# Functional Requirement

#### 1.1 Create New Email

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

\*\*Description\*\*: Users can create new emails and choose to save them as drafts or send them directly.

\*\*Input\*\*: Recipient list, email subject, email body, list of attachments (if any).

\*\*Output\*\*: Email saved as a draft or sent email.

#### 1.2 Send Email

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

\*\*Description\*\*: Users can send draft emails or newly created emails to specified recipients.

\*\*Input\*\*: Email (draft or newly created email), recipient list.

\*\*Output\*\*: Record of the sent email.

#### 1.3 Receive Email

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

\*\*Description\*\*: The system can receive emails from the email server and store them in the user's inbox.

\*\*Input\*\*: Email data from the email server.

\*\*Output\*\*: Emails stored in the user's inbox.

#### 1.4 Search for Emails

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

\*\*Description\*\*: Users can search for emails based on keywords (such as sender, recipient, subject, etc.).

\*\*Input\*\*: Search keywords.

\*\*Output\*\*: List of emails that match the search criteria.

#### 1.5 Organize Email Folders

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

\*\*Description\*\*: Users can create, edit, and delete email folders and move emails to specified folders.

\*\*Input\*\*: Folder name, list of emails.

\*\*Output\*\*: Updated list of folders and email locations.

#### 1.6 Format Email Content

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

\*\*Description\*\*: Users can format the content of emails, such as font, color, alignment, etc.

\*\*Input\*\*: Email body and formatting options.

\*\*Output\*\*: Formatted email body.

#### 1.7 Manage Contacts

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

\*\*Description\*\*: Users can add, edit, delete, and search for contact information.

\*\*Input\*\*: Contact information (such as name, email, phone number, etc.).

\*\*Output\*\*: Updated list of contacts.

#### 1.8 Create New Contact

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

\*\*Description\*\*: Users can create new contact information.

\*\*Input\*\*: Basic contact information (such as name, email, phone number, etc.).

\*\*Output\*\*: New contact record.

#### 1.9 Edit Contact Information

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

\*\*Description\*\*: Users can modify existing contact information.

\*\*Input\*\*: Basic contact information (such as name, email, phone number, etc.).

\*\*Output\*\*: Updated contact record.

#### 1.10 Search for Contacts

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

\*\*Description\*\*: Users can search for contacts using keywords.

\*\*Input\*\*: Search keywords.

\*\*Output\*\*: List of contacts that match the search criteria.

#### 1.11 Manage Schedule

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

\*\*Description\*\*: Users can create, edit, delete, and view schedule information.

\*\*Input\*\*: Schedule information (such as title, start time, end time, etc.).

\*\*Output\*\*: Updated list of schedules.

#### 1.12 Create New Schedule

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

\*\*Description\*\*: Users can create new schedules.

\*\*Input\*\*: Basic schedule information (such as title, start time, end time, etc.).

\*\*Output\*\*: New schedule record.

#### 1.13 Edit Schedule Details

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

\*\*Description\*\*: Users can modify existing schedule information.

\*\*Input\*\*: Basic schedule information (such as title, start time, end time, etc.).

\*\*Output\*\*: Updated schedule record.

#### 1.14 View Schedule

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

\*\*Description\*\*: Users can view details of a specific schedule.

\*\*Input\*\*: Schedule ID.

\*\*Output\*\*: Schedule details page.

#### 1.15 Delete Schedule

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

\*\*Description\*\*: Users can delete a specific schedule.

\*\*Input\*\*: Schedule ID.

\*\*Output\*\*: List of schedules after deletion.

#### 1.16 Manage Administrator Permissions

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

\*\*Description\*\*: Administrators can configure, modify, and delete administrator permissions.

\*\*Input\*\*: Permission name, description, assignee.

\*\*Output\*\*: Updated list of administrator permissions.

#### 1.17 Create Shared Account

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

\*\*Description\*\*: Administrators can create new shared accounts and assign them to specific users.

\*\*Input\*\*: Account name, password, permission scope, associated users.

\*\*Output\*\*: New shared account record.

#### 1.18 Set Reminder Tasks

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

\*\*Description\*\*: Users can set reminder tasks for specific schedules.

\*\*Input\*\*: Reminder time, reminder method, repetition rules.

\*\*Output\*\*: Schedule details after setting the reminder.

#### 1.19 Archive Personal Emails

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

\*\*Description\*\*: Users can archive personal emails into specific archive folders.

\*\*Input\*\*: List of emails to be archived.

\*\*Output\*\*: List of archived emails.

#### 1.20 Search for Archived Emails

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

\*\*Description\*\*: Users can search for archived emails.

\*\*Input\*\*: Search keywords.

\*\*Output\*\*: List of archived emails that match the search criteria.

#### 1.21 Manage Server Archiving

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

\*\*Description\*\*: Administrators can set and manage server archiving rules.

\*\*Input\*\*: Archiving rules (such as archiving time, archiving path, etc.).

\*\*Output\*\*: Updated list of archiving rules.

#### 1.22 Set Email Flow Capture Rules

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

\*\*Description\*\*: Administrators can set email flow capture rules to automatically capture emails that meet the criteria.

\*\*Input\*\*: Capture rules (such as sender, recipient, subject keywords, etc.).

\*\*Output\*\*: List of captured emails.

#### 1.23 Classification and Archiving Policies

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

\*\*Description\*\*: Administrators can create, update, and delete email classification and archiving policies.

\*\*Input\*\*: Classification criteria, archiving path, execution frequency.

\*\*Output\*\*: Updated list of classification and archiving policies.

#### 1.24 Handle Expired Emails

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

\*\*Description\*\*: The system can automatically identify and handle expired emails, such as archiving or deleting them.

\*\*Input\*\*: List of expired emails.

\*\*Output\*\*: List of processed emails.

#### 1.25 Backup Data

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

\*\*Description\*\*: Administrators can configure and execute data backup operations.

\*\*Input\*\*: Backup data type (such as emails, contacts, schedules, etc.), backup frequency, backup storage path.

\*\*Output\*\*: Backup data stored in the specified location.

#### 1.26 Restore Data

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

\*\*Description\*\*: Administrators can restore specific data entities from backup data.

\*\*Input\*\*: Backup record, type of data to be restored, scope of restoration.

\*\*Output\*\*: Restored data entity.

#### 1.27 Restore Data from a Specific Point in Time

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

\*\*Description\*\*: Administrators can restore relevant data entities from backup data at a specific point in time.

\*\*Input\*\*: Backup record, type of data to be restored, point in time for restoration.

\*\*Output\*\*: Restored data entity.

#### 1.28 Record Backup and Restore Logs

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

\*\*Description\*\*: The system logs the operations of backup and restore.

\*\*Input\*\*: None (automatically generated by the system).

\*\*Output\*\*: Logs of backup and restore operations.

#### 1.29 Create Email Account

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

\*\*Description\*\*: Users can create new email accounts.

\*\*Input\*\*: Username, email address, password.

\*\*Output\*\*: New email account record.