Functional Requirement

1.1 Email Sending Function

Function Number: FR-01

Description: Users can send emails. The system needs to verify contact information and email status, and record the email sending log.

Input: Email subject, body content, target contact information, email account configuration

Output: Prompt message indicating successful email sending, email sending log record

1.2 Email Receiving Function

Function Number: FR-02

Description: The system can periodically check the user's email account, download and store new email content, and record the email receiving log.

Input: Email server connection information, email account status

Output: Prompt message indicating successful email receiving, email receiving log record, email content storage

1.3 Email Formatting Function

Function Number: FR-03

Description: Users can format and typeset email content. The system needs to support multiple formatting settings and record the formatting operation log.

Input: Email body content, formatting settings (font, color, paragraph, list, hyperlink, etc.)

Output: Formatted email content, email save or send status, formatting operation log record

1.4 Email Search Function

Function Number: FR-04

Description: Users can search for emails in the mailbox based on various conditions (such as subject, sender, recipient, date, etc.) and record the search operation log.

Input: Search conditions (subject, sender, recipient, date range, keywords, etc.)

Output: List of matching emails, email content display, email search operation log record

1.5 Email Folder Creation Function

Function Number: FR-05

Description: Users can create new email folders. The system needs to verify the folder name and record the folder creation operation log.

Input: Folder name, description information (optional), storage location

Output: New email folder, updated email folder list, folder creation operation log record

1.6 Email Classification Management Function

Function Number: FR-06

Description: Users can manually or according to rules classify emails into distribution groups or folders. The system needs to record the classification operation log.

Input: Classification method (manual or rule), target location (distribution group or folder)

Output: Classified email list, email status update, email classification operation log record

1.7 Distribution Group Management Function

Function Number: FR-07

Description: Users can create, edit, or delete distribution groups and add contacts to distribution groups. The system needs to record the distribution group management operation log.

Input: Distribution group name, description information (optional), contact list, operation type (create, edit, delete)

Output: Updated distribution group list, distribution group member information, distribution group management operation log record

1.8 Reminder Task Setting Function

Function Number: FR-08

Description: Users can set reminder tasks for emails. The system needs to verify the reminder time and record the reminder task setting operation log.

Input: Email, reminder time, reminder method, additional information

Output: Reminder task information, updated reminder task list, reminder task setting operation log record

1.9 Reminder Task Management Function

Function Number: FR-09

Description: Users can view, edit, or delete set reminder tasks. The system needs to record the reminder task management operation log.

Input: Reminder task, edit or delete request

Output: Updated reminder task list, reminder task status update, reminder task management operation log record

1.10 Email Account Creation Function

Function Number: FR-10

Description: Users can create new email accounts. The system needs to verify the email configuration and record the email creation operation log.

Input: Email account information (username, password, server address, port, etc.), storage policy

Output: New email account, updated email account list, email creation operation log record

1.11 Email Account Management Function

Function Number: FR-11

Description: Users can create, edit, or delete email accounts and associate them with distribution groups, calendar modules, etc. The system needs to record the email management operation log.

Input: Email account information, operation type (create, edit, delete)

Output: Updated email account information, email account status, email management operation log record

1.12 Shared Account Creation Function

Function Number: FR-12

Description: Administrators can create shared accounts and bind email accounts. The system needs to verify the shared account configuration and record the creation operation log.

Input: Shared account name, description, associated email account, permission settings

Output: New shared account, updated shared account list, shared account creation operation log record

1.13 Shared Account Management Function

Function Number: FR-13

Description: Administrators can view, edit, or delete shared accounts and adjust their permission configurations. The system needs to record the shared account management operation log.

Input: Shared account information, operation type (view, edit, delete)

Output: Updated shared account list, shared account permission update, shared account management operation log record

1.14 Archiving Policy Formulation Function

Function Number: FR-14

Description: Administrators can formulate archiving policies for email accounts. The system needs to verify the policy configuration and record the archiving policy formulation operation log.

Input: Email account, archiving policy rules (archiving conditions, frequency, storage path, etc.)

Output: Archiving policy, updated archiving policy list, archiving policy formulation operation log record

1.15 Email Archiving Function

Function Number: FR-15

Description: Users or the system can archive emails to the specified storage location according to the archiving policy and record the archiving operation log.

Input: Email, archiving policy, archiving storage path

Output: Archiving email status, updated email list in the mailbox, email archiving operation log record

1.16 Email Flow Capture Function

Function Number: FR-16

Description: The system can automatically capture emails that meet the conditions according to the email flow capture rules set by the administrator and record the email flow capture log.

Input: Capture rules (sender, subject, keywords, etc.), email flow status

Output: Captured emails, email flow capture log record, email status update

1.17 Email Flow Management Function

Function Number: FR-17

Description: Users can sort, filter, and label classify email flows. The system needs to record the email flow management operation log.

Input: Email flow rules (sort by time, filter by sender, etc.)

Output: Updated email list, email flow rule application status, email flow management operation log record

1.18 Backup Management Function

Function Number: FR-18

Description: Administrators can create, edit, or delete backup tasks. The system needs to record the backup management operation log.

Input: Backup task name, backup frequency, backup content, storage path

Output: Updated backup task list, backup task status, backup management operation log record

1.19 Data Recovery Function

Function Number: FR-19

Description: Administrators can perform data recovery operations based on backup files and record the data recovery operation log.

Input: Backup file, recovery target location, recovery content

Output: Recovered data, data recovery status, data recovery operation log record

1.20 Recovery Log Viewing Function

Function Number: FR-20

Description: Administrators can view the log information of recovery operations and filter the log content based on conditions. The system needs to record the recovery log viewing operation log.

Input: Filter conditions (time range, operation type, email account, etc.)

Output: Recovery log list, detailed information of recovery logs, recovery log viewing operation log record

1.21 Administrator Permission Management Function

Function Number: FR-21

Description: Administrators can create, edit, or delete other administrator accounts and their permissions. The system needs to record the administrator permission management operation log.

Input: Administrator account information, permission settings, operation type (create, edit, delete)

Output: Updated administrator account list, permission configuration update, administrator permission management operation log record

1.22 Calendar Management Function

Function Number: FR-22

Description: Users can create, edit, or delete calendar events and set reminder tasks. The system needs to record the calendar management operation log.

Input: Calendar information (title, time, location, contacts, etc.), reminder task settings

Output: Updated calendar list, calendar status update, calendar management operation log record

1.23 Calendar Viewing Function

Function Number: FR-23

Description: Users can filter and view calendar information by date or time. The system needs to record the calendar viewing operation log.

Input: Filter conditions (date, time period, etc.)

Output: Calendar list, calendar details, calendar viewing operation log record

1.24 Email Viewing Function

Function Number: FR-24

Description: Users can view the email list and details in their email account. The system needs to record the email viewing operation log.

Input: Email account, email filter conditions

Output: Email list in the mailbox, email details, email viewing operation log record

1.25 Email Archiving Policy Viewing Function

Function Number: FR-25

Description: Users can view the archiving policy of their email account. The system needs to record the archiving policy viewing operation log.

Input: Email account

Output: Archiving policy details, archiving policy viewing operation log record

1.26 Email Flow Viewing Function

Function Number: FR-26

Description: Users can view the capture and classification status of email flows. The system needs to record the email flow viewing operation log.

Input: Email flow filter conditions (sender, subject, etc.)

Output: Email flow list, email flow details, email flow viewing operation log record

1.27 Email Storage Management Function

Function Number: FR-27

Description: The system can monitor email storage space and prompt the user when the storage space is insufficient. The system needs to record the email storage management log.

Input: Email account, storage monitoring rules

Output: Storage status prompt, email storage management operation log record

1.28 Administrator Information Viewing Function

Function Number: FR-28

Description: Administrators can view the detailed information of other administrator accounts. The system needs to record the administrator information viewing operation log.

Input: Administrator account

Output: Administrator account details, administrator information viewing operation log record