# Functional Requirement

## 1.1 Email Creation Function

Function Number: FR-01

Description: Users can create new emails within the unified platform, including filling in the email subject, body content, and uploading attachments.

Input: Recipient address, email subject (up to 120 characters), body content, attachment files.

Output: The new email content is fully recorded, and the email is saved to the draft box or the sending queue.

## 1.2 Email Sending Function

Function Number: FR-02

Description: Users can send created emails, and the system will verify the completeness of the email and add it to the sending queue.

Input: Email to be sent, confirmation of sending action, verification code (when sensitive content is detected).

Output: The email enters the sending queue and records the sending timestamp, the email status changes to "sent," and a sending operation log is generated.

## 1.3 Email Receiving Function

Function Number: FR-03

Description: The system periodically or manually triggered by the user to receive emails, download, and store new emails.

Input: Email server connection status, email download request, email metadata, email body, and attachment content.

Output: New emails are stored in the inbox and marked as unread, the unread email counter is updated, and a log of the email receiving timestamp is generated.

## 1.4 Email Deletion Function

Function Number: FR-04

Description: Users can delete emails, and the system provides two options: move to the recycle bin or permanent deletion.

Input: Target email list, deletion method selection (move to recycle bin/permanent deletion), account password (for permanent deletion).

Output: Emails are moved to the recycle bin or permanently deleted, the email list display status is updated, and a deletion operation log is recorded.

## 1.5 Email Formatting Function

Function Number: FR-05

Description: Users can format the email body in the email editing interface.

Input: Email body content, formatting actions (such as bold, italic, underline, paragraph alignment, etc.).

Output: The email content is presented in the specified format, the format settings are bound and saved with the content, and a format modification history log is generated.

## 1.6 Email Search Function

Function Number: FR-06

Description: Users can search for emails that meet the criteria in the email list, and the system provides multiple filtering options.

Input: Search keywords (up to 200 characters), time range (up to two years), sender/recipient filtering, email status filtering.

Output: A list of emails that meet the filtering criteria is displayed, the last 10 search records are retained, and the search history log is updated.

## 1.7 Folder Creation Function

Function Number: FR-07

Description: Users can create new email folders to organize and manage emails.

Input: Folder name (up to 30 characters), storage location, folder type (email archiving/task management/communication group classification).

Output: The new folder is created at the specified location, the folder navigation tree structure is updated, and a folder creation log is recorded.

## 1.8 Folder Management Function

Function Number: FR-08

Description: Users can perform rename, move, delete, and attribute settings on existing folders.

Input: Target folder, operation type (rename/move/delete/set attributes), new folder name, target location, folder attribute configuration.

Output: The folder structure undergoes the expected changes, the folder navigation tree structure is updated, and a folder management operation log is recorded.

## 1.9 Folder Deletion Function

Function Number: FR-09

Description: Users can delete folders, and the system provides two options: move to the recycle bin or permanent deletion.

Input: Target folder, deletion method selection (move to recycle bin/permanent deletion), account password (for permanent deletion).

Output: The folder and its metadata are removed from the current view, the folder navigation tree structure is updated, and a deletion operation log is recorded.

## 1.10 Contact Addition Function

Function Number: FR-10

Description: Users can add new contact information, and the system validates the input content in real-time.

Input: Contact name, email address, phone number, department/group affiliation, additional notes (up to 200 characters).

Output: The new contact information is stored in the contact database, automatically synchronized to the associated contact groups, and a contact creation log is generated.

## 1.11 Contact Deletion Function

Function Number: FR-11

Description: Users can delete contact information, and the system provides two options: remove from all contact groups or delete only personal information.

Input: Target contact list, deletion method selection (remove from all contact groups/delete only personal information).

Output: The contact is removed from the contact list, the associated contact groups update their member lists, and a deletion operation log is recorded.

## 1.12 Contact Management Function

Function Number: FR-12

Description: Users can edit contact information, adjust groups, and set tags.

Input: Target contact list, modification of contact basic information, group adjustment, tag settings.

Output: The contact information is updated/adjusted/synchronized with the associated contact groups, and a contact management operation log is recorded.

## 1.13 Distribution Group Creation Function

Function Number: FR-13

Description: Users can create new distribution groups, and the system provides a member selector and CSV file import functionality.

Input: Distribution group name (up to 30 characters), group description (up to 200 characters), member list, CSV file (containing email addresses).

Output: The new distribution group information is stored in the system database, the relationship between the group and its members is established, and a distribution group creation log is generated.

## 1.14 Distribution Group Deletion Function

Function Number: FR-14

Description: Users can delete distribution groups, and the system provides two options: delete only the group or also remove member associations.

Input: Target distribution group, deletion method selection (delete only the group/remove member associations), account password (when removing member associations).

Output: The distribution group is removed from the system, the association between the group and its members is dissolved, and a deletion operation log is recorded.

## 1.15 Distribution Group Management Function

Function Number: FR-15

Description: Users can manage distribution groups, including modifying the group name, adjusting members, and updating the description.

Input: Target distribution group, modification of group name, member adjustment (add/remove), description update.

Output: The distribution group information is updated and synchronized, related operation logs are recorded, and member change notifications are sent.

## 1.16 Task Creation Function

Function Number: FR-16

Description: Users can create new tasks, and the system provides selectors for task name, description, due date, priority, and associated objects.

Input: Task name (up to 50 characters), task description, due date (must be later than the current time), priority, associated objects (email/contact/distribution group).

Output: The new task information is stored in the task database, the relationship between the task and the associated objects is established, and a task creation log is generated.

## 1.17 Task Deletion Function

Function Number: FR-17

Description: Users can delete tasks, and the system provides two options: move to the recycle bin or permanent deletion.

Input: Target task list, deletion method selection (move to recycle bin/permanent deletion), account password (for permanent deletion).

Output: The task data is removed from the current view, the task list display status is updated, and a deletion operation log is recorded.

## 1.18 Task Management Function

Function Number: FR-18

Description: Users can manage tasks, including modifying basic information, adjusting time settings, changing associated objects, and updating task status.

Input: Target task, modification of task name, time adjustment, associated object management, status change.

Output: The task information is updated and synchronized, the status of associated objects is synchronized, and a task management operation log is generated.

## 1.19 Reminder Setting Function

Function Number: FR-19

Description: Users can set reminders for emails or tasks, and the system provides multiple reminder methods and time settings.

Input: Associated object (email/task), reminder type selection (email notification/system pop-up/mobile push), time setting, reminder content (up to 200 characters).

Output: The reminder rule is successfully recorded and activated, the reminder task is bound to the associated object, and a reminder setting operation log is generated.

## 1.20 Email Account Creation Function

Function Number: FR-20

Description: Administrators can create new email accounts, and the system provides configuration options for email address, user information, storage quota, etc.

Input: Email address (automatically concatenated with the corporate domain), user name, initial password (meeting complexity requirements), storage quota, department/group affiliation.

Output: The new email account information is stored in the system database, initial storage space is allocated, an email account creation operation log is generated, and the new user welcome email sending process is triggered.

## 1.21 Email Account Deletion Function

Function Number: FR-21

Description: Administrators can delete email accounts, and the system provides two modes: immediate deletion or archival retention.

Input: Target email account, deletion mode selection (immediate deletion/archival retention), associated contact processing method, pending task transfer plan, administrator secondary confirmation password.

Output: The email account status is changed to "deleted," the allocated storage space is released, associated data is archived or cleared, and an email account deletion operation audit log is generated.

## 1.22 Email Account Management Function

Function Number: FR-22

Description: Administrators can manage email accounts, including adjusting storage quotas, modifying automatic forwarding rules, and updating access permissions.

Input: Target email account, storage quota adjustment, automatic forwarding rule modification, access permission update.

Output: The email configuration information is updated, associated service status is synchronized, a management operation audit log is generated, and related users receive configuration change notifications.

## 1.23 Shared Account Creation Function

Function Number: FR-23

Description: Administrators can create shared accounts, and the system provides configuration options for account name, distribution group association, storage quota allocation, etc.

Input: Shared account name, distribution group selection, storage quota allocation, permission configuration, account administrator selection.

Output: The shared account information is stored in the system database, shared storage space is allocated, the relationship between the account and the distribution group/task is established, and a shared account creation audit log is generated.

## 1.24 Shared Account Deletion Function

Function Number: FR-24

Description: Administrators can delete shared accounts, and the system provides two modes: immediate removal or archival retention.

Input: Target shared account, deletion mode selection (immediate removal/archival retention), distribution group processing method, pending task transfer plan, administrator secondary confirmation password.

Output: The shared account status is changed to "deleted," the allocated shared storage space is released, the association with the distribution group/task is dissolved, and a shared account deletion audit log is generated.

## 1.25 Shared Account Management Function

Function Number: FR-25

Description: Administrators can manage shared accounts, including adjusting member composition, storage quotas, and access permissions.

Input: Target shared account, member adjustment, storage quota modification, access permission update.

Output: The shared account configuration information is updated, associated permissions and resource allocation are synchronized, a shared account management operation audit log is generated, and change notifications are sent to the associated user group.

## 1.26 Email Archiving Function

Function Number: FR-26

Description: Users can perform email archiving operations, and the system supports both personal archiving search and server archiving.

Input: Target email list, archiving method selection (personal archiving/server archiving), archiving path, archiving label, archiving time range.

Output: Emails are moved to the archiving folder, storage space usage statistics are updated, and an archiving operation log is generated.

## 1.27 Email Archiving Deletion Function

Function Number: FR-27

Description: Users can delete archived emails, and the system provides two options: move to the recycle bin or permanent deletion.

Input: Target archived email list, deletion method selection (move to recycle bin/permanent deletion), account password (for permanent deletion).

Output: The archived emails are removed from the storage system, the corresponding storage space is released, the archived email list is updated, and a deletion operation log is recorded.

## 1.28 Email Archiving Management Function

Function Number: FR-28

Description: Users can manage email archiving, including modifying the archiving path, labels, and retention period.

Input: Target email archiving, modification of archiving path, label management, retention period setting.

Output: The email metadata updates the archiving status identifier, the archived emails are transferred to the specified storage location, user storage space statistics are updated, and an archiving operation log is recorded.

## 1.29 Server Archiving Creation Function

Function Number: FR-29

Description: Administrators can create server archiving tasks, and the system provides configuration options for archiving scope, time range, storage location, etc.

Input: Target server, archiving scope selection (email data/system logs/user files), time range filtering, storage location selection, compression level setting.

Output: The selected server data is archived and stored, the original server releases the specified capacity space, an archiving task execution log is generated, and an archiving completion notification is triggered.

## 1.30 Server Archiving Deletion Function

Function Number: FR-30

Description: Administrators can delete server archiving data, and the system provides two options: immediate deletion or secure erasure.

Input: Target server archiving data, deletion mode selection (immediate deletion/secure erasure), administrator secondary confirmation password.

Output: The archiving data is removed from the main storage system, the corresponding storage space is released and the space statistics are updated, a deletion operation audit log is generated, and the archiving index information is synchronized.

## 1.31 Server Archiving Management Function

Function Number: FR-31

Description: Administrators can manage server archiving configurations, including adjusting archiving policies, execution plans, and monitoring data.

Input: Target server archiving, archiving policy adjustment, execution plan setting, monitoring data analysis.

Output: The capture rule configuration parameters are updated, the monitoring policy and associated services take effect synchronously, a rule change audit log is generated, and related users receive configuration change notifications.

## 1.32 Email Flow Capture Creation Function

Function Number: FR-32

Description: Users can create email flow capture rules, and the system provides multiple trigger conditions and execution actions.

Input: Rule name (up to 30 characters), trigger conditions (sender/recipient/subject keywords), capture scope (received emails/sent emails/all), execution actions (archive to specified folder/add label/forward copy).

Output: The newly created email flow capture rule takes effect and logs are recorded, the capture rule is bound to the associated emails, and the system begins to monitor the email flow according to the rule.

## 1.33 Email Flow Capture Deletion Function

Function Number: FR-33

Description: Users can delete email flow capture rules, and the system provides an option to simultaneously clear historical capture data.

Input: Target email flow capture rule, deletion mode selection (delete only rule/delete rule and clear historical data), account password (when clearing historical data).

Output: The email flow capture rule is removed from the system, related storage resources and monitoring processes are released, and a deletion operation log is recorded.

## 1.34 Email Flow Capture Management Function

Function Number: FR-34

Description: Administrators can manage email flow capture rules, including adjusting keyword matching modes, adding exception lists, and setting storage locations.

Input: Target email flow capture rule, keyword matching mode adjustment, addition of exception lists, storage location setting.

Output: The capture rule configuration parameters are updated, the monitoring policy and associated services take effect synchronously, a rule change audit log is generated, and related users receive configuration change notifications.

## 1.35 Backup Creation Function

Function Number: FR-35

Description: Administrators can create system backups, and the system provides options for backup scope, storage location, encryption settings, etc.

Input: Backup scope selection (emails/contacts/tasks/distribution groups), storage location selection (local storage/cloud storage/hybrid mode), encryption settings, backup strategy selection (full backup/incremental backup).

Output: The system generates a timestamped backup file package, updates the backup directory list and storage space statistics, records a backup operation audit log, and triggers a backup completion notification.

## 1.36 Backup Deletion Function

Function Number: FR-36

Description: Administrators can delete backup files, and the system provides two options: normal deletion or secure erasure.

Input: Target backup file, deletion mode selection (normal deletion/secure erasure), administrator secondary confirmation password.

Output: The backup file is removed from the storage system, the corresponding storage space is released, the backup list record is updated, and a deletion operation audit log is generated.

## 1.37 Backup Management Function

Function Number: FR-37

Description: Administrators can manage backup policies, including adjusting backup frequency, storage location, retention policy, etc.

Input: Target backup configuration, backup frequency modification, storage location selection, retention policy adjustment.

Output: The backup configuration parameters are updated, the backup schedule task is adjusted synchronously, a backup management operation log is generated, and related users receive configuration change notifications.

## 1.38 Restore Creation Function

Function Number: FR-38

Description: Users or administrators can create data restore tasks, and the system provides functions for restoring content filtering and target location selection.

Input: Backup source selection, restoration content filtering (emails/contacts/tasks/attachments), target location selection, restoration execution time setting.

Output: The restore task is created and added to the processing queue, the pre-restoration data verification passes, and a restore operation log is generated.

## 1.39 Restore Management Function

Function Number: FR-39

Description: Users or administrators can manage restore tasks, including pause, resume, cancel, and re-execute operations.

Input: Target restore task, task management operation (pause/resume/cancel/re-execute).

Output: The restore task status is updated, the restore log records the latest operation information, and the associated storage space status is refreshed synchronously.

## 1.40 Restore Log Viewing Function

Function Number: FR-40

Description: Users can view restore operation logs, and the system provides multiple filtering conditions.

Input: Query time range, restore type filtering, operation status filtering.

Output: The restore log information is correctly displayed, the log viewing operation is recorded, and the most recent search conditions are retained.