Description: Render raw email content into HTML/plain text using a given template.

Input: Original email object, template ID or template string.

Output: Formatted email content string.

4. searchEmail

Description: Search emails by keywords, sender, date range, etc.

Input: Query object (keywords, sender, date range, tags).

Output: List of matching emails (metadata only or full objects).

5. organizeMailFolder

Description: Create, rename, delete, or move email folders and move emails between them.

Input: Operation type (create/rename/delete/move), folder path, optional list of email UIDs.

Output: Operation status and new folder structure.

6. calendarSchedule

Description: Create, update, or delete calendar events and send meeting invites.

Input: Event object (title, start/end, attendees, location, recurrence rule).

Output: Event ID and invitation status.

7. manageContact

Description: Add, edit, delete, or query contact information.

Input: Contact object (name, email, phone, department) and operation type.

Output: Updated contact object or operation result.

8. manageDistributionGroup

Description: Create, modify, delete distribution groups or manage group membership.

Input: Group object (name, description, member list) and operation type.

Output: Group ID or operation result.

9. setReminderTask

Description: Create a task with reminder time linked to an email or calendar event.

Input: Task object (title, content, due time, reminder rule, linked entity ID).

Output: Task ID and reminder setup result.

10. manageAccount

Description: Admin creates/disables/enables/deletes mailboxes or shared mailboxes and configures permissions.

Input: Account object (username, password, quota, permissions, type) and operation type.

Output: Account ID or operation result.

11. searchPersonalArchive

Description: Search archived emails in personal archive by conditions.

Input: Query (keywords, date range, tags).

Output: List of archived emails with full content and metadata.

12. serverArchive

Description: Migrate specified emails from primary mailbox to server archive storage.

Input: List of email UIDs, archive policy ID.

Output: Archive job ID and status.

13. captureEmailFlow

Description: Real-time capture of all emails passing the gateway and archive copies.

Input: Capture rules (domain, sender, keywords) and archive storage location.

Output: Capture session ID and archived email count.

14. policyBasedArchive

Description: Automatically archive emails according to predefined policies (retention, matching rules).

Input: Policy ID or policy object (rules, retention, scope).

Output: Policy application result (count of archived emails).

15. manageExpiredEmail

Description: Delete or move to long-term storage archived emails exceeding retention period.

Input: Retention policy ID, confirm deletion flag.

Output: Count of deleted/moved emails and log.

16. backupData

Description: Perform full or incremental backups of mailboxes, calendars, contacts, etc.

Input: Backup scope (user list, data types), storage location, backup type.

Output: Backup job ID and backup record (timestamp, size, checksum).

17. restoreData

Description: Restore specified user or time-range data from backup records to production.

Input: Backup record ID, restore target (original or new account), point-in-time.

Output: Restore job ID and status.

18. logBackup

Description: Write detailed logs of backup/restore operations to centralized logging system.

Input: Log object (job ID, operation type, result, error info, timestamp).

Output: Log ID and storage confirmation.