# Functional Requirement

#### 1.1 Create Email Function

\*\*Function Number: FR-01\*\*

\*\*Description:\*\*

Users can create and send emails through a unified platform. The system supports saving drafts and sending emails directly. Email content includes, but is not limited to, recipients, subject, body, attachments, etc.

\*\*Input:\*\*

- User information (User ID)

- Recipient information (contacts or communication groups)

- Subject

- Body

- Attachments (files)

\*\*Output:\*\*

- Feedback on the save or send status of the new email

- If saving a draft, the email is saved in the draft folder; if sending an email, it is sent to the specified recipient and recorded in the sent emails folder.

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#### 1.2 Send Email Function

\*\*Function Number: FR-02\*\*

\*\*Description:\*\*

Users can send created emails to specified recipients. The system supports integrity checks before sending and status updates after sending.

\*\*Input:\*\*

- User information (User ID)

- Created email (including recipients, subject, body, attachments, etc.)

\*\*Output:\*\*

- Feedback on the email sending status

- If the email is sent successfully, it is recorded in the sent emails folder.

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#### 1.3 Receive Email Function

\*\*Function Number: FR-03\*\*

\*\*Description:\*\*

Users can receive emails from external sources. The system automatically downloads and parses the email content and stores it in the user's inbox.

\*\*Input:\*\*

- User information (User ID)

- New emails received from the email server (including sender, subject, body, attachments, etc.)

\*\*Output:\*\*

- Feedback on the email receiving status

- The parsed email is stored in the user's inbox.

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#### 1.4 Manage Email Folders Function

\*\*Function Number: FR-04\*\*

\*\*Description:\*\*

Users can create, rename, delete email folders, and move emails to different folders. The system supports folder hierarchy management and email moving operations.

\*\*Input:\*\*

- User information (User ID)

- Folder operation instructions (create, rename, delete, move)

- Target folder information (e.g., folder name, new name, etc.)

\*\*Output:\*\*

- Feedback on the folder operation result

- Folder structure update

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#### 1.5 Search Email Function

\*\*Function Number: FR-05\*\*

\*\*Description:\*\*

Users can search for emails based on keywords, senders, recipients, dates, and other criteria. The system supports both fuzzy search and exact matching.

\*\*Input:\*\*

- User information (User ID)

- Search criteria (keywords, sender, recipient, date, etc.)

\*\*Output:\*\*

- List of search results

- Information including email subject, sender, recipient, send time, etc.

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#### 1.6 Format Email Content Function

\*\*Function Number: FR-06\*\*

\*\*Description:\*\*

Users can format the email body, including font, color, paragraph settings, etc. The system supports rich text editing.

\*\*Input:\*\*

- User information (User ID)

- Email body to be formatted

- Formatting instructions (e.g., font, color, paragraph settings, etc.)

\*\*Output:\*\*

- Formatted email body

- Feedback on the formatting result

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#### 1.7 Create Contact Function

\*\*Function Number: FR-07\*\*

\*\*Description:\*\*

Users can create new contacts and add them to the system address book. The system supports the entry and storage of contact information.

\*\*Input:\*\*

- User information (User ID)

- Contact information (name, email, phone, etc.)

\*\*Output:\*\*

- Information of the newly created contact

- Updated contact list

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#### 1.8 Manage Contact Information Function

\*\*Function Number: FR-08\*\*

\*\*Description:\*\*

Users can edit and delete contact information. The system supports the maintenance and update of contact information.

\*\*Input:\*\*

- User information (User ID)

- Operation instructions (edit, delete)

- Contact information (name, email, phone, etc.)

\*\*Output:\*\*

- Updated contact information

- Updated contact list

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#### 1.9 Create Communication Group Function

\*\*Function Number: FR-09\*\*

\*\*Description:\*\*

Users can create communication groups and add contacts to them. The system supports the creation of communication groups and member management.

\*\*Input:\*\*

- User information (User ID)

- Communication group information (group name, description, etc.)

- Member contact information (name, email, etc.)

\*\*Output:\*\*

- Information of the newly created communication group

- Updated communication group list

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#### 1.10 Manage Communication Group Function

\*\*Function Number: FR-10\*\*

\*\*Description:\*\*

Users can edit, delete communication groups, and add or remove members. The system supports the maintenance and update of communication groups.

\*\*Input:\*\*

- User information (User ID)

- Operation instructions (edit, delete, add member, remove member)

- Communication group information (group name, description, etc.)

- Member contact information (name, email, etc.)

\*\*Output:\*\*

- Updated communication group information

- Updated communication group list

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#### 1.11 Set Reminder Task Function

\*\*Function Number: FR-11\*\*

\*\*Description:\*\*

Users can set reminder tasks for emails or schedules, and the system will remind the user at the scheduled time.

\*\*Input:\*\*

- User information (User ID)

- Email or schedule information

- Reminder settings (time, method, etc.)

\*\*Output:\*\*

- Feedback on the reminder task setting result

- Updated reminder task list

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#### 1.12 Create Administrator Account Function

\*\*Function Number: FR-12\*\*

\*\*Description:\*\*

System administrators can create new administrator accounts and assign corresponding permissions. The system supports the creation of administrator accounts and permission management.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- New administrator account information (username, password, email, etc.)

- Role and permission configuration

\*\*Output:\*\*

- Information of the newly created administrator account

- Updated administrator account list

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#### 1.13 Manage Email Permissions Function

\*\*Function Number: FR-13\*\*

\*\*Description:\*\*

System administrators can set or modify the access permissions of email accounts. The system supports the management of email permissions.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Email account information

- Permission settings (read, send, manage, etc.)

\*\*Output:\*\*

- Updated email permission information

- Updated email permission list

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#### 1.14 Create Shared Account Function

\*\*Function Number: FR-14\*\*

\*\*Description:\*\*

System administrators can create shared accounts and assign specific permissions. The system supports the creation of shared accounts and permission configuration.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Shared account information (username, password, email, etc.)

- Permission configuration

\*\*Output:\*\*

- Information of the newly created shared account

- Updated shared account list

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#### 1.15 Manage Shared Account Function

\*\*Function Number: FR-15\*\*

\*\*Description:\*\*

System administrators can enable, disable, or delete shared accounts and adjust their permissions. The system supports the maintenance and update of shared accounts.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Operation instructions (enable, disable, delete)

- Shared account information (username, email, etc.)

- Permission configuration

\*\*Output:\*\*

- Updated shared account information

- Updated shared account list

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#### 1.16 Create Email Archiving Rule Function

\*\*Function Number: FR-16\*\*

\*\*Description:\*\*

System administrators can create email archiving rules for automated email archiving processes. The system supports the creation and application of rules.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Archiving rule information (rule name, conditions, target folder, etc.)

\*\*Output:\*\*

- Information of the newly created archiving rule

- Updated archiving rule list

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#### 1.17 Archive Personal Email Function

\*\*Function Number: FR-17\*\*

\*\*Description:\*\*

Users can manually archive emails to specified folders. The system supports email archiving operations.

\*\*Input:\*\*

- User information (User ID)

- Email information to be archived

- Target folder information

\*\*Output:\*\*

- Feedback on the email archiving status

- Updated archived email list

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#### 1.18 Archive Server Email Function

\*\*Function Number: FR-18\*\*

\*\*Description:\*\*

System administrators can archive emails from the email server. The system supports batch archiving operations for server emails.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Email information to be archived

- Target folder information

\*\*Output:\*\*

- Feedback on the email archiving status

- Updated archived email list

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#### 1.19 Backup Email Data Function

\*\*Function Number: FR-19\*\*

\*\*Description:\*\*

System administrators can back up email data to a specified location. The system supports email data backup operations.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Email information to be backed up

- Backup target path

\*\*Output:\*\*

- Feedback on the email data backup status

- Updated backup record

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#### 1.20 Archive Email by Policy Function

\*\*Function Number: FR-20\*\*

\*\*Description:\*\*

Users can automatically classify and archive emails based on predefined policies. The system supports policy-driven email archiving operations.

\*\*Input:\*\*

- User information (User ID)

- Archiving policy information (conditions, target folder, etc.)

\*\*Output:\*\*

- Feedback on the email archiving status

- Updated archived email list

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#### 1.21 Process Expired Email Function

\*\*Function Number: FR-21\*\*

\*\*Description:\*\*

System administrators can process expired emails, including archiving, deleting, or reminding. The system supports operations for processing expired emails.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Expired email information

- Processing instructions (archive, delete, remind, etc.)

\*\*Output:\*\*

- Feedback on the processing status of expired emails

- Updated expired email list

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#### 1.22 Create Data Backup Plan Function

\*\*Function Number: FR-22\*\*

\*\*Description:\*\*

System administrators can create data backup plans to regularly back up data. The system supports the creation of scheduled backup plans.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Backup plan information (frequency, time, scope, etc.)

\*\*Output:\*\*

- Information of the newly created backup plan

- Updated backup plan list

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#### 1.23 Restore File-Level Data Function

\*\*Function Number: FR-23\*\*

\*\*Description:\*\*

System administrators can restore data of specified files from backups. The system supports file-level data recovery operations.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Data information to be restored

- Restore target path

\*\*Output:\*\*

- Feedback on the data recovery status

- Updated recovery record

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#### 1.24 Restore Entire Database Data Function

\*\*Function Number: FR-24\*\*

\*\*Description:\*\*

System administrators can restore data from the entire database. The system supports whole-database-level data recovery operations.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Database information to be restored

- Restore target path

\*\*Output:\*\*

- Feedback on the data recovery status

- Updated recovery record

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#### 1.25 Restore Data Based on Time Point Function

\*\*Function Number: FR-25\*\*

\*\*Description:\*\*

System administrators can restore data based on a specific time point. The system supports data recovery operations based on time points.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

- Data information to be restored

- Time point

- Restore target path

\*\*Output:\*\*

- Feedback on the data recovery status

- Updated recovery record

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#### 1.26 View Backup Log Function

\*\*Function Number: FR-26\*\*

\*\*Description:\*\*

System administrators can view log records of backup operations. The system supports viewing backup logs.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

\*\*Output:\*\*

- Backup log records

- Feedback on the log viewing result

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#### 1.27 View Recovery Log Function

\*\*Function Number: FR-27\*\*

\*\*Description:\*\*

System administrators can view log records of recovery operations. The system supports viewing recovery logs.

\*\*Input:\*\*

- Current administrator information (Administrator ID)

\*\*Output:\*\*

- Recovery log records

- Feedback on the log viewing result

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#### 1.28 Create Task Schedule Function

\*\*Function Number: FR-28\*\*

\*\*Description:\*\*

Users can create task schedules and set reminders. The system supports the creation and management of task schedules.

\*\*Input:\*\*

- User information (User ID)

- Task schedule information (title, start time, end time, description, reminder settings, etc.)

\*\*Output:\*\*

- Information of the newly created task schedule

- Updated task schedule list

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#### 1.29 Manage Task Schedule Function

\*\*Function Number: FR-29\*\*

\*\*Description:\*\*

Users can edit, delete, or enable/disable task schedules. The system supports the maintenance and update of task schedules.

\*\*Input:\*\*

- User information (User ID)

- Operation instructions (edit, delete, enable, disable)

- Task schedule information (title, start time, end time, description, reminder settings, etc.)

\*\*Output:\*\*

- Updated task schedule information

- Updated task schedule list

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#### 1.30 Manage Archived Email Function

\*\*Function Number: FR-30\*\*

\*\*Description:\*\*

Users can view, export, delete, or move archived emails. The system supports management operations for archived emails.

\*\*Input:\*\*

- User information (User ID)

- Operation instructions (view, export, delete, move)

- Archived email information

\*\*Output:\*\*

- Feedback on the management operation result for archived emails

- Updated archived email list